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Ralph G. Reed Middle School Student Handbook 2024-2025

Ralph G. Reed Middle School Student Handbook 2024-2025

Ralph G. Reed Middle School

Ralph G. Reed Middle School
200 Half Mile Road, Central Islip, NY 11722
Main Office: 631.348.5066
[Website](#)

Administration

Mr. Anthony Coggiano, Principal
acoggiano@centralislip.k12.ny.us
Mr. Donald Bahr, Assistant Principal
dbahr@centralislip.k12.ny.us
Dr. Nicole Lefferts, Assistant Principal
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School Counselors

Ms. Koran
Email: Jkoran@centralislip.k12.ny.us
631-348-5066 Ext. 3022

Ms. Cruz
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631-348-5066 Ext. 4022

Ms. Jones Marshall
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631-348-5066 Ext. 4098

Social Worker

Ms. Martinez
Email: DMartinez@centralislip.k12.ny.us
631-348-5066 Ext. 3015

Main Office
631-348-5066

Guidance Office
631-348-5066 Press *3

Nurses

Ms. Poulin & Ms. Dudley
Phone: 631-348-5066 ext. 3011
Fax: 631-348-4817

Attendance Officer

Ms. Flores
Email: OFlores@centralislip.k12.ny.us
631-348-5066 Ext. 3014

Lead Security Guard

Mr. Alex Martinez

Connect with us on our website for school information, celebrations, school closings, early dismissal or inclement weather.

Ralph G. Reed Middle School Bell Schedule

Ralph G. Reed Middle School Bell Schedule

Period	Time
Advisory	7:50 – 7:55 a.m.
Period 1	7:55 – 8:35 a.m.
Period 2	8:38 – 9:18 a.m.
Period 3	9:21 – 10:01 a.m.
Period 4	10:05 – 10:45 a.m.
Period 5	10:49 – 11:29 a.m.
Period 6	11:33 – 12:13 p.m.
Period 7	12:17 – 12:57 p.m.
Period 8	1:01 – 1:41 p.m.
Period 9	1:44 – 2:24 p.m.

Late buses are available at the times listed below for students staying for an after-school activity. Students **MUST** have an official late bus pass to board the bus

1st late buses depart @ 3:15pm
2nd late buses depart @ 3:45pm

Sports buses are available at 4:30pm & 5:30pm only for students who participate in a Sport.

*Please note, late buses are a corner-stop scenario and will drop students off at their nearest cross-street, as opposed to their specific bus stop.

Student Responsibilities

Student Responsibilities

All students at Reed Middle School have the responsibility to:

- Be familiar with and abide by all district policies, rules and regulations pertaining to student conduct in school or on the school bus.
- Work to the best of their ability in all academic and extracurricular pursuits and strive toward the highest level of achievement.

- Conduct himself/herself, when participating in or attending school events, as a representative of the district and as such hold himself/herself to the highest standards of conduct demeanor and sportsmanship, and accept responsibility for his/her actions.
- Seek help in solving issues that arise.
- Be in regular attendance at school and in class.
- Contribute to the maintenance of an environment that is conducive to learning and show due respect to other persons and to property.
- Dress in accordance with standards promulgated by the Board of Education.

Fire/Emergency Drills

Fire/Emergency Drills

Fire drills will be unannounced and conducted periodically by the sounding of a fire alarm. Students are expected to exit the building quickly and safely following the procedures indicated by their teachers and administration.

School Arrival and Dismissal Procedures

School Arrival and Dismissal Procedures

- Students must enter the building in a safe and orderly manner.
- Students must scan their ID cards upon entry.
- All students must be in their advisory class at the sound of the bell (7:50am).
- Upon dismissal, all students are to visit their lockers quickly and proceed immediately to their bus or after-school activity. Students must report to an area where there is adult supervision.
- Students scheduled for detention must report directly to the detention room.
- Students are required to proceed immediately to their buses after leaving the school building. Students who are walkers must walk off school property in a safe manner.
- Students who leave the school building/campus may not return.
- If a student is being picked up early they will only be released to a parent/guardian or person listed on their emergency contact card.

Important Dates

Important Dates

Please check our website for a complete listing of district events and/or any changes.

Meet the teacher night

September 25, 2025 6:00-8:00pm

AIS/ENL Parent information night

September 25, 2025 5:30-6:00pm

Parent Teacher Conferences

November 20, 2025 5:00-8:00pm

March 20, 2026 11:30am-2:30pm

Moving up ceremony

June 26, 2026 @ 11:00am

8th Grade Awards Night- TBD

Progress Report/Marking Periods

October 10, 2025

December 23, 2025

February 27, 2026

May 22, 2026

End of Quarter Dates

November 14, 2025

January 23, 2026

April 10, 2026

June 26, 2026

Attendance

Attendance

The compulsory education law of New York requires the attendance of every student between the ages of 6 and 16. The only legal reasons for absence are illness or death in the family, doctor's quarantine, court appearance, impassable roads, and attendance at religious services.

