**Welcome to**

**George L. Egbert Intermediate School 2**

# **333 Midland Avenue, Staten Island, New York 10306**

Adrienne Stallone, Principal

**718-987-5336**

[**www.egbert2.org**](http://www.egbert2.org)

#### September 2015,

**Dear Parents/Guardians,**

**It is with great pleasure and gratification that we welcome you to the Egbert Intermediate School family. We strive to create a warm, “Egbert Family” atmosphere where each student and parent is welcomed as a valued member.**

**Please rest assured that our entire staff holds as their highest priority the dignity and worth of the individual child and that every reasonable effort will be made on our part to insure that his/her social and academic potential will be fully realized.**

**We are a diverse community that strives towards academic excellence through standards-driven instruction. Our students will be provided with services, and resources necessary to actively participate as lifelong learners in our ever-changing global community within a safe, happy and nurturing environment.**

**Moreover, we subscribe to the belief that good home-school communication is essential to the effective implementation of our educational program. We invite you to peruse these pages and keep them as a ready reference to assist parents and students in negotiating life at I.S. 2. Please take a moment to read it over with your child so that both of you are aware of the rules and happenings here at I.S. 2.**

**If there is anything we can do to help your child, please do not hesitate to let us know. Our goal is to provide the best possible education for each student.**

**You can also keep abreast of your child’s academic information through the school webpage** [**www.egbert2.org**](http://www.egbert2.org)**. Please see the Parent Coordinator for your ID and Password if you have not registered the NYC School Account yet.**

**Sincerely,**

**Adrienne Stallone, Lisa Livorsi,**

**Principal Parent Coordinator**

**School Hours**:

**Our school has a 6 hour and 20 minute schedule for all students.**

**Our school hours are as follows:**

## **Monday through Friday 7:45am – 2:05 pm**

**Students must be behind their desk and ready to learn at 7:45am.**

**Any student arriving after 7:45 will be marked late.**

**Students enter through the circular driveway entrances only.**

### Breakfast:

### BREAKFAST IS FREE FOR ALL STUDENTS DAILY

**ENCOURAGE YOUR CHILD TO COME**

**TIME: 7:25 am**

**Lunch:**

IS 2 has Universal Free Lunch.

Students can have FREE hot lunch or bring a lunch.

All students must return School Lunch forms; even if you are not going to eat school lunch. A signed lunch form must be returned to school A.S.A.P.

Each class is assigned a section in the cafeteria; students need to make sure to keep it clean. On nice days, students are permitted to go into the schoolyard after their area has been cleaned up.

**Emergency Contact Card:**

All information will be held in the strictest confidence.

Please include Email address and cell phone numbers.

Please update regularly.

**Forgotten Items:**

We encourage students to be responsible for packing all assignments and materials for school each evening. We also ask parents to support these efforts by expecting the same from their children and, when items are forgotten, refraining from bringing them to school during the day. While forgotten items will result in penalties for late assignments and/or being unprepared for class, your cooperation will help to minimize disruptions to the school day and, most importantly, improve your child’s sense of responsibility. Accordingly, school staff will not call classrooms to summon students to the office to pick up items delivered by parents. The child will only be called during their lunch period. Exceptions will be made for house keys, glasses and other “emergency items”. Exceptions cannot be made for assignments, supplies, gym uniforms, lunch, etc.

Please also note that school staff cannot be responsible for delivered items that are lost or otherwise not received by the intended student. Please discuss this policy with your child and encourage him/her to be mindful of all required items when packing for school each day.

**Cutting and Lateness to Class:**

Lateness and cutting are closely related and in violation of the Chancellor’s Discipline Code #3 and #4. Cutting involves missing the majority of an instructional period without the necessary permission and notification. Continued defiance of these rules may result in disciplinary action. A pupil who is late to a class must get a Late Pass from the teacher who detained him.

**Leaving the Classroom:**

Any student requesting to leave the room to go to the restroom must have the permission of the teacher. A restroom pass will be given.

***NO STUDENT IS TO WALK THROUGH THE HALLS DURING CLASS PERIODS WITHOUT A PASS FROM A TEACHER.***In an effort to reduce lost instructional time, it is suggested that students use the restrooms during lunch period.

