

Point Webster Middle School

STUDENT/PARENT HANDBOOK

2009-2010

**60 Lancaster Street,
Quincy, MA 02169**

Main Office: (617) 984-6600

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Guidance Office: (617) 984-6603/4

Health Office: (617) 984-6605

Web: <http://www.quincypublicschools.com>

**James P. McGuire
Principal**

**Stacey E. Bucci
Asst. Principal**

Point Webster Middle School

Mission Statement

Our mission is to provide a safe and nurturing learning environment for children to achieve their individual maximum potential.

Our desire is to develop students who persevere in their studies, take responsibility for their choices, and are honest in their character.

We seek to equip the students with the necessary skills to thrive as productive workers and committed citizens, and to meet the challenge of change in a global community.

We strive to help children discover and explore their gifts and talents, and to value and respect each other's uniqueness.

In order to accomplish our mission- staff, parents and students must work in collaboration of effort and trust with open communication.

Our success will be measured by our students who exemplify a lifelong love of learning.

Curriculum and Instruction

MA Curriculum Frameworks and the Quincy Public Schools Design for Learning:

Quincy Public School has aligned their curriculum with the Massachusetts Department of Education Curriculum Frameworks. Quincy Public School staff has also created QPS Design for Learning binders that include the standards for each discipline and a set of benchmarks that will ensure that each child has reached that standard in a particular class and grade.

A description of curriculum standards and teacher course syllabi are available online at the Quincy Public Schools website. Parents can navigate to the Point Webster website and select “academics” from the navigation bar on the left to access this information.

<http://www.quincypublicschools.com/schools/>

Student Courses/ Program of Studies

The students have six class periods per day. Class schedules include five of the following: Math, Language Arts, Science, Social Studies, Reading, World Language and/or Math Assist. Students also have one specialist class per day which rotates and may include: Art, Music, Technology Education, Media, Physical Education or Health.

Homework Guidelines

A full text version of the Quincy Public Schools homework guide is available online at:

http://www.quincypublicschools.com/parent/parent_a_to_z.shtml#H

Copies of the “A Guide to Homework in the Quincy Public Schools” are also available in the Point Webster Middle School Main Office.

In general, homework consists of routine assignments, review and preparation for specific academic and classroom subjects. Homework is a well established part of the student’s educational program and it provides opportunities for further research as well as encourages reading for pleasure and information. There are occasions when students are given time during the school day to begin their homework for that day.

Grade 5 homework= 45 to 60 minutes per night, Monday through Thursday.

Grade 6 homework= 15-20 minutes per subject, per night.

Grade 7 homework= 20-25 minutes per subject, per night.

Grade 8 homework= 25-30 minutes per subject, per night.

School Supplies

During the first week of school students will receive a School Supply List from their teachers.

Families are encouraged to purchase these materials to assist students in their academic endeavors as well as to create a system to organize them.

Grading Policies and Procedures

The Quincy Public Schools Middle Schools are divided in to trimesters. Each trimester the students will have an interim report mailed to their home which identifies the student’s academic standing at the mid-point of the trimester. At the end of each trimester the students are issued a report card which they carry home to their family. All report cards and interim reports must be signed by an adult family member and returned to the school with-in a week of being issued.

Report Cards:

Students receive letter grades which are an average of grades for the trimester. The report card also contains standardized comments which clarify the letter grades. The scale is:

| | |
|----|--------------|
| A+ | 97-100 |
| A | 93-96 |
| A- | 90-92 |
| B+ | 87-89 |
| B | 83-86 |
| B- | 80-82 |
| C+ | 77-79 |
| C | 73-76 |
| C- | 70-72 |
| D+ | 67-69 |
| D | 63-66 |
| D- | 60-62 |
| F | 59 and under |

Interim Reports:

Interim Reports indicate the students academic standing in the middle of each term. They may include comments from the teacher to clarify the grade given. The scale is:

P= Pass

D= Danger of Failing

F= Failing

Honor Roll Criteria:

High Honor Roll = All A's with the allowance for one B, and no "U" in conduct.

Honor Roll = All A's and/or B's with the allowance for one C, and no "U" in conduct.

