

CHELMSFORD MIDDLE SCHOOLS

Reminder Binder 2018-2019



McCarthy & Parker Middle Schools are proud to have
CHELMSFORD PRIDE!

McCARTHY MIDDLE SCHOOL	PARKER MIDDLE SCHOOL
<p>Kurt D. McPhee Principal</p>	<p>Dr. Jeffery D. Parks Principal</p>
<p>Donna K. Martin Assistant Principal</p>	<p>Mark Souza Assistant Principal</p>
<p>Mascot: Lion Colors: Maroon and White</p>	<p>Mascot: Lion Colors: Maroon and White</p>
<p>250 North Road Chelmsford, MA 01824</p>	<p>75 Graniteville Road Chelmsford, MA 01824</p>
<p>Telephone: (978) 251-5122 FAX: (978) 251-5130</p>	<p>Telephone: (978) 251-5133 FAX: (978) 251-5140</p>

This Middle School Handbook belongs to:

Name: _____

Grade: _____

Homeroom: _____

MESSAGE FROM THE PRINCIPALS

Welcome to middle school. This "Reminder Binder" will assist you in making this a very productive year. You are expected to have your "Reminder Binder" with you in class and to use it to record information regarding classes and assignments. If you lose your reminder binder, a new one can be purchased for \$5.

This "Reminder Binder" also presents rules, regulations, and other school information. Please read it carefully and refer to it as needed. Your parents are asked to read the rules and regulations and to support the school in our efforts to maintain a quality learning environment.

SCHOOL MISSION

The Chelmsford Middle Schools strive to provide a comprehensive academic environment where all students develop positive behavior patterns, positive social interactions and strong self-images with input, cooperation and support from parents, staff and community.

STARTING THE DAY OFF RIGHT

A healthy breakfast and a good night's sleep will make you feel better and get you off to a great start!

IS THERE SCHOOL TODAY? FINDING OUT ABOUT DELAYS & CANCELLATIONS

We will always post the "no school" or "delayed opening" messages on the CPS website and share via the CPS Superintendent's Twitter account. Please consider joining one of them if you do not already subscribe. Television channels (4, 5, 7, and 25) have a link on their website which allows users to be notified in the event their community cancels/delays a school opening. Also, Local Cable TV Channels 8, 22 and 99 show delays in opening and school cancellations. Additionally, a ConnectEd automated phone call is sent out to all families. When school is delayed, the buses and classes will be two hours later than usual.

WHAT IF I'M TOO SICK TO GO TO SCHOOL?

It is very important that you try your hardest to come to school every day. If you are too sick, there are several things you should do:

1. Your parents should call/email your school's attendance line to report your absence.
2. Have emails/phone numbers of kids in your classes so you can contact them to find out what you missed and to get your homework assignments.
3. When you return to school, you must give a note to the office from your parent/guardian that includes the date(s) and reason you were absent.
4. Check in with all your teachers when you return. Remember, unless you've made other arrangements with your teacher, YOU are responsible for making up all your missed work within 1 week of returning to school.
5. If you return to school on crutches, you need to have a doctor's note to show the nurse you can get around safely. If necessary, you can use the elevator.
6. If you are absent for three or more days in a row, your parents can contact your teachers via email to get your assignments. They will be able to pick up those assignments within a day of calling the office. You can call your classmates or check your teachers designated webpage to get assignments if you are absent fewer than three days. Most textbooks are available on-line.
7. If you are absent from school, you may not attend school activities later that day unless approved by the principal or assistant principal.

WHAT TO WEAR?

When you come to Parker or McCarthy Middle School, you are part of a community of learners. While choosing one's clothing is a personal decision that rests with individual students and parents, it involves a combination of taste, trends, and common sense. Both middle schools make a clear distinction between clothing items that are appropriate for outdoors or for home, and clothing that is appropriate for a school. Proper grooming and appropriate dress should be based on health, safety and cleanliness. You should dress appropriately for the weather, especially if you go outside for recess or a class.