Steps to follow when absent:

- Have a parent or guardian phone the school and inform the office of your absence before 9:00 a.m. on the day of absence (631) 348-5066 ext. 3019.
- Have a parent or guardian write an excuse note giving your name, date, days of absence and his/her signature.
- Ask your teachers for make-up assignments.
- Assignments that are not made up will be reflected in your grade.
- If your absence is due to work, travel, or some other reason, parents or guardians should notify the school prior to the absences. The student is responsible for make-up work.
- Perfect attendance awards will be issued at year end.

Hall Passes

Hall Passes

In an effort to provide a safe and effective school environment, students are expected to be in their classes at all times. Should a student need to leave the classroom, they must have a digital pass. Hall passes will be monitored electronically through student ID badges and must be presented upon request to any school personnel.

Emergency School Closings

Emergency School Closings

School closings will be announced over the radio stations WLIZ, WALK, WGSM, WCTO-FM, WBAB, WGLI-FM, and WGBB, and on Channel 12 TV. In addition, have an emergency plan for your children to follow if school closes early, i.e. go to a neighbor, friend, relative, or have a house key. A ROBO call will go out from the District if school is closed or delayed.

Health Services

Health Services

If a student becomes ill in school, they should notify their teacher and then report to the school nurse, who will decide what should be done. Students must not leave the building because of illness without permission. If the nurse is not in, students are to report to the main office. Emergency phone numbers should be on file with the nurse and the main office. (Notify us if the phone number or address changes). First aid supplies are kept in the nurse's office. No aspirin or any other medication is supplied by the school. If it becomes necessary for a student to take any form of medication at school, parents must bring their child's sealed medication to the nurse. The parent/guardian must sign a release form allowing the principal's designee to administer the medication. All medication will be kept and dispensed through the nurse's office. Students are never allowed to carry medications of any type with them in school.

Guidance

Guidance

Guidance services are available for every student in the Ralph G. Reed School. These services include assistance with educational planning, interpretation of test scores, career information, study help, help with school and/or social concerns, or any question the student may feel he or she would like to discuss with the counselor. Reed Middle School fully believes in, supports, and utilizes Peer Mediation. Peer mediation is a program designed to reduce conflict and violence in school. The program has proved to be very effective in middle schools throughout the country. It has proven very effective at Reed as well.

Report Cards and Progress Reports

Report Cards and Progress Reports

Report cards will be sent home with the student every ten weeks. Progress reports will be sent home with the student every 5 weeks after the quarter begins. These reports will indicate either satisfactory or unsatisfactory progress. Parents are requested to contact the guidance office on the receipt of an unsatisfactory notice.

Grading Policy

Grading Policy

A student's grade is obtained by a combination of the following factors: Test scores, homework, special projects and class participation. The school passing mark is 65%. All report card marks are to be cumulative. Students will receive a numerical grade. Please note, students who fail 2 or more core subjects (Math, English, Social Studies, Science), for the year, will not be permitted to attend the end of the year moving up ceremony.

8th Grade Student Awards

8th Grade Student Awards

The Reed Middle School is proud to present awards for academic achievement and good citizenship to deserving students. These awards are given out at graduation and/or at an awards assembly. While each award has specific criteria, the minimum requirements for every award are good citizenship, outstanding attitude and behavior, good attendance, and an 85% scholastic average (for some awards a higher average must be maintained). We wish all our students success and encourage them to strive for excellence. *Participation in all 8th grade events will be based on attendance, academic and behavioral performance.*

Honor Roll

Honor Roll

For each quarter of the school year, students who meet all of the requirements will be presented with Honors or High Honors certificates. Their names will appear in the showcase in the main lobby.
High Honors: A report card average of 93% or better (3.5) in all subject areas with no grades below 80%.
Honors: A report card average of greater than 85% less than 92.9% (3.0) in all subject areas with no grades below 80%. Each year, those students in seventh and eighth grade who have achieved a cumulative average of 94% shall become eligible for membership in the National Junior Honor Society.

National Junior Honor Society

National Junior Honor Society

Our school has a chapter of the N.J.H.S. The scholastic requirement is a 94% average after one semester of grades. Students must also show the qualities of leadership, service, character and citizenship, therefore involvement in school and community are important, as well as good development.