Quincy Public School's Promotion Policy:

Any student who fails two or more academic subjects for the school year and/or is absent thirty or more days, shall be retained in his/her current grade, unless that student successfully completes and agreed upon summer school program (as approved by the principal) or in the opinion of the principal extenuating circumstances exist which make the student's retention inappropriate. (QPS, June 1986)

Attendance

School Hours:

School is in session from 8:15a.m.-2:30p.m., Monday through Friday unless there is a school holiday or vacation day. Early Release Tuesday dismissal time is at 12:15 p.m.. Students should enter the building by the front door. Students participating in the breakfast program should use the side ramp door from 7:30 a.m. to 8:10 a.m.. If there is inclement weather before school students can go to the cafeteria and/or may be given permission to go in to the gym once there is supervision in that area. Students should leave the building and general school area immediately after dismissal unless they are involved in an after-school activity or are staying for a teacher or the office.

Absences:

Consistent attendance in school is important and encouraged. We ask that you notify the office in the morning if your child will not attend school that day. If your child is marked absent by the teacher a representative from the school will call your contact number to report your child's absence. When students are absent from school they must bring a note from their parent/guardian explaining the absence when they return to school. Following an absence it is the student's responsibility to see their teachers concerning make-up work when they return to school. Students and families who have excessive absences and/or tardies each term will be contacted in an effort to improve or rectify this concern. Students may face detention upon the 5th tardy or absence each term.

Tardy:

If your child is going to be late to school, a parental note is required explaining the tardiness as well as indicating the time you expect your child to arrive at school. If a student enters school without a note, he/she will be admitted to school however a note of explanation must be sent to school the next day. Students who are not in homeroom by 8.20 a.m. are tardy and must sign in at the office. Students who are late will have a detention or be held after school unless they have a written excuse signed by a parent or guardian. Repeated tardiness will result in detentions for each day tardy and a possible suspension hearing if the issue continues.

Dismissals:

If you know ahead of time that your child is to be dismissed from school, please send in a note with your child indicating the time and general reason for the dismissal.

Homework Requests for Absences:

After 3 days absence a parent may request homework. If a student is out less than that it is their responsibility to get the work from a friend and/or see their teacher concerning make up work when they return to school.

Vacations:

Family vacations should not be planned during school time. For the consistency of your child's education please plan vacations during the December, February, April or summer break.

Student Services

Nursing & Medical Information:

A School Nurse is on site during school hours to assist with the medical needs of the students. Students who are ill before school, should not be sent to school. If your child becomes ill at school and it is necessary for him/her to be dismissed, the nurse will call the home and a parent/guardian must make arrangements to pick up the child. The School System does not permit students who are ill to walk home or take public transportation unless they are signed out and accompanied by an adult on the contact card.

Students must have a pass from a teacher in order to report to the nurse unless there is an extreme emergency.

Families should supply the nurse with updated medical information, physicals and a list of immunizations to be kept on file.

The Department of Public Health in MA requires that all children in school keep updated

immunizations and receive a physical exam prior to seventh grade. If your child plays middle school sports they are required to have an up to date (within 13 months) physical exam on file.

Vision, hearing and postural screening along with height and weight measurements are done periodically during the middle school years. A parent/guardian will be notified should a child need further evaluation.

Guidance Counseling Services:

Guidance counselors are available at school for students to access when necessary. The counselors are a valuable source of information, support and direction for students regarding academic, social and emotional issues related to school.

The counselors will...

- a) Act to facilitate communication between students and their parents, teachers, administrators and peers.
- b) Register new students, keep track of student's progress, organize standardized testing and help with the orientation and course selection process.
- c) Make referrals to professional community services when appropriate. As well as offer information on personal and social services available in the community.

Parents are encouraged to contact the counselors when necessary, but especially if there are events occurring in their child's life which may affect the child at school.

Students need a pass from their teacher to visit the Guidance Counselor.

Student Awards and Recognitions

Principal's Student of the Month: Students who are good citizens in the school for a particular month are nominated for and may receive this award. They have their name and photograph posted on a bulletin board outside of the school office. They are also invited to lunch with the Principal on the month they win the award.

Perfect Attendance: Each term students who have perfect attendance have their names posted on the bulletin board outside of the school office. The students are also congratulated on the school's daily announcements.

High Honor Roll and Honor Roll: Each term students who have achieved honor roll or high honor roll status have their names posted on the bulletin board outside of the school office. These students are also congratulated on the school's daily announcements.

