

THE ROAD GUIDE TO MIDDLE SCHOOL

Welcome! Head-Royce Middle School is a wonderful place and we hope this road guide eases your entrance into our community. Middle School (which you will see abbreviated MS, in contrast to US and LS!) is a time of increasing independence for your student. Of course, this is a welcome development, but one that sometimes impedes communication about school issues, if only because you, the parent, are less frequently on campus! We hope this guide will assist you in learning all that you would like to know about our Middle School!

THE NUTS AND BOLTS

The Head-Royce Handbook, which you will receive at the beginning of the year and which may also be found on the website, contains most of the information that you will need to know about school policy regarding attendance, behavioral expectations, grading standards, safety and other important issues. Please review the overall school policy as well as those parts pertaining to Middle School. It's your best resource!

Meet your Room Parents, Grade Level Coordinators, and Middle School Liaison(s). At Back-to-School Night you will learn who has volunteered to be your child's grade level coordinator, room parent, and the Middle School Liaison(s). In MS, students are grouped by homeroom (6th grade), or by advisory group (7th & 8th grade), and the Room Parents work with the homeroom teachers/advisors to plan class events, disseminate information to you, and solicit volunteers. The Grade Level Coordinators communicate with the grade Level Deans, the MS Liaison, and help coordinate info to the room parents. The MS Liaison(s) is a member of the Parent Association Board, and in turn works directly with the MS Administration, the Grade Level Coordinators and all the room parents to assist with global issues raised by the parent community, to plan events and to recruit volunteers. A list of contacts can be found in the directory and on the website.

Be an active member of the community! Your participation is needed to make our community strong and diverse. The Parent Association page of the website and handbook contain a list of the Parent Association Committees, as well as the Board of Trustees, and their various committees, which work to make HRS an exciting effective school. Volunteer to help in the areas of your choice – make a difference and get involved! Remember – this is the way to meet the parents of your child's clan!

From A to Z in the Middle School

Academics

Head-Royce takes seriously its mission to provide your student a superb education. Your student will be challenged daily, and rewarded for effort and intellectual curiosity. Help your student take advantage of the wealth of curriculum choices and encourage his/her participation in academia, always of course balanced with fun and social opportunities!

Academic Study Labs (6th grade)

These labs provide students with additional contact with their English, history, math and science teachers once a week.

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Activities

As part of the curriculum, students have an elective "Activity" course that meets twice weekly. There are three rotations of Activity courses for 8th graders and two for 6th & 7th graders, lasting approximately 10 weeks. Examples vary each rotation but may include Ceramics, Green Team, Dance, Chess, Yoga, Knitting, Flag Football, Study Hall, etc. Assignment is based on a First Come, First Serve Basis so students are encouraged to return their Activity Request form as soon as possible. Students who forget to turn in their forms or are late will be assigned to an open Activity.

Advisors/Homeroom Teachers

Advisors/Homeroom Teachers serve as the point person for the students' academic and social development. While it is appropriate to contact teachers directly about a student's performance, Advisors/Homeroom Teachers may offer a more complete picture. The Advisors/Homeroom Teachers meet regularly to discuss the overall performance of the students under their care. Therefore, the Advisor should be your first stop when you have a question.

After School Programs

The Middle School offers an After School Study Hall from 3:45 - 6:00 p.m. on a drop-in basis. Study Hall is located in the Middle School and a snack is provided. If you need to reach your child in After School Study Hall, call Francine, the Middle School Administrative Assistant (Ext. 2114). Failure to pick up your child by 6:00 p.m. may result in additional fees.

Assemblies

The entire MS gathers together as a community to hear speakers, enjoy special events, or discuss current issues on Thursday afternoons from 1:45-2:30pm in the MEW. Important announcements are made by administration at these meetings, too. Parents are encouraged to suggest potential speakers or performers.