**Absences:**

In order to do good work in school, good attendance is necessary. Attendance is recorded on the pupil’s permanent record card. When a student is absent, a phone call is made home EACH DAY THAT YOUR CHILD IS ABSENT. You can call the Attendance Office, 718-987-5336 between 8:30am and 9:30am if you know your child will be out. It is critical that you call the first day of absence. You should give his name, class number, and reason for absence. When your child returns, he/she must bring an absence note to be handed in during Homeroom. If child was seen by a doctor have, doctor provide you with a note. We need to account for your child when not in school.

## **Absences Cont.:**

## Attendance is taken in each class and checked against the daily absentee sheet. Any student who is absent from class and whose name is not listed on the daily absentee sheet is reported to the office as “cutting.”

## ***Please Note:*** *If a student is absent three consecutive days, a truant slip is sent, unless the school has received prior notification of the absence. Notify the Attendance Office of extended periods of absence. An attendance officer is sent to the home to investigate frequent or unexplained absences.*

## **Early Dismissals:**

If your child requires an early dismissal, you must send him/her in with a note explaining when and why it is necessary. You must call the office to confirm the early dismissal. When picking up your child, you must sign in at the Front desk and the Main Office. You must bring I.D. with you. We will not release a student on the authority of a telephone call alone. Medical, dental, and other appointments should be arranged after hours.

Excessive lateness to school, with or without an explanatory note, will impact negatively on a student’s citizenship grade and as a result, will render the student ineligible for Honor Roll/ARISTA status. Lateness to school five or more times in any one marking period is considered excessive.

**Sudden Early Dismissal Needs:**

If you find that you have a sudden need to have your child leave school, you will have to call the school to notify us and come in with ID to sign him/her out.

**Illness in School:**

If your child becomes ill during school, he/she should tell the teacher. The teacher will send him/her to the nurse’s office. If your child is too ill to remain in school, you will be notified. You must come to the Main Office to sign your child out; you must bring I.D. Upon returning to school, your child should bring an absence note to be handed in during Homeroom.

**School Nurse:**

The school nurse is located in room 104. Students who have been diagnosed with a severe asthmatic condition are authorized to carry and use a prescribed inhaler during the day. These parents may obtain an Authorization Form for student. Form 504 from the nurse in Room 104. Parents need to inform the school nurse of any special illnesses child may have. Medicine of any kind is not allowed in school unless the necessary papers are filed and nurses informed.

**Telephone Use:**

Students may not use school telephones for personal calls or forgotten items. In the event of an emergency, students may use the telephone only after obtaining permission from the General Office Staff.

##### Gym:

All students are required to wear sneakers and appropriate clothing for Physical Education classes. Gym wear is sold by the PTA at the school. All students will be notified of the cost of the gym wear. Names should be put on tee shirts. Students will receive a failing mark if they are unprepared. Students are not prepared if they are wearing jeans, shoes, boots or double soled sneakers (platforms). Sweat pants are suggested.

Jewelry is a safety hazard and may not be worn. Students are assigned a locker at the beginning of the year. Students are required to lock all items in the locker and can purchase a lock from school, if they so desire. If a student is late more than two times a parent will be notified and the grade will be lowered. Attendance is mandatory. A list of rules will be sent home with students at the start of the school year.

**Report Cards:**

Report cards are distributed four times a year. Grades reflect classroom participation, homework, tests marks, attendance, punctuality, and notebooks. At the end of the school year, awards are given such as Highest Honor Roll, High Honor Roll, and Merit Roll.

##### School Supplies:

Students are required to come to school prepared every day. Each student should have a backpack for books, pens, pencils and notebooks each day. Each student will receive an Agenda Book, which should be used every day. Students are to carry their Agenda Book as their pass whenever they leave the classroom. Notes to and from teachers can be written in the Agenda Book as well. Teachers will inform student of other school supplies for the school year.

**Tutoring Help:**

### If you need help in finding a tutor for your child see Lisa Livorsi, Parent Coordinator room 104C or call 718-987-5336.

**Dress Code:**

As we do not have homerooms, students are required to carry their outerwear at all times during the day.

We enlist your cooperation in supporting our school dress code. It was established to provide a safe and comfortable environment in which all students can learn and, at the same time, allow for individuality. We appreciate your support and cooperation toward establishing a formal yet comfortable learning environment for all our students.