Honors Night: Students who have achieved high honor roll or honor roll status, perfect attendance or who are chosen as the Best Citizen or Student of Merit are recognized at the school Honors Night which is held at the end of the school year.

Grade 8 Promotion Ceremony: Students are recognized for their academic success and citizenship during their education at Point Webster. There is a culminating celebration which includes a breakfast, recognition of their promotion to high school and some students are recognized for special honors and achievements.

General Information

After School Programs and Activities:

There are a variety of before and after school clubs, sports and activities for students to participate. Some enrichment and academic programs are limited to qualifying students but other activities are available to any student who signs up with a parent's permission. Recent programs have included: Lego Robotics, Green Team, Youth Council, Point Painters, Book Worms, Homework Center, Baby-sitting Certification Course, Chorus, Band, Drama, Yearbook Committee, C2 Math Programs, Flag Football, Cross Country, Volleyball, Basketball, Track, and Swimming. Participation fees may apply.

Agenda Books:

Students will be provided a Quincy Public Schools Agenda Book in return for a minimal cost. All assignments should be recorded by students in their Agenda Book. It is recommended that the Agenda Book be brought home every night for parents/guardians to review and check. Any written communications between home and school can be written in or attached to the agenda book.

Bus Information:

Bus transportation is available to students in Grade 5 who live an excessive distance from school or to students who require special transportation. The Grade 5 bus routes, bus stops and pick-up times are posted in the local newspaper. It is important that students abide by the bus conduct rules identified in the Quincy Public School's Student/Parent Rights and Responsibilities Handbook. In particular, students should:

1. Listen to and follow the directions of the bus driver at all times.
2. Keep your hands, head, and arms inside the bus.
3. Refrain from damaging bus property since students will be required to pay for repairs.
4. Remain in their seat at all times.
5. Not throw anything out the bus windows or with in the bus.
6. Refrain from eating, drinking, gum chewing or any other activity not permitted in the school or on the bus.

Communication between School and Home:

There are a number of different ways that we communicate with our families.

We invite parents to:

- the Back To School Open House in September,
- Parent/Teacher Conferences in January, and
- Parent/Teacher Organization meetings which are held monthly.

Also:

- The Quincy Public Schools Web Site has a specific Point Webster link which is the source of a variety of information.
- A Point Webster Middle School Newsletter is sent home each term identifying important school updates, information and events.
- The student's agenda books are a great tool for notes to be sent between home and school.
- Interim Reports and Report Cards contain important information on student academic progress.
- Parents are encouraged to contact the teachers and/or counselors when necessary and set up meetings when applicable.

Contact Cards:

It is extremely important that the school has home, work, and cell phone numbers on file to contact parents, guardians, relatives and/or a neighbor in case of an emergency with your child. Please update these phone numbers and address changes in the main office if they change. Students will only be released to those persons on the emergency contact cards which are kept on file in the office.

Daily Announcements:

Each day will begin with a flag salute at 8:25a.m. and daily announcements. Students will be informed of school activities, clubs, sports, student honors and recognitions, special events and noteworthy information during daily announcements in the morning and again in the afternoon.

Dress Code:

The Quincy Public Schools Dress Code outlines that “a student’s manner of dress should be appropriate and not present a danger to the student’s health or safety, interfere with school work or create a classroom or school disruption. Students may be sent home to change clothes. Students are prohibited from wearing short shorts and midriff tops. Hats, headgear and jackets/coats may neither be worn nor carried in the building. Chains or jewelry which has the potential to be used as a weapon may neither be worn nor carried in school. Sunglasses may not be worn in the building. T-shirts may not have messages advocating illegal activities such as, but not limited to, weapons, drugs, alcohol or violence.”

Drop Off/Pick Up/Parking

Students may be dropped off or picked up either in front of the building on Lancaster Street, or in the parking lot on the gym side of the building (Grafton Street side). Parents/guardians may also park along the fences in the parking lot on the Grafton Street/gym side of the building. The driveway in front of the building is only used for Quincy Public School busses and vans. In order for the Q.P.S. busses to arrive at the building on schedule we ask that cars not be parked in a manner that blocks the flow of traffic at the corners on Alden Street and the school driveway on Lancaster Road.

Electronic Devices:

Students are not permitted to use electronic devices such as IPOD’s, MP3 players, cell phones, pagers, CD players or other electronic communication devices during school hours. Such devices may be confiscated and returned at a later time/date. Students who violate this rule may be referred for disciplinary action.