Clubs and Activities

Clubs and Activities

After-school hours enrich the curriculum of the school by making available a wide variety of activities in which a student can participate. Each student also has the opportunity to join the many clubs open each year. It is possible for a student to request a new club or activity if enough students are interested in it, a faculty sponsor is available, and if space and facilities can be provided.

Clubs and Activities

- Yearbook
- Vocal
- Band
- Jazz Ensemble
- English Club
- French Club
- Math Club
- Student Council
- Science Club
- Home & Careers Club
- Dramatic Arts
- Spanish Club
- Honor Society
- Intramurals
- Weather Bug Club
- First Lego League/Robotics Club
- Industrial Tech Club

Students remaining for after school clubs or sports are to remain under the direct supervision of their advisor/coach until dismissed from the building or to buses. A student must meet academic and behavioral standards to participate in athletics.

Bus Regulations

Bus Regulations

Students who come to school on the bus should return home on the bus unless they have a signed note from their parent/guardian. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied by the bus company. Only regularly-scheduled bus students are to ride the school buses. Bus students are to go immediately to the buses as soon as they are dismissed from school in the afternoon. A few helpful rules apply:

- Bus riders should never tamper with the bus equipment.
- Do not throw anything out the window.

- Bus riders are not permitted to leave their seats while the bus is in motion.
- The bus driver will assign seating to students (students will be given an initial preference).
- Students taking any late bus must have a late bus pass.

Textbooks/Chromebooks

Textbooks/Chromebooks

All textbooks are loaned to students for their use during the school year. Notebooks and other supplies are to be provided by the student. Textbooks/workbooks are to be covered, kept clean and handled carefully. Please be sure to put your name, grade and school on the book cover in case the book is misplaced. You will be required to pay for lost, stolen or damaged books. Students are required to bring their assigned chromebook to school, fully-charged, each and every day. End of the year report cards and participation in graduation can be denied to those students who have outstanding obligations for books and other property.

ID Cards

ID Cards

The safety of our students is top priority. Identification badges are one of our many security measures at Reed Middle School. All students will be issued a school ID and will be required to wear their school ID every day. Students must scan their ID badges at designated entrances to the school and will also utilize them for digital hall passes. Students who forget/lose their ID card will receive a consequence. The cost of a new ID card is \$5.

Restrooms

Restrooms

You may not use the restroom between class periods. You are expected to keep the restrooms clean. Cellphones are not permitted in the restrooms. Do not loiter or damage the facilities in any way. If you are feeling ill, request a pass to the nurse's office; do not remain in the bathroom.

Telephones

Telephones

The office telephones are for school business only. They may be used by students in case of an emergency during lunch periods, with the permission of an administrator.

Visitors

Visitors

Visitors must register at the reception/security desk and obtain a visitors pass. Visitors are required to leave promptly when their business is completed. Parents are always welcome, but it would be advisable to phone for an appointment. All visitor passes must be returned to the reception desk upon exiting the building.

Student Valuables

Student Valuables

Students are cautioned not to bring large amounts of money, cell phones, speakers, cameras, electronic games, or valuable items to school. If glasses or watches are worn it is advised to keep track of them at all times. The school is not responsible for students' personal property. Found articles should be returned to the main office for claiming. If you lose any personal belongings or school property issued to you, ask your teacher for written permission during lunch to go to the Lost and Found.

Student Lockers

Student Lockers

Hall lockers are provided as a service to students for the purpose of safely storing books, notebooks, other school materials, as well as appropriate personal items. **Sharing of combinations or lockers is strictly prohibited.** Although loaned to students for personal use, lockers remain the possession of the school district. Lockers may be searched when reasonable evidence or suspicions exist that lockers are being used by a student for reasons other than the proposed permitted. Reed middle school is not responsible for any school or personal items placed in student lockers. Students are encouraged to refrain from giving their locker combinations to other students.

Cafeteria and Free Lunch Program

Cafeteria and Free Lunch Program

Lunch behavior in the lunch room should be based on courtesy and cleanliness. This means leaving the cafeteria in the condition you would like to live in. Students will be required to clean up their area when instructed by their cafeteria supervisor. At no time are pupils allowed to take food outside the cafeteria. Students may be eligible for free or reduced lunch. Applications are available in the main office. The students will receive free or reduced lunch only after the application is approved by the Board of Education and returned to them. Due to food allergies, no outside food is permitted (McDonalds, Taco Bell, Dunkin Donuts, etc.)