The following guidelines have been established:

* No child is permitted to wear hats, bandanas, or any headgear in the school building.
* Belly shirts, tube tops, halter tops or tank tops are not allowed.
* Shorts and skirts should end below your hand when held straight down.
* Shirts with foul logos or pajamas/lounge clothes are not permitted.
* Clothing that has anything that extends or could cause a danger going up and down stairs is not allowed (eg. straps, chains on jeans).
* For safety reasons, students may not wear flip-flops, slippers, or any footwear that may be hazardous in a large group atmosphere.

**Homework:**

Homework reinforces learning; develops the habit of independent study; enriches the curriculum; and helps to budget leisure time. Fifteen to thirty minutes of written homework, per subject, is assigned daily.

Homework assignments should be numbered and signed by parent/guardian. Students are to make up all missed homework. A buddy system is a good way to get assignments when absent. Try to obtain a phone number and/or email of a classmate.

**NYC School Account:**

NYC School Account provides parents with academic information about your child and your child’s school. It gives you access to the same information that educators view. APL combines information available throughout the city in one place. By sharing this academic information with you, you can become an active partner in your child’s education.

**Textbooks:**

The Department of Education supplies all students with textbooks. They are loaned with the understanding that the student will take care of them and return them promptly when requested to do so. Textbooks should be covered at all times. Students are not permitted to write in textbooks except to record their name and date issued. If a book is damaged or lost, the student will have to pay the cost of replacing it. Students are held financially accountable for lost books.

**School Calendar and Newsletters/Parent Teacher Conferences:**

School calendar and School newsletters are sent home monthly.

Events/ workshops take place every month. Information is sent home prior to event. Please be sure to check your child’s backpack daily. Parent Teacher Conferences will take place 4 times a year.

**Bus Transportation:**

Sixth graders are eligible for yellow buses if they live more than a mile from the school. They also must reside within the school zone in order to receive the transportation. If you live less than one mile from the school, not more than a half mile, you are eligible for a half fare bus pass to ride the city bus. Students need to show appropriate behavior while on the bus so that all riders may have a safe trip. If a pupil is reported to the school, or if the driver for any reason takes a bus pass, the student may lose the privilege of the bus pass for a long period of time.

**Progress Reports:**

Progress reports are sent to inform parents of problems their child may be experiencing in a particular subject area. It is the intention of the school to notify parents at this critical point so that changes in attitudes, behavior, class work, or homework can be effected in order to avert a failing grade.

**School Safety:**

To ensure the safety of all personnel fire, shelter, rapid dismissal, silent passing are routinely conducted. These exercises are designed to assure that in the event of an emergency, prudent safety measures will be employed in a knowledgeable, panic free manner. Moreover, disaster and evacuation plans have been devised which insure that more serious emergencies will be dealt with as prudently as possible.

The entire school community is dedicated to working together to provide a safe and secure learning environment for all our students. In the event of an emergency, you can obtain information about your child’s school in the following ways:

* Call 311
* Check the DOE website at [www.schools.nyc.gov](http://www.schools.nyc.gov)
* Receive call from school
* Read letters sent home with students
* Email and Text messages (Sign up for Remind 101)

**Video Surveillance:**

Video surveillance will help school safety personnel and administration anticipate potential problems; respond more quickly to school security issues; identify individuals who threaten to disrupt school tone and discipline; and serve as a general deterrent to those who might otherwise be inclined to violate school rules and regulations. Let us assure you that video surveillance is a recognized and accepted method to deter crime nationwide and our system will safeguard students’ privacy, while improving their safety in and around our school building.

**Discipline:**

### Students are expected to follow a high standard of good behavior. This good conduct will result in an atmosphere where learning can take place. It is therefore necessary that students, staff, and parents understand that there are standards of behavior with which all students are expected to comply and that there are consequences if these standards are violated. These standards of behavior are listed in the Discipline Code that sets forth a comprehensive description of unacceptable behavior. A copy of the Discipline Code is always sent home.

**Not permitted in school:**

Please be advised that in accordance with the Citywide Standards of Discipline and Intervention Measures (Student Discipline Code), students are prohibited from bringing Cameras, MP3 players, CD players, Game Boys, toys and other such devices. The school is not responsible if student brings one in and it gets lost or stolen. Please have your child refrain from bringing anything to school that is not school - related. Therefore, the discipline code will be applied accordingly is a student is seen using or in possession of a cell phone without authorization.