Field Trips:

Field Trips are an important part of our curriculum and additional learning and/or social opportunities for students. Students are expected and encouraged to attend all field trips and are responsible for the material presented or learned on the trip. A student’s prior behavior may exclude them from a field trip.

When on field trips, students are reminded that they are representing not only themselves, but their family, the school and the community to the public. All school rules apply on trips and students are expected to behave in a positive manner. Students who are polite and responsible make the school proud.

Food Services:

The meal services system is automated at Point Webster which means that every student has their own numerical password and account to use each time they make a purchase in the cafeteria. An account can be pre-paid or a student can pay each day for the food they purchase. Applications for Free and Reduced Lunch are available at the beginning of the school year. Parents must fill them out completely in order to have them processed. If a child has received free or reduced lunch in the past, they must submit a new form each year to be assessed for eligibility.

Breakfast Program- Breakfast is served each morning from 7:30 a.m. to 8:10a.m.. The cost of a breakfast meal has been \$1.00 full pay or \$.25 reduced price and is subject to change.

Lunch Program- Students have a 30 minute lunch/recess period each day. The price of the lunch has been \$2.00 full pay or \$.40 reduced pay and is subject to change.

Lockers

Students are assigned lockers to use or in some cases share during the school year. Most grade 5 students have locks built in to their lockers. Students in grades 6, 7 & 8 need to purchase a lock to secure their locker. Students may only go to their lockers at the specified times. It is the responsibility of each student to keep their locker clean and orderly. The school can not be responsible for items that are missing from lockers. Students are reminded of the importance of securing their school and personal belongings at all times. Students should not bring items of value or large quantities of money to school. Lockers are the property of the school and are only loaned out to students. School authorities have the right to inspect lockers if deemed necessary.

Lost And Found:

The main location for clothing items that have been found is in the school cafeteria. Unclaimed items are donated to a charitable organization in December and in June. Found valuables such as money, jewelry or eyeglasses are held in the main office until the end of the school year.

“No School” Announcements:

No School information is broadcast over local radio and TV stations. It may also be broadcast using the QPS Instant Alert System which will either send a pre-recorded telephone message or a text message to your home. Directions on accessing the system and creating your personal profile are found in the Instant Alert section of this handbook.

Parent-Teacher Organization (PTO):

The PTO is a forum for parents/guardians and staff members to meet and discuss recent and anticipated school happenings. The meetings are held at 6:30p.m. in room 140 at Point Webster, usually on the third Tuesday of each month. The specific PTO meetings dates are attached at the back of this handbook.

Personal Property:

Cell Phones, IPODS, and Personal Electronic Devices: Student should not have these items in school and if they are brought it is not the responsibility of the school if they are lost or stolen. If there is a personal item brought to school it should not be seen or heard at any time.

Bikes: If a student rides a bike to school they do so at their own risk. There is an area to lock bikes to a railing near the side ramp entrance of the building. For student safety, you should not ride your bike on school property. Therefore, bikes can be walked by their owner to the area where they secure them for the day.

School Annual Events:

A middle school philosophy encompasses time when the entire school body gathers to celebrate accomplishments or have school wide programs. The following activities are in place at Point Webster:

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|---|----------------------------|
| Student Individual Photos/ Photo Packages for purchase | Fall; |
| School Dance | Fall; |
| All Star Flag Football and Student/Staff Flag Football Games- | Before Thanksgiving Break; |
| Holiday Band/Chorus Concert- | December- Evening |
| School Dance | Winter; |
| Student/Staff Volleyball Game | Before February Break; |
| Student/Staff Basketball, Free Throw Competition, Kiss the Fish | Before April Vacation; |
| Drama Presentation | April; |
| MCAS Trivia Day | April/May; |
| Student Honors and Perfect Attendance Celebration | May/June- Evening; |
| Staff Appreciation Week | May; |
| P.E./Health Week- The Great Race | May; |
| Celebration of the Arts- Art Show at Thomas Crane Library | May; |
| End of Year Band/Chorus Concert | May/June-Evening; |
| Grade 4 Fly Up Visit | June; |
| Grade 8 Trip | June; |
| Grade 8 Closing Ceremony and Events | June |

Standardized Testing:

All students have MCAS testing each spring. There is a grade 7 Long Composition Test usually on a Tuesday in March, as well as the E/LA test for all students in grades 5-8 at the end of March or beginning of April. Students in grades 5-8 also have MCAS tests in May in Math and/or Science and Technology. Also, students who speak a primary language other than English have a series of tests in both October and March to measure their progress in the English language. It is important that students attend school, arrive on time, get a good night sleep and eat a nutritious breakfast especially during testing.