Student Dress Code

Student Dress Code

The responsibility for student dress and general appearance shall rest with individual students and parents. However, the Board of Education requires students to attend school in appropriate dress and jewelry that meet health and safety standards and do not interfere or distract from the learning process. The Board also requires students to wear appropriate protective gear in certain classes and activities (i.e. Family and Consumer Sciences, Art, Physical Education, Athletics, Technology, Science lab). Hats, clothing, jewelry and other attire which display an expression or insignia that is obscene or libelous, that advocates prejudice or violence, that promotes the use of or advertises drugs or alcohol, that is gang related, or deemed disruptive to the educational process are forbidden. Students are highly encouraged to wear school uniforms.

A student's dress, grooming and appearance, including hair style/color, jewelry, make-up, and nails, shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely revealing garments such as but not limited to, tube tops, net tops, halter tops, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
5. Not include the wearing of hats, caps, sunglasses, bandanas, hoods, and other headgear in the school/classroom except for medical, religious, or educational reasons.
6. Not include items that are vulgar, obscene, libelous, or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
7. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.
8. Pajamas or onesies are not allowed attire for students at school.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item, and if necessary or practical, discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

Reed Middle School Cellular Phone/ Electronics Policy

Reed Middle School Cellular Phone/Electronics Policy
Cell phones, Airpods, iPods, radios, cameras, tablets, and any other internet-enabled device are not permitted to be visible, audible or utilized anywhere on school grounds, during the school day, and will be confiscated by building security and administration if they are. If a student chooses to bring a cell phone to school it is their responsibility to have the phone on silent and away/out of view, until they exit the building/campus for the day. Inappropriate use of the cell phone (taking pictures, audio and video recordings, texting, social media sites or other sites) in any area of the school will result in the student's phone being confiscated for a parent pick-up. Inappropriate use or refusal to give the cell phone to a staff member or any other electronic device or accessory may result in ISS/OSS. Students who send pictures, videos, or recordings to other electronic devices that may result in the embarrassment, humiliation, and/or harassment of others will result in Detention/ISS/OSS depending on the severity of the situation and repeated infraction. Other possible consequences are Superintendent's Hearing and the possibility of involvement of legal authorities. The full Board of Education Policy may be viewed on the district's website: [Policy 5695: Students and Personal Electronic Devices](#).

Participation in Athletics Criteria

Participation in Athletics Criteria

Keeping with the belief that participation in athletic activities is a privilege and not a right. Certain standards of eligibility have been established. Reed Middle School is aware of the important role that athletics play in the development of students, but Reed Middle School maintains commitment to the philosophy that the primary purpose of our secondary schools should be to academically prepare students for high school while becoming productive members of society. Scholastic incentives should be established and enforced for the educational and personal welfare of the students who participate. Therefore, student's will be ineligible for athletics at Reed Middle School based on the following criteria:

- 3 total failures in classes in a quarter
- 2 or more out of school suspensions in a given quarter
- 3 or more full days in school suspensions or equivalent to 27 total periods in ISS in a given season.
- Act or acts that warrant ineligibility to the privilege of athletic participation
- Attendance 5 days out - unexcused absences
- Lateness 5 days out - unexcused lateness
- If a student is in ISS on a given day, they will be excluded from a game or practice for that given day

Participation in Extracurricular Activities

Participation in Extracurricular Activities

A student who is suspended will become ineligible for all extra-curricular activities including spectating for the days that they are suspended. Students whose behavior severely affects their ability to participate in extra-curricular activities could have their extra-curricular activities privileges terminated.

Formal and Moving Up Ceremony

Formal and Moving Up Ceremony

If the student is failing two or more core courses leading up to the formal, the student will be ineligible to purchase a formal ticket and or participate in the formal. Students are expected to maintain a clean discipline record and an attendance history that aligns with the district policy in order to participate in the formal. Students will be given the opportunity to go through an appeals process with administration if academics are in good-standing.

If a student has failed two or more core courses for the school year, the student will be deemed ineligible to participate in the moving up ceremony.