The following expectations should be met:

- Pants, shirts, and tops must cover undergarments
- Shirts must cover your body appropriately
- Pants will be worn high enough to cover undergarments when standing and sitting
- Shirts without sleeves will have straps that cover undergarments
- For many people, removing a hat when in a public building or place of worship is a sign of respect. Students are expected to remove their hat or hood if requested by an adult. When requested hats and hoods will be removed by the time students arrive at lockers and will remain in lockers until the school day is over.

Clothing that does not meet the above expectations:

- Clothing that references or depicts drugs, alcohol, tobacco, profanity, sexually explicit language, violence, hate groups, other harassing categories, or evidencing inappropriate or discriminatory language are not acceptable on school grounds or on school trips.
- Jackets, coats, chains, bandannas, and sunglasses are not to be worn in school.
- Pajamas and slippers are not acceptable on school grounds or on school trips (excluding the occasional spirit day)

Meeting the expectations for student dress is no different than meeting any behavioral or academic expectations. Students are responsible for following all school rules. Students are most successful in following school rules when they have developed strong relationships with caring adults who know them well, are provided clear boundaries and parameters for acceptable behavior, are monitored and supported and given clearly defined and articulated consequences.

The school administrators have the final decision on the suitability of what you are wearing and will base his or her decision on safety or potential disruption to the educational process.

Students who fail to meet student dress requirements must:

- Find alternative clothing in your locker or from a friend;
- Receive alternate clothing from the nurse's office, or;
- Have a parent bring in alternate clothing or go home to change clothes.

Parent and student cooperation is requested.

TIME TO GO TO SCHOOL

Did you remember all your stuff? (homework, lunch or lunch money, gym clothes/sneakers, permission slips, etc.) Don't forget to check the weather forecast to see if you need hat/mittens and/or a coat. Did you remember your library and other books? And, oh yeah — your Reminder Binder!

The school day starts at 8:19 and ends at 2:40. Students are not allowed in school before 8:00AM because supervision is not available. Students should not be on school property prior to 8:00AM unless they have an appointment with a teacher. When students arrive before 8:00 AM, they must come to the front door and sign in at the main office.

THINGS THAT DON'T BELONG AT SCHOOL

The following items are not allowed at school:

1. Energy drinks, Soda or other caffeinated beverages.
2. Electronic games or devices, Ipods, laser pens, cameras, video cameras (taking pictures/videos of students and staff is not permitted in school.)
3. Squirt guns, water guns, etc.
4. Skateboards/ sneakers with built-in wheels - you can only use the skateboard park after you have gone home or been picked up by your parent/guardian.
5. Lighters, matches or other lighting devices, alcohol, illegal drugs, counterfeit drugs, drug paraphernalia, tobacco (chewing or smoking, such as cigarettes/e-cigarettes/any vaping paraphernalia), any weapons, fireworks, stink bombs - bringing any of these to school will get you suspended or expelled and, in some cases, reported to the police.
6. Other devices that may create a disruption or unsafe environment (i.e. shock delivering devices).

Students found with any of these items will be handled using the discipline procedures in the district Student/Parent Handbook. The item will be taken away. Items located in your locker are considered to be in your possession.

CELL PHONES

Cell Phone should be off and locked in lockers during the school day. If a student is caught using a cell phone and it is the first offense, it will be brought to the office, where the student may pick it up at the end of the day. For a second offense, the phone will remain in the office until a parent/guardian picks it up. For repeated offenses (third offense or greater), he/she may be required to drop the phone off to the office first thing every morning and retrieve it at the end of the day. The school administration may also add additional disciplinary action for repeated offenses.

HOW DO I FIND OUT ABOUT IMPORTANT SCHOOL INFORMATION?

Important school information is given to you in the morning homeroom bulletin and is posted on bulletin boards throughout the school. You should make it a practice to:

1. Listen to all announcements.
2. Watch bulletin boards for news that may be of special importance to you: Example -bus routes, club rosters, dates, extra help sessions, etc.
3. Check Bulletins each school sends regularly.
4. Important information will be sent via ConnectEd (email/phone) when necessary.
5. Go to the school website via <http://www.chelmsford.k12.ma.us> - Click "Schools," then click on your school.