Text Books:

Students are provided text books in the appropriate classes during the school year. It is important that students cover their books and maintain them in the same condition which they received them. If a book is lost, stolen or damaged it is the responsibility of the student and/or their family to pay the replacement cost of the book by the end of the school year. Costs vary by book, but range between \$8.00 and \$60.00 per book.

Student Code of Conduct

The Quincy Public Schools has specific guidelines outlining what is expected within student's code of conduct. Please refer to the Q.P.S. Students Rights and Responsibilities handbook for specific details.

School Disciplinary Procedures:

All teachers will have specific rules and /or procedures for their classes so that the school community and classroom are a place of learning and safety. Students are expected to follow those rules and those who do not will receive consequences for their actions. Many behavioral concerns are remediated easily within the classroom and never need further action. If students inappropriate behavior escalates, continues over a period of time or falls within the categories outlined in the QPS Rights and Responsibilities Handbook then parents, guidance counselors and/or administration may be informed of the concerns and consequences will be identified for the inappropriate behavior.

Hallway and Bathroom Guidelines:

Hallways- Students have adequate time to get from one class to the next. If a student is late to class they should have a pass to identify from where they are coming. Without a pass, students are subject to a detention. Students should not be in the hallway without permission or a pass. When leaving a class in progress, the student should sign out, and then sign back in upon their return. There should be no running or "horseplay" in the corridors.

Bathrooms- Students are only to use lavatories on the floor of their current class. They should be used by permission from a staff member only and students should use them between class periods whenever possible.

Cafeteria/Recess Guidelines:

1. Students must sit where assigned in the cafeteria.
2. Students may bring their lunch to school and purchase milk and dessert, or they may purchase a school lunch. Please try to have exact change.
3. Students are expected to clean up after themselves, and "table captains" will assist in the general cleanup.
4. Students must not cut in line, throw any objects, or leave the cafeteria without permission.
5. Except for inclement weather, students will go outside after lunch each day. Students need to bring their coat to lunch during the colder months.
6. No food should be brought out of the cafeteria.
7. While outside at recess the following rules must be observed:
 - a. There will be no "horseplay".
 - b. Students should stay away from all cars or trucks in the area.
 - c. Students should follow all instructions from teachers.
 - d. Students should stay on the "blacktop" or the fenced in grass area unless given permission to do otherwise.
 - e. A staff member will announce when recess has ended; all students should slowly and promptly line up and follow the directions of the teachers.
 - f. When re-entering the building students should travel quietly in the hallways until they reach their next class.

Auditorium/Assembly Guidelines:

1. Proper behavior is expected of all students attending every assembly.
2. Students who do not behave in a proper fashion will be removed from the auditorium and be assigned an office detention.
3. Inappropriate behavior may result in the student being removed from future assemblies.
4. Students will be called to the auditorium by grade and will sit in the areas designated for their grade. All seats should be utilized for the school wide events.
5. Students will enter and exit the auditorium in an orderly fashion.
6. All teachers of current classes will provide supervision during the entire assembly.
7. All assemblies will begin with the Pledge of Allegiance.
8. Students will exit the auditorium, upon conclusion of the assembly, one row at a time under the supervision of their teacher and return to their current classes.
9. Students will enter and exit using the same door.
10. Absolutely no food or gum is allowed in the auditorium.

Bus Riding Guidelines:

The school bus is a privilege offered to qualifying students and bus riding is an extension of school itself. It is important that a high level of safety be maintained on the bus at all times. Therefore all bus

rules regarding behavior are the same as in school. Additional rules regarding boarding, exiting and riding the bus are established by School Committee Policy and can be found in the Quincy Public Schools Students Rights and Responsibilities Handbook.

Internet Acceptable Use Policy:

As a part of the educational process, students may utilize computers in school and have access to the internet for educational purposes. The Quincy Public Schools has an Internet/Technology Acceptable Use Policy in place which requires a student and parent signature for consent. These forms should be signed and returned to school at the beginning of the school year.