Infraction/Rules and Consequences

Infraction/Rules and Consequences

Infraction/Rules	Consequences (May be one or more of the following)
Possession of potentially dangerous objects (ex:gun, knife, or other weapons)	<ul style="list-style-type: none"> • Suspension-Automatic 5 days • Superintendent's hearing-possible long term suspension/change of placement • Contact legal authorities.
In possession or misuse of illegal or legal substances (Drugs, medications, alcohol, drug paraphernalia)	<ul style="list-style-type: none"> • Suspension-Automatic 5 days • Superintendent's hearing-possible long

Infraction/Rules	Consequences (May be one or more of the following)
	<ul style="list-style-type: none"> term suspension/ change of placement • Contact legal authorities.
Physical abuse towards staff/ student	<ul style="list-style-type: none"> • Suspension-Automatic 5 days • Superintendent's hearing-possible long term suspension/ change of placement • Contact legal authorities.
Threatening violent acts towards the school (verbally or through electronics and or social media)	<ul style="list-style-type: none"> • Suspension-Automatic 5 days • Superintendent's hearing-possible long term suspension/ change of placement • Contact legal authorities.
Fighting/acts of aggression towards other students	<ul style="list-style-type: none"> • Automatic suspension • Superintendent's hearing • Mediation between students
Fighting for willing participants	<ul style="list-style-type: none"> • Automatic suspension • Automatic Superintendent's hearing-possible long term

Infraction/Rules	Consequences (May be one or more of the following)
	<ul style="list-style-type: none"> • Medication between students
Smoking, smoking paraphernalia, vaping, vaping paraphernalia	<ul style="list-style-type: none"> • Automatic suspension
Verbal abuse towards staff	<ul style="list-style-type: none"> • Automatic suspension-Possible Superintendent's hearing/change of placement.
Stealing/vandalizing/Destruction of school property	<ul style="list-style-type: none"> • Suspension • Superintendent's hearing • Possible contact of legal authorities
Inappropriate language	<ul style="list-style-type: none"> • Detention/ISS/ OSS depending on the severity and repeat offenders
Harassment/Bullying	<ul style="list-style-type: none"> • Detention/ISS/ OSS • Possible Superintendent's hearing • Dignity Act Investigation (DASA) • Possible contacting of Contact legal authorities.
Unauthorized area: Students who do not have permission to be in any part of the building will be considered to be in an unauthorized area. Any students caught in an unauthorized area or leaving the school building or grounds will receive a consequence.	<ul style="list-style-type: none"> • Automatic ISS or OSS

Infraction/Rules	Consequences (May be one or more of the following)
Loitering after school: Students must leave the school building after dismissal. Students must be under staff supervision when staying after school.	<ul style="list-style-type: none"> • Possible detention • Repeated occurrences may result in ISS/OSS
Passes: Passes are a mandatory requirement in hallways	<ul style="list-style-type: none"> • Warning/ Detention/ISS/ OSS
Late to School	<ul style="list-style-type: none"> • Three or more school lateness' per marking period will result in ISS
Cutting class	<ul style="list-style-type: none"> • Automatic ISS or OSS • Repeated occurrences will result in OSS
Class lateness	<ul style="list-style-type: none"> • Repeated occurrences will result in detention/ISS/ OSS

All infractions will involve parent/guardian contact and/ or parent conference.

All suspensions involve a meeting with an administrator upon return.

Students who cannot behave appropriately in ISS (In School Suspension) or who refuse ISS will receive OSS (Out of School Suspension).

Students who are suspended out of school may attend the after school Reed academy.

Reed Middle School Athletic Teams

Reed Middle School Athletic Teams

Fall

Football
Boys Soccer

Girls Soccer
Girls Tennis
Boys/Girls Cross Country

Early Winter

Boys Basketball
Cheer
Girls Volleyball

Late Winter

Girls Basketball
Wrestling
Boys Volleyball

Spring

Baseball
Softball
Boys Track
Girls Track
Boys Tennis
Boys/Girls Swim

Girls Lacrosse

District Mission Statement

District Mission Statement

The mission of the Central Islip Public Schools is to enable all its students to fulfill their potential and become responsible, contributing adults able to thrive in a culturally diverse, changing world.

In partnership with the entire community, we will provide a quality educational experience that offers equitable learning opportunities in a safe environment. We will link home, school, and community to ensure a positive, supportive education that fosters student excellence and success.

Reed Middle School Mission Statement

Reed Middle School Mission Statement

At Reed Middle School, we are dedicated to establishing a safe and welcoming environment that embraces all students, cultivating a sense of worth and encouragement crucial for optimal growth. Our focus is on providing every student with the essential support needed for success. We take joy in recognizing and commemorating our students' accomplishments, and we are committed to maintaining an educational environment that is inclusive and equitable. Through various initiatives and programs, our goal is to foster understanding, respect, and appreciation for diverse cultures, backgrounds, and perspectives.

Contract

Contract

I acknowledge that I have received and read the Student/Parent handbook. I understand that it is my responsibility to abide by the rules at Ralph G. Reed middle school.

Name: _____

Date: _____

Student Signature:

Parent/Guardian

Signature: _____

*Must be submitted to the main office by 9/13/23