ARE THERE RULES FOR RIDING THE BUS?

Yes! You are expected to behave as courteously as you are expected to behave in school.

1. All the rules that apply at school apply on the bus.
2. You must remain seated whenever the bus is moving, and always keep the aisles clear.
3. You cannot eat or drink on the bus.
4. You can use headphones to listen to music on the bus, but it should be put in your locker when you get to school.
5. You can bring only small musical instrument on the bus. Larger instruments are permissible only if there is an extra seat on your bus.
6. You must ride on your assigned bus. Taking a bus to a friend's house is not permitted, unless there are child care needs or another emergency situation. A signed note from a parent must be brought to the office in the morning for approval.



What happens to students who don't follow the bus rules?

Students who fail to follow bus rules face the possibility of losing the privilege of riding any bus to and from school. If you are referred to the office by a bus driver for breaking a bus rule, you may be given a written warning, given an assigned seat on the bus, or potentially suspended from riding the bus.

I'M RIDING MY BICYCLE TO SCHOOL — WHERE DO I PARK IT?

The bicycle rack is the only location where bicycles are to be locked up. The school does not assume any responsibility for bicycles brought to school. **Remember** – the school does not open until 8:00AM

WHAT HAPPENS WHEN I GET TO SCHOOL?

When the bell rings to unload buses, you should enter the building and report directly to your assigned locker and then go to homeroom. **You will not be allowed in the building before 8:00AM** (when supervision becomes available) unless you have a pass/permission from a teacher.

WHAT SHOULD I KNOW ABOUT MY LOCKER?

1. ALWAYS KEEP YOUR LOCKER LOCKED!
2. Lockers are school property and shall be kept clean and in good condition.
3. NEVER REVEAL YOUR LOCKER COMBINATION TO ANYONE — not even your best friends!
4. Locker sharing and/or swapping is not allowed.
5. The school is not responsible for stolen items.
6. If the lock is broken, report it to the office on a slip of paper including the number of the locker, the combination, and your name.
7. You will be charged for lost padlocks or damaged lockers.
8. Only school issued padlocks may be used on lockers. Personal locks may not be used. School officials keep combinations and master keys.
9. You should have no expectation of privacy. We want you to understand that, consistent with state law, school personnel can open, search, and inspect your locker at any time.
10. It is not a good idea to go to your locker before every class. Try to plan your day and take materials for several classes. Follow any team rules about locker use times.

WHAT DO I DO IF I'M LATE?

If you are late for school, check in at the office and bring a signed note from a parent/guardian explaining why you are late. If you arrive after 8:19 AM, you must ring the buzzer to get into the building. There are 3 minutes between classes and that should give you enough time to get there. If you are persistently late, you may be subject to Disciplinary action.

WHAT HAPPENS IF MY TEACHER IS ABSENT AND I HAVE A SUBSTITUTE?

Substitute teachers have a difficult job. They help our school to run smoothly when teachers are sick or need to be away from school. You are expected to respect and follow the instructions of the substitute. You may need to accept and help out with activities and procedures that are different from the routine. Having a substitute for the day is your opportunity to display Chelmsford PRIDE and show how great our students are!

WHAT KIND OF BEHAVIOR IS EXPECTED OF ME AT SCHOOL?

1. Respect for yourself, respect for each other, and respect for your school! We must work together to keep Chelmsford Middle School moving in a positive direction!
2. Use a reasonable voice and not yell, scream, or shout, or use inappropriate language.
3. Keep to the right while walking in the hallways to avoid blocking other students.

WHAT KIND OF BEHAVIOR WILL HELP ME BE A SUCCESSFUL STUDENT?

1. Listen to others, have an open mind and a positive attitude. Believe in yourself.
2. Be prepared for class. Bring your books, pen or pencil, assignments & your Reminder Binder.
3. Complete all your assignments to the best of your ability.
4. Take pride in your work.
5. Don't be afraid to ask questions or ask for help—we all need help from time to time!

WHAT BEHAVIORS ARE NOT ALLOWED IN SCHOOL?