Cell phones/electronic devices will be confiscated and the students’ parent will be called to pick up the item. Cell phones must remain off and in backpacks.

###### Lost and Found:

The Lost and Found office is located in room108. Articles that are found should be given to a teacher. The teacher will forward to the Lost and Found. If you lose anything notify your teacher. The best ways to avoid losing anything are to: put your name on all belongings. Take care of your belongings. Keep them with you at all times

**TIPS FOR PARENTS:**

**Routines and schedules start the year right:**

Set the rules and keep track of schedules. Children who have rules at home behave well at school. Set clear rules at home on respect, responsibility, homework and study habits. Post a calendar where everyone can see it. Have everyone write down his/her activities as they are scheduled.

**Manage correspondence:**

A lot of important papers get sent home with your child. Set up a place where your child puts all paperwork from school and check backpack daily. Sign it and put back in his backpack for the next day.

###### Parent Teachers Association:

All parents are invited and encouraged to become members of the PTA. The PTA is always looking for volunteers to lend a hand. This is a great way to stay involved in your child’s education and support your school family. You will also make new friends, and meet parents of your child’s classmates. Meetings are held once a month. Dates are posted in the monthly newsletter. Try your best to attend the PTA meetings. Mark your calendars!!

\*\*The PTA collects Box Tops for Education and Used Computer Ink Cartridges, Cell phones. Send them in.

**Traffic:**

**Please have an advance plan with your student to meet in a location that is easily accessible, preferably a short distance away from the school.**

**Please stop only by the circle drive to drop off your child and continue to move. U turns and double parking are not allowed. Please follow the school bus safety rules. When the sign is out you must stop.**

**Parent Book Club:**

**Pleasure reading for adults! All parents are welcome to join.**

**Call Parent Coordinator, Lisa Livorsi for details.**

**Important Numbers:**

**For Emergencies and school closings watch your local news or listen to the local radio stations. Or call 311**

**School: 718-987-5336**

**Parent Coordinator: 718-987-5336**

**School Website: www.egbert2.org**

**NYCDOE Website: www.nyc.gov/schools**

**REMINDER**

**Update Emergency Contact**

**Information Regularly**

**If you would like to be added to the EMAIL BLAST send your email address to the Parent Coordinator at llivorsi@schools.nyc.gov**

333 Midland Avenue

Staten Island, New York 10306

Adrienne Stallone, Principal

Parent Handbook

**2015 - 2016**

MISSION STATEMENT

**I.S. 2 is a place where interdisciplinary learning fosters excellence.**

School Wide Activities:

Winter and Spring Concert

Urban Advantage Family Science Night

Urban Advantage Family Science Sunday

Multicultural Fair

Family Night

Class/Grade trips

Family Movie Night

Family Game Night

Special Assemblies

Mock Elections

Principal for a day

Ecology Fair

Penny Harvest

School Spirit Week

Parent Workshops

PTA Meetings

Junior Arista

Peer Leaders

New State of the Art Library Media Center

UAU sponsored classes: Dance Team, Cheerleading, Basketball,

Tutoring, Camp, Adult Classes

And so much more…

**WHO’S WHO IN THE SCHOOL**

**DIRECTORY OF SCHOOL**

**PERSONNEL AND PARTNERS**

The **Principal** is the educational leader and chief manager whose job is to ensure that city and state mandated curricula are followed and taught. S/he also oversees the daily operation of the school and creates an environment that provides each child with the opportunity to grow to his/her maximum potential physically, socially, emotionally and educationally.

The **Assistant Principal** assists the principal in achieving high educational goals for every child and supervising school day activities.

The **Custodial Staff** is responsible for the physical conditions of the school, including maintenance, repair and cleanliness of the school building and its immediate grounds.

The **Parent Coordinator** works to engage with and involve parents in the school community by working with the school administration and staff, school leadership team, pta, community groups and parent advisory council.

The **Parent/Guardian** is responsible for the care and well-being of a child or children. They should make sure their child or children are prepared for school on a daily basis.

The **Parent Teacher Association (PTA)** is an organization of parents and teachers that consults with the school administration regarding areas of school personnel, curriculum, safety, ect. with the goal of fostering a greater understanding of their child’s education.