Athletics

Middle School Athletics offer a variety of interscholastic sports programs. Students are encouraged to tryout for Junior Varsity (6-7th Grades) or Varsity (7-8th Grades) teams. Some sports are offered by grade level as well. Middle School girls are offered Cross-Country (Varsity & JV) and Volleyball (Varsity & JV) in the fall; Basketball (7th, 8th grade teams) and Soccer (6th grade) in the winter and Soccer (Varsity) and Basketball (6th grade) in the spring. Middle School boys are offered Cross-Country (Varsity & JV) and Soccer (Varsity & JV) in the fall, Basketball (6th, 7th, 8th grade teams) in the winter and Volleyball (Varsity) and Baseball (Varsity) in the spring. Please take time to read the "Head-Royce Parent-Student Guide to Athletics" publication for information regarding eligibility, the athletic and participation code. This packet will be sent in the Summer Mailing and published on the School's website. If you have any questions, you may contact the MS Athletic Director.

Attendance

Students must report to class by 8:25 a.m. If they arrive later, students will be marked tardy and must report to the Middle School office before going to class to prevent being placed on the absence list. If they are absent, parents must call the Administrative Assistant to report their absence. When they return to school, they must bring in a signed note from their parents explaining their absence.

If a student must leave campus during the school day, they must bring a note from their

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parents to the Administrative Assistant or your homeroom teacher/advisor when they arrive at school. Students MUST SIGN-OUT in the Middle School Office when it is time to leave. Do not go directly to your child's class and pick up your child. When they return, they MUST SIGN-IN in the Middle School Office and bring a note from their doctor, dentist or parent.

Student athletes who participate in interscholastic sports programs must be in attendance all periods of the school day to participate in games or practices unless excused by the Division Head or other administrator in charge. This helps enforce the idea that the student's education must take priority.

Back to School Night (BTSN)

Middle School Back to School Night takes place in September and is a critical evening to learn about your child's academic life. The evening begins with a reception sponsored by the Parents' Association, a great time for you to meet other parents and grab a bite to eat. You will hear information from the Head of School, the Middle School Head, the Middle School Deans, Middle School Learning Specialist and Middle School Counselor, outlining the year for each grade. You will visit your child's classrooms, meet the teachers, and get an overview of the curriculum for each class. Please bring your calendars to sign up for conferences, grade level outings and events during the reception. The evening is packed with information and while there is some time to ask questions, we recommend jotting down your questions and following up with your child's teachers at a later time.

Birthdays

There is no formal Birthday policy and celebrations are optional. Should you wish, you can call your child's Homeroom Teacher/Advisor and arrange to bring snacks for your child's birthday at an appropriate time.

Books

You can buy and sell books on line; go to the Head-Royce School (HRS) website for information. In some cases, your student will be issued books and you will be billed. As a part of our green practice in addition to saving families money, some text books are used over multiple years. Families are only charged a usage fee for these books; however all other books are online for your purchase. See the summer mailing for details about purchasing books. Please note: 6th grade differs somewhat from 7th and 8th. Families only need to purchase the summer reading and supplies from a vendor of their choice. All other books will be distributed in class and families will be billed. However, if you already have one of the books that will be used, it is important to tell your child to bring it to school at the beginning of the year to show his or her teacher. Families are only billed for what their child takes on opening day. If you have any questions, please contact the 6th Grade Dean.

Bulletin Boards

Check out the MS grade level bulletin boards for pictures of events like Fall Out. Other departments e.g., sports, fine arts and community service, also have boards. Encourage your student to check the board for relevant information. They are located outside of the MS Office. You too can learn a lot by strolling down the hallway!

Bus Service/Carpooling

AC Transit provides bus service for Head-Royce to several neighborhoods. Please refer to the (AC Transit Supplementary Schedule, to the bus literature that is mailed to all families in the summer, and to the website). If not utilizing the bus service, families are encouraged to

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carpool with other families. (Please use the Carpool to School website: www.carpooltoschool.com.)

Cell phones

Students are **not permitted** to use cell phones during the school day (8:25am-3:20pm). If parents/guardians need to reach a student, they are welcome to call the office to leave a message which will be posted on the message board. If a student must call home during the day, the MS Office has a phone for their use.

Chaperones

Parent chaperones are needed and much appreciated at various social events (e.g. dances, 6th Grade Bowling Night and field trips). Kids seldom welcome their parents as chaperones in MS, but without you, these events just can't happen. Volunteer on the summer form and at BTSN. The best way to teach children to volunteer is to model it.