1. Gum chewing.
2. Borrowing, exchanging, or taking money from other students. Don't bring large amounts of money to school.
3. Outside of approved fundraisers, selling things is not allowed.
4. Threats, acts of intimidation, inappropriate language or gestures, aggressive behavior-including touching, assault, pushing, shoving, fighting, harassment of any kind or bullying.
5. No unauthorized leaving of school grounds.
6. Copying homework/assessment or letting another student copy your homework/assessment.

Students who violate behavior expectations may be excluded from participating in extra-curricular events (i.e. dances, socials, class trips, after school activities, etc.)

WHAT IS A SCHOOL COUNSELOR?

A school counselor is a person trained to help students with problem-solving and decision-making. A counselor provides support and encouragement for academic, personal, or social problems. He/she also meets with parents and teachers. You can make an appointment by contacting your counselor directly or by telling a teacher you would like to meet with him or her. In the event of an emergency, any adult can help you contact your counselor. Conversations with counselors will be shared on a "need to know" basis only. So, most things you tell your counselor will be kept confidential.

HOW DOES THE SCHOOL HANDLE BULLYING?

Tolerance and respect for others, their beliefs, skills, differences and appearances are **expected** in Chelmsford Middle Schools. The district has a comprehensive bullying policy in place which includes how to report an incident. Please refer to the Bullying Resources tab found in the parent & student section of the district and each school's website for further information. If you have any problems, tell your counselor, a teacher, or your administrator right away.

WHAT ARE THE LIBRARY GUIDELINES?

1. The school library is open during school hours when classes are not taking place in the library.
2. Please respect the rights of others to a quiet place.
3. Materials may be checked out of the library. Please return them on time or renew them.
4. Take care of all library materials. You need to pay for lost or damaged materials.

WHAT DO I NEED TO KNOW ABOUT MY TEXTBOOKS?

1. You are responsible for books received in class.
2. Books should be kept covered. This extends the life of any book.
3. Name and homeroom must be recorded on the book label in the front.
4. You are expected to return books and materials in the condition you received them.
5. You will have to pay for lost or damaged books.

WHAT ABOUT MY BACKPACK?

Be careful when carrying backpacks, especially when moving through the hallways. For safety purposes, backpacks must be kept in your locker during the school day.

WHAT IF I DON'T FEEL WELL DURING THE DAY?

1. Your teacher will give you a pass to go see the nurse if you don't feel well. The teacher will send for the nurse if it is an emergency. The nurse will decide if you are going home or not.
2. You can have cough drops with you. Please note, the nurse cannot give out cough drops.
3. If you feel sick, the phone call home needs to come from the nurse, not you!

WHAT IF I NEED TO BE DISMISSED?

You need to have your parent/guardian write a note stating what date and time you will be dismissed and who will be picking you up. You need to bring this note to the main office. All students will be dismissed directly from the office. No student may leave the building without checking out from the main office or the nurse's office first.

SCHOOL LUNCH PROCEDURES

Your parent/guardian should provide you with either a lunch from home or put money on your Meal Magic account through Chelmsford Public Schools. Any questions about your Meal Magic Account should be directed directly through Chelmsford Public Schools Food Services.

IS CERTAIN BEHAVIOR EXPECTED IN THE CAFETERIA?

1. As in all areas of the school, you are expected to behave according to school rules.
2. You are, without exception, to report to the cafeteria during your assigned lunch period.
3. You must remain in the cafeteria until dismissed.
4. You may leave the cafeteria only with a pass or office permission.
5. Please dispose of all trash and recyclables in the correct barrels.
6. No food should be shared or exchanged.
7. Please leave your area clean: your table, the floor in your area, and your chair.
8. No food or drink may be taken from the cafeteria unless lunch is occurring in another location (extra help or lunch group) without written teacher permission.

WHAT IF I NEED TO CALL HOME OR HOME NEEDS TO CALL ME?

You may ask the office or a teacher to use a phone for a school-related call. Your parent/guardian can call the office and leave a message that will be given to you.

DOES EVERYONE TAKE PHYSICAL EDUCATION?