Detention:

1. Office detentions may be issued for any behavior, action or infraction which is outlined in the Students Rights and Responsibilities Handbook, and is violated by a student.
2. Detention must be served on the day it is issued. Detention is a silent period and a time to do homework or read a book. Detentions may be assigned before or after school for 45 minutes and/or during lunch/recess.

Emergency Management Procedures

Safety Drill Instructions:

School safety is of the utmost importance, therefore practicing safety drills helps the students and staff be prepared in the event of an emergency. Two times each school year we practice lock down, and reverse evacuation and fire drill procedures.

Instant Alert System for Schools:

Keeping parents informed and involved helps to assure students safety and improve student success. Instant Alert for Schools is an essential tool for notification and communication. Within minutes of an emergency, school officials can use Instant Alert to deliver a single, clear message to the students' parents or guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities such as event times and locations or schedule changes.

Instant Alert is internet based, allowing each family to maintain a secure, password protected online profile. Please make note of the instructions on the next page for accessing the system and creating your profile. You can log into your profile at any time to update your contact information.

Maintaining the accuracy of your profile will increase the ability of the school to keep you informed.

Your online profile will enable you to:

- *Input your personal contact information*
- *Select which type of school information you would like to receive on each of your contact devices*
- *Add contact information of other caretakers of your children, such as a grandparent or neighbor*

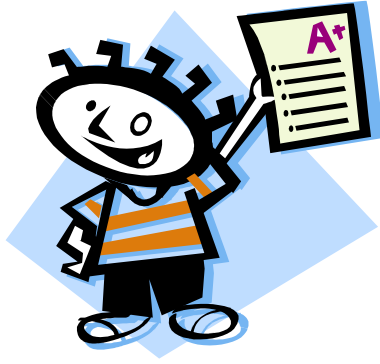
The system is ready for you to use at <https://instantalert.honeywell.com>. We encourage all of you to take advantage of this opportunity, as we will be utilizing this system for most of our school to home communication. If you need assistance with your profile, please use the "Help Request" link found on the Instant Alert web site.

TOP 10 THINGS WE DO TO MAKE POINT WEBSTER SPECIAL

1. RESPECT EVERYONE
2. NEVER CHEW GUM
3. KEEP HATS AND COATS IN OUR LOCKERS
4. DO NOT BRING CANS OR BOTTLES INTO THE BUILDING
5. LEAVE ELECTRONIC DEVICES AT HOME
6. HAVE SKATEBOARDS, SCOOTERS AND ROLLERBLADES WAITING FOR US AT HOME
7. YOU ARE BEAUTIFUL PEOPLE WITHOUT FACE DECORATIONS
8. ALWAYS SPEAK WITH KINDNESS
9. DRESS APPROPRIATELY
10. MAINTAIN A POSITIVE ATTITUDE

Having a Positive Point Attitude

Point Webster Middle School students should come to school with a positive attitude and be excited about learning. The adults you will be working with are here to provide the finest educational experience available for you. Your responsibility is to come to school with a desire to learn, to be respectful to everyone and to be responsible for yourself.



2009 - 2010 EARLY RELEASE DAY SCHEDULE

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|---------------|---------------|
| Sept. | Feb. 09, 2010 |
| Sept. | Feb. 23, 2010 |
| Oct. 13, 2009 | Mar. 09, 2010 |
| Oct. 27, 2009 | |
| Nov. 10, 2009 | Apr. 13, 2010 |
| Nov. 24, 2009 | Apr. 27, 2010 |
| Dec. 08, 2009 | May 11, 2010 |
| Dec. 22, 2009 | May 25, 2010 |
| Jan. 12, 2010 | June 08, 2010 |
| Jan. 26, 2010 | TBA |

**Point Webster PTO Meeting Dates
Rm. 105 6:30 PM**

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| September 15, 2009 Open House 5:00-7:00 PM | January 26, 2010 6:30 PM | April 27, 2010 6:30 PM |
| October 20, 2009 6:30 PM | February 23, 2010 6:30 PM | May 18, 2010 6:30 PM |
| November 17, 2009 6:30 PM | March 23, 2010 6:30 PM | TBA |

******ADD QPS SCHOOL CALANDER FOR 2009/2010
****ADD QPS TESTING CALENDAR IF WE GET IT SOON**