Class Schedule

The middle school has a "Block" period schedule. Each academic course is offered four times (4x) a week on a *rotating* basis. Classes in the morning or afternoon cycle on themselves on Monday, Tuesday and Friday. Then on Wednesday and Thursday, the afternoon classes move the morning and the morning classes move to the afternoon. This allows all academic courses to be offered four times/week at different times of the day. It also provides time for additional for one on one teacher support and guidance on homework. The schedule also accommodates our Advisory Program, Study Skills (6th & 7th only), Life Skills (7th & 8th only), Activities, Morning Meeting and the Assemblies.

Communication

The website is the best way of obtaining current information on Middle School Activities, Parents' Association functions, homework, etc. We encourage families to check the **MS Bulletin** page via the "Parent Portal" of the HRS website on a daily basis. HRS makes a concerted effort to communicate electronically all year; only a few important items are mailed to parents. You have been asked to provide an email address to which **elines**, our bi-weekly notices, is sent. That communiqué has critical information every edition: what is happening at school and after, what you need to know about upcoming events, reminders of meetings, etc. Your life will go more smoothly if you READ your **elines** and CHECK the website regularly!! Additionally, the Middle School Head may send emails to update you from time to time on MS happenings.

Course Catalog

Each year, a course catalog is published which includes a curriculum summary for middle and upper school students. A brief description of the courses is included as well as a Reading List of books and texts to be covered during the academic year. If you would like a copy of the course catalog, please check the website. Families also have access to more detailed information on specific classes through the curriculum maps on the website. (Maps may differ somewhat from the actual day-to-day program.)

Counselor

Rachel Concannon is the fully trained Middle School counselor. She has an office on campus, and is available Monday, Wednesday and Friday for student consultations. She keeps in close touch with the deans, and is a wonderful resource in the task of keeping our students healthy and happy. Meetings are confidential and private. She also teaches Life Skills classes to

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7th and 8th Grade students each week, and moderates groups of students with special issues. She maintains a library of helpful books to lend to parents. The Counselor's office is located just off the MS Patio.

Dances

Dances are held throughout the year both on and off campus. The East Bay Independent Schools Collaborative (EBISC) arranges dances among several participating East Bay Independent Schools. Only 7th and 8th graders are allowed to attend these inter-school dances, however 6th graders are welcome to attend the Head-Royce Winter Ball (see below). The MS Dean of Student Life, Willie Adams, helps organize the dances with support from the MS Student Council. Parent volunteers are needed to help chaperone dances held at HRS and arrange snacks. The cost of the dances is typically \$5. Student ID is required and dance agreement forms must be signed in advance.

Deans

Each grade has its own dean (Linda Hoopes for 6th, Ryan Garrity for 7th and Molly Barrett for 8th grades). Willie Adams is Dean of Student Life and leads the Student Council, teaches Life Skills, and facilitates the service learning program. His office is located in the MS next to the MS patio. All Deans and the MS head meet weekly to assess student life in all areas. In addition, the Deans have special relationships with their classes, as the Advisors do with their students; lots of adults are looking out for your child's best interests!

Discipline/Detention

All families should read the Handbook with their students. It outlines the School's discipline policy.

Dismissal

At 4pm, all middle school students must leave campus or be in a supervised activity such as After School, music lesson or a team sport. For safety reasons, students are not allowed to remain on campus unsupervised.

Dress Code

The official HRS Dress Code is outlined in the Student Handbook. Over the years, this has been a topic of great interest, especially as the weather becomes warmer. Short of issuing formal guidelines on what is permissible, our hope is that parents exercise good judgment in advising their child on what is appropriate clothing for school. We encourage students not to wear open toe shoes or platforms that may result in injuries or undergarments as street clothes. If clothes are deemed inappropriate, your child may be asked to change into their Physical Education clothing for the remainder of the day.

Elines

This electronic communication comes to your email address straight from the Director of Publications and includes content from the Parent Association, Administration and all divisions. It is our fastest and most flexible way to share information: READ it!!