The **Teacher** is responsible for teaching the curricula to the students.

The **Secretary** is responsible for such tasks as preparing school payroll, ordering supplies, maintaining school records, arranging appointments and other clerical duties.

The **Volunteer** is a parent or community member who helps support the school in a variety of ways.

The **School Aide** provides a variety of support for the school staff that may include supervising lunch periods.

The **Lunchroom Staff** is responsible for planning, preparing and serving nutritious, balanced meals.

The **Safety Officer** provides security and safety for students and staff inside the school and on its grounds.

The **Paraprofessional** works closely with students in the classroom under the teacher’s direction to provide children with more opportunities for individual instruction.

The **Librarian** is responsible for acquiring, organizing, promoting and maintaining the school’s books and resources.

The **Guidance Counselor** supports a child’s learning by helping to resolve educational, emotional and/or behavioral problems.

The **English Language Learner (ELL) Teacher** works with children with limited English proficiency to help them adjust to learning in their new language (programs also include English as a Second Language and Bilingual instruction).

The **Resource Room Teacher** is a special education teacher who works with small groups of students who are in need of individualized instruction.

The **School Assessment Team** is the school level evaluation unit composed of a social worker, psychologist. The team makes recommendations for students who have special learning, social or emotional needs.

The **School Leadership Team (SLT)** is a joint parent and school staff team that collaboratively works to give input on various aspects of the school community.

The **Substance Abuse Prevention and Intervention Specialist** works to educate students about drugs.

**George Egbert Intermediate School 2**

**Student Absence Note**

### DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATS SITE NUMBER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**GRADE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATES ABSENT\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**REASON FOR ABSENCE:**

PARENT/GUARDIAN SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**George Egbert Intermediate School 2**

**Student Absence Note**

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**George Egbert Intermediate School 2**

**Student Absence Note**

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**George Egbert Intermediate School 2**

**Student Absence Note**

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**George L. Egbert Intermediate School 2**

**333 Midland Avenue**

**Staten Island, New York 10306**

Dear Student and Parent/Guardian:

Please sign and return this form indicating that you have read and reviewed the notices in the Egbert Parent-Student Handbook.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Mrs. Livorsi,

We have read and reviewed together, the information in the Egbert Handbook.

Student’s Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Class:\_\_\_\_\_\_\_

Student’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return to Lisa Livorsi, Parent Coordinator, Rm104c

**Egbert’s Honor Societies**

Students selected for membership in Arista have truly set themselves apart. Their excellence is measured by superior scholastic achievement, exemplary citizenship and extensive service.

**Scholarship:**

Scholarship is measured by grades but means a great deal more. It means that a student can use what he has learned, transfer the skills and transform the ideas. It means he can make the learning a personal expression of himself and his life and use the knowledge and skills attained as stepping stones to the nest level of intellectual development. A numerical grade is merely the front door to the whole house of acquired skills, knowledge, habits, wisdom and lifelong learning.

**Service:**

By participating in co-curricular and extra-curricular activities, the student changes his own world and the world around him. To be of service to the community, to school and to family is to be of service ultimately to oneself and one’s culture. Joined together, acts of service create the backbone of civilization.

**Citizenship:**

A democratic nation depends on informed, independent thinkers who are willing to share their expertise to do good for themselves and do good for all. Citizenship rests upon character and competence. An effective citizen is one of character who portrays the qualities of integrity, maturity, interdependence, discipline and honor. Likewise, the effective citizen demonstrates skills and knowledge that enable him to contribute to his own well being and the well being of the community.

The mission of the Egbert Arista Society is to make the qualities of scholarship, citizenship, and service serve as a beacon of excellence for all members of the school community. To communicate this mission, Egbert has made the requirements for inclusion in Arista 8 grade), Junior Arista (7 grade) and Honor Society (6 grade) demanding indeed. As a result, Arista students act as models for the school community.

**Requirements for Arista:**

Membership in Egbert Arista Society is reserved for students meeting **all** of the following requirements.

1. **Scholarship** – Academic average of at least 90% in each marking period with no grade, in any subject, below 90 or S.
2. **Citizenship –** Satisfactory record of attendance and punctuality.
3. **Service** – The attainment of at least 30 service credits.