ERBs

In the late spring of each year, the HRS Middle School administers the ERB (Educational Research Bureau) standardized test. Results will be mailed to the home. It is important that students be present, well rested, and well fed during testing week. The tests help acclimate

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students to standardized testing and testing experience in general. The results of the tests are used in conjunction with grades and other observations to assist us in our work with your child. If you have any questions regarding the test or the results, please direct them to the MS Head, Carol Swainson.

Fall Out

A 2-day overnight, off-site trip, each MS grade goes on a *Fallout* the first week of school. Locations vary by grade. This is an opportunity for students and teachers to get re-acquainted or to meet new students; perform group, bonding activities, etc. Parent volunteers may be needed and may be contacted over the summer for assistance. The summer mailing includes more information on this team-building retreat for each grade.

Finals

Final exams are given in Algebra, World Language and all Upper School courses. You may check your child's finals schedule on the website.

Fine Arts

In Sixth Grade, the MS Fine Arts program includes a rotation of Art and Drama for a semester each and a year long course of Instrumental Music or Chorus. All courses meet twice a week. In Seventh Grade, students can sign up for Chorus or Concert Band (based on ability) for the entire year based. All other students will be in a rotation of Art and Drama. In Eighth Grade, students can sign up for Band, Musical Theatre, or Art for the entire year. All courses meet four times a week.

Health/Sex Education

In Sixth Grade, these topics are addressed in the Science curriculum and appropriate assemblies. In Seventh Grade, Life Skills, Science, Speakers and Advisory cover these topics. In Eighth Grade, Life Skills, Speakers and Advisory address these topics.

Homeroom/Advisory Program

Homeroom advisories meet every for twenty minutes on Monday, Tuesday and Friday. Our Advisory Program addresses various topics like stress, conflict resolution, decision-making, academic integrity, friendship, community, respect, diversity, and more. They also engage in group-bonding activities in their small groups or as an entire grade. In Seventh and Eighth Grades, the Advisory Program is closely tied to the Life Skills course.

Homework

Sleep, among other things, is more important than homework. If you find that a student is taking much longer than these times, please contact his or her teacher.

In 6th grade students can expect an average of 90 minutes of homework per night (approximately 20 minutes per core academic subject).

In 7th grade students can expect an average of 120 minutes of homework per night (approximately 25 minutes per core academic subject).

In 8th grade students can expect an average of 150 minutes of homework per night (approximately 30 minutes per core academic subject).

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Students are responsible for homework assignments, which are presented in class and posted on a teacher's website. If a student is absent for more than three days, parents should call their student's homeroom teacher/advisor for assignments. It is also a good idea for students to set up a homework buddy in each class in the event of an absence.

Holiday Program

Held on the last Friday of the winter semester, there are choral and instrumental performances from all grade levels and it is a great way to see the HRS community in all its glory! The Pavilion (gym) is always packed, so come early to get a seat!

Honor Code

Strictly enforced at HRS; there are high expectations of student behavior. We convene the Honor Committee which is composed of faculty and Deans to review student discipline cases.

Learning Specialist

The School's Learning Specialist, Petra Redfield, is on campus Monday, Wednesday and Thursday. She is available on a limited basis to students with documented learning differences. Families who feel their child may need testing should first check in with their child's Advisor. If testing is warranted, the Learning Specialist will shepherd families through the process.

Library Hours

The Library is open from Monday-Thursday 8:00am-5:00pm and Friday 8:00am -3:30. After 4pm, MS students must sign-in to the After School Program in order to use the library.

Life Skills

Is taught by the MS Counselor and Dean of Student Life to the 7th and 8th Graders. The course covers topics to complement the Advisory program such as decision-making, popularity, stress, conflict resolution, friendship, diversity, decision making, puberty, and more. This class meets on Wednesdays.

Lockers

Each student is assigned a locker at the beginning of the academic year. While large enough to hold books, rolling backpacks and sports bags will not fit. Students are asked to keep those items either in homeroom when possible or in designated areas. Students should be advised not to put items of value in their bags stored in the classroom or otherwise. Tip: remind the student to clean it out periodically; all the missing books/clothes are likely to be there, under the lunch leftovers!

Lost and Found

Lost and Found is located in the Student Center next to the MS patio. Students should periodically check the Lost and Found for missing items, as items have a tendency of moving around. Items that are not collected at the end of the year are donated to various charities. Labeling your child's belongings will help us to reunite misplaced items with their owner.

Lunches/Breaks

Lunchtime for students on Monday, Tuesday and Friday is from 12:20 -12:55 p.m. On Wednesday and Thursday lunch is from 11:35-12:20 p.m. On Monday, Tuesday and Friday the "break" period is from 10:00-10:20 in the morning, which is often a good time for a morning

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snack from the café or home. Students may bring their own lunch and drinks to school, or order from the school lunch menu online. There are also two (2) microwave ovens for students to use to warm up their food.

Epicurean provides nutritious lunches and snacks at HRS. Lunch menus are available online via the HRS website and meals may be pre-ordered or purchased the day of. Tip: Being well nourished is a key to academic success and general well-being, so please encourage your children to eat well during the day!

Mary E. Wilson Auditorium (MEW)

The MEW is a venue for many events, assemblies, and performances. It is located in the entrance hallway of the Middle School building.

Medical/Dental Appointments

If your child has a medical/dental appointment before school, bring in a written excuse from your doctor or dentist. Your child MUST SIGN-IN with the Middle School Office upon arrival. If the appointment is during the day, have your child bring a note to the Middle School Administrative Assistant or homeroom/advisor excusing him/her from school. Your child MUST SIGN-OUT before leaving campus. Any absences from school must be called in to the Middle School Administrative Assistant. Upon returning, students must bring an excuse note.

Messages

Contacting your child during the day: During the day, if you have an urgent communication to deliver to your child, you can call Francine, the MS Administrative Assistant (Ext. 2114) and she will post your message on the Message Board (across from the Middle School Office). Please do not expect her to track down your child during class. Ms. Peters will make every attempt to let your child know there is a message on the board during breaks, lunch and between classes. Do not go to your child's class to deliver any messages. Come to the MS Office and your message will be delivered. *CELL PHONES AND PAGERS ARE NOT ALLOWED!* Of course, in the event of a real family emergency, Ms. Peters will immediately locate your child.

Contacting your student's teacher during the day: If you need to get in touch with your child's teacher, send an email or leave a voicemail message. Teachers check their messages daily and will make every attempt to return your message as soon as they are able.

Middle School Administrative Assistant

Come and meet the glue that holds the Middle School together, *Ms. Francine Peters!* Tip: Thank her profusely for she is almost irreplaceable. She can answer any question, find your child's lost locker combination, and track down your missing permission slips, as well as facilitate communication between the administration and parents. However, save her for important tasks: take the time FIRST to check the website! If you have any questions, contact Francine at extension 2114.

Middle School Head's Bulletin

From time to time, the MS Head sends an email updating families on events, new procedures, advisory topics, assemblies and educational opportunities for you or your child. These are used to supplement communication on the website in addition to the letters that accompany Progress Reports and Report Cards.

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Middle School Head's Forum

These informal gatherings with the Division Head and Grade Level Deans usually take place twice a year. Topics vary and will be announced in advance. Suggestions are welcome! This is another opportunity to interact with other families and the administration.

MS Bulletin/Web Page

Access to the MS web page is via the HRS web page. You must log on to the parent portal to view the MS Bulletin Page, which is critical for staying apprised of MS news. The directory details further information about reaching other databases for academic research. If you do not have a password, click on *Quicklinks*, then *Parent Passwords* and fill out the form.

On-Line Community

HRS is moving into the world of electronic communication faster and faster – you will see a link on the webpage to our On Line Community. This feature lets you send an email to any member of the HRS constituency: parents, students, alums. Of course, administration and teacher email addresses are listed in the directory as well.

Parents' Association (PA)

Our PA always needs volunteers to support our community activities. Each family is billed a small association fee in the fall. The money is used for advising group treats, exam snacks, and welcome parent events. In addition, the PA organizes throughout the year several fund raising events that benefit our school.

The PA is comprised of an Executive Board, Division Liaisons, Grade Level Coordinators, Committee Chairs and Event Coordinators. Please refer to the PA page of the HRS website for details about what the PA does, the various events, and to learn how you can get involved.

Parent Education

The School and the PA sponsor educational events for parents a couple times a year. The topics are structured to provide tools for parents as they nurture with the youth of the 21st century.

Parent Portal

The Parent Portal of the HRS website is your access to important information regarding your child's class curriculum, test calendar, events, contact info for other parents and school news. Your page will be customized according to your child's division. Your child's classes are listed alphabetically. If you follow the course name link you will be able to visit the classroom portal, to learn about homework assignments. You may also refer to the test calendar, to see when your child's tests projects and papers are due. If you do not have a password, click on *Quicklinks*, then *Parent Passwords* and fill out the form

Parent Social Events

All School Potluck, Picnics, grade level events—all are organized by parent volunteers and were created to offer parents the opportunity to connect, discuss and build community. If you have a great idea for a community builder, please-- call our PA president! In Middle school, parents organize grade level parent parties in the fall, providing an opportunity to gather with other parents in your child's grade. Since there are so few opportunities for MS parents to meet one another, this is a great chance to socialize. You'll learn the details from your Room Parent. The Parents Association hosts a number of community events including special cultural events,

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school potluck, and fall and spring fundraising events. Finally, arrive early to any evening school event and you will have an opportunity to catch up with other parents.

Parent/Teacher Conferences

In the Middle School, parent-teacher conferences occur at the end of the first quarter with your child's Advisor. However, families may request a conference at any time. You are also welcome to call or email teachers or advisors to arrange a chance to speak or to ask questions as needed. Meeting your child's Advisor is an integral component of our partnership.

Parking

Please see the handbook for complete parking and traffic instructions. There is parking available in the upper lot of the school above the soccer field, on designated areas of Lincoln, and at the Greek Orthodox Church up the hill. **IMPORTANT: NO U-TURNS ON LINCOLN AND NO PARKING BELOW THE CAMPUS.**

Pick Up and Drop Off

Parents should not drop off their child(ren) before 7:45 a.m., as there are few teachers and staff at school at that time. Pick-up students after the buses have left at 3:30 p.m. There is a painted bollard that designates where cars can begin to park behind as you wait for your child. **NEVER LEAVE YOUR CAR UNATTENDED.** We also do not recommend students load their books/gear in the trunk or the rear opening of a car due to oncoming vehicles.

Phones

There is a phone in the MS Office for students who need to call home. Cell phones are **NOT** allowed during the school day (8:25am-3:20pm) in the MS. Teachers may confiscate any student's cell phone for misuse. It may be held for up to a week.

Physical Education

Physical Education is required at Head-Royce for all three years. Students who cannot participate in class due to a prolonged injury or illness need a note from a physician. Students who play on a MS sports team must attend school for the entire day of game day in order to play.

Report Cards/Progress Reports

Report cards, which include student evaluations, grades and teacher comments, are available on the web after the first (fall interim) and third (spring interim) quarters of the school year. A shorter report card with grades only is mailed out after the second and fourth quarters. Progress Reports are sent half-way through each quarter for students whose performance has dropped or raised a letter grade or who have earned a C- or lower. Also, all new 7th and 8th graders will get progress reports during the first quarter.

Safety

Head-Royce takes the safety of your child seriously. Lincoln Avenue is a primary concern; a crossing guard is provided, as well as faculty/staff monitors for drop off and pick up time. Please, observe the rules outlined in the Handbook for safely negotiating Lincoln. Head-Royce also has in place earthquake and emergency procedures. Regular drills are held, and children are instructed in safety procedures. There is a security camera system (partly funded by the Parents' Association) on campus. The Business Office can provide more information, if required.

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(Parents and visitors are now required to check in at the front gate of the school when entering the school. There are also security guards at the campus entrance at all times during school hours and after-school events.)

School Photos and IDs

Pictures are taken the first day and used thereafter as student ids. Families can order photos if they so desire.

Service Learning

All MS students take part in special service learning days throughout the year. Students travel with their peers to different sites in the community to participate on service projects. Themes may include creek or environmental cleanup; advocacy through letter writing and tutoring younger students at local public schools; or hands-on engagement in farm life and food banks. The goals of the program are to build partnerships with the greater community, to offer our students an experience that will enhance the curriculum and to awaken the students' sense of responsibility to the world around them.

Sports

Check the HRS Guide to Athletics for student and family expectations. Tip: Sport teams travel and sometimes are late for their designated return to HRS. You might want to lend your cell phone to your student so you can coordinate arrival times. Also, try calling the SportsLine for information: 510-531-1300 ext. 2406

Spring Trip Week

In the spring of each year, each grade takes an overnight, off-site Spring Trip. The trip is tied to the grade level curriculum. Sixth Graders typically go camping for 3 days (2 nights); Seventh Graders go to Yosemite for 4 days (3 nights); Eighth Graders go to Santa Barbara for 4 days (3 nights). These trips are facilitated by an organization, Naturalists at Large. A few parent volunteers may be asked to attend based upon needs (e.g., medical background).

Student Council

The Student Council is composed of four executive officers, Class Representatives, (Food Director, Social Director, Director of Community Service, etc.). Elections for student council are held in the fall. The time commitment varies and students running for elected positions must be able to meet this time commitment. Encourage your interested student to think about running or volunteering for office!

Study Skills

This short course on organization, time management, academic integrity, learning styles and other important study skills is required for all 6th and 7th graders. It meets twice a week for the first trimester. Students who do not pass this course required to take Study Hall as an Activity during the remaining two trimester rotations. New 8th graders are offered a condensed course during advisory and Life Skills' study hall.

Transcripts and Teacher Recommendations

For students transferring to other schools, transcripts and teacher recommendations are often requested by the new school. Please give the Transcript Request Forms to the MS Administrative Assistant, Francine. For teacher recommendations, students should submit their request for a teacher recommendation *before the Winter Break* (for High School transfers) at the

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latest. Teacher recommendations take time and care. We suggest that students personally ask a teacher to write their recommendation, submit the request on a timely basis and be sure to *thank* them upon completion. Be sure to include a stamped addressed envelope for all recommendations.

Volunteer

A successful school cannot function without parent volunteers. From providing office support to chairing Parents' Association events and activities, volunteering enriches your student's academic experience and helps build a stronger community. Each family is asked to contribute 16 hours (or 8 hours per parent) per year. A description of the volunteer opportunities and committees, as well as the Volunteer Signup form, is available on the website.

For more information about Parents Association volunteer positions, please call or email any active Parents Association volunteer, such as your Room Parent, Grade Level Coordinator, or Middle School Liaison. When you volunteer, you teach your child to volunteer.

ZEAL

This is how we hope you and your child approach the Middle School years. And, since it ends in the last letter of the alphabet, we congratulate you for successfully completing the Road Guide to Middle School. We hope that it has provided you with practical information about navigating through Middle School.

BIBLIOGRAPHY

Below is a resource book list for parents of pre-teens and teenagers.

Brain Rules by John Medina

Mindset by Carol Dweck

The Eight Essential Steps to Conflict Resolution by Dudley Weeks

The Good Enough Teen: Raising Adolescents with Love and Acceptance (Despite How Impossible They Can Be) by Brad Sachs

The Biggest Job We'll ever Have: Find the Right Balance Between Character and Achievement for Your Child by Laura and Malcolm Gauld

The Five Love Languages of Children by Gary D. Chapman and Ross Campbell

The Blessing of a Skinned Knee by Wendy Mogel

Get out of My Life, But First Could You Drive Me and Cheryl to the Mall ? : A Parent's Guide to the New Teenager by Anthony Wolf

I'm on Your Side: Resolving Conflict with Your Teenage son or Daughter by Jane Nelson and Lynn Lott

No More Nagging, Nit-Picking and Nudging by Jim Wittens and James S. Wittens

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Odd Girl Out: The Hidden Culture of Aggression in Girls by Rachel Simmons

The Over-Scheduled Child: Avoiding the Hyper-Parenting Trap by Alvin Rosenfeld M.D., et al

Positive Discipline A-Z, From Toddlers to Teens, 1001 Solutions to Everyday Parenting Problems by Jane Nelson, Lynn Lott and Stephen Glenn

Reviving Ophelia by Mary Pipher

SchoolGirls by Peggy Orenstein

Uncommon Sense for Parents with Teenagers by Michael Riera