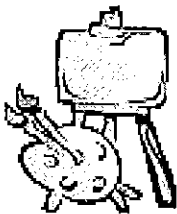
1. Yes. By Massachusetts law, physical education is recommended for each student at this grade level except those with medical excuses.
2. To be excused from physical education, you must bring a note signed by your parent or guardian to the nurse. If you need to be excused for more than two PE periods, you need to bring in a doctor's note.
3. **Grades 7 and 8:** At the start of the school year, the teacher will assign a locker with a padlock to store PE clothes. You are expected to have a separate change of clothes for PE (including sneakers). If the padlock is lost during the year, you must pay for the lock. The school is not responsible for stolen items.

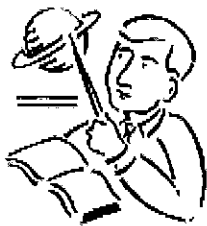
HOW DO I FIND OUT ABOUT BEFORE & AFTER SCHOOL CLUBS, INTRAMURALS, & LATE BUSES?

You will receive a booklet in at the beginning of the school year, which lists all activities, days of the week, locations and the club advisors. An activity fee is required to participate. With this booklet, the late bus routes will be included. Late buses leave the middle schools after activities from approximately 3:45-4:05pm. Please note, the late bus routes are different buses/routes than the regular bus routes. It is important that parents and children review the late bus routes together to determine what bus and stop is best.

HOW ABOUT STAYING AFTER SCHOOL?

If you stay after school for activities, extra help, make-up, or detention, report directly to your assigned room. Upon completion of the activity, you must report immediately to the cafeteria/lobby. **You are not allowed to remain in the building unless you are involved in a designated supervised activity.** You are not allowed to stay after school to socialize or observe intramural sports. You are not allowed to leave the school grounds and then return to school to take the late bus.





ARE THERE EXTRA HELP SESSIONS?

Yes. If you wish to make up work due to absence or to review work that you did not understand, you will have the opportunity to receive extra help. Teachers will announce and post the days and times that they are available. Take advantage of extra help - these sessions can really help you to be successful!

Each middle school has a homework help/tutoring program held in the library after school while late buses are running. This is a good opportunity to get most of your homework done in school before you go home. There are staff members and other helpers present to assist you as well.

I'M HOME NOW. WHAT ARE THE EXPECTATIONS FOR HOMEWORK?

The purpose of homework is to reinforce what you're learning in class, as well as to review and prepare for daily classes, quizzes, and tests. Teachers may give nightly homework as necessary. As a middle school guideline, approximately 20 to 30 minutes of homework per major subject per night is reasonable, depending upon your grade level. Every effort will be made by team teachers to coordinate tests and assignments so that your workload is reasonable.



You are responsible for making honest efforts to do your homework assignments and to return them to your teachers on time. It is very important to do your homework and do it well. Thoroughly completing all of your homework will help your grade in each subject. To keep up with your homework assignments, use your reminder binder every day.

HOW DO I GET PROMOTED TO THE NEXT GRADE?



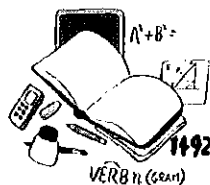
To be promoted to the next grade, you must:

1. Receive a passing final grade in Language Arts.
2. Receive a passing final grade in mathematics.
3. Receive a passing final grade in at least one other major subject that meet five (5) days/week for the entire school year.

If you do not fulfill the above requirements, you may be kept in your current grade for the next school year or be required to summer school program.

HOW WILL I KNOW HOW I AM DOING IN SCHOOL?

You can monitor your progress through your X2 account. Here is the tentative term date schedule.



Marking Period:	Term Ends:	Report cards available approximately:	Approx. # of days in term
1	Nov. 1, 2018	Nov. 8, 2018	45 days
2	Jan. 18, 2019	Jan. 25, 2019	45 days
3	April 1, 2019	April 8, 2019	45 days
4	Last day of school	TBA	45 days

Important information for parents/guardians about our dismissal policy and procedure:

You must write a note stating the date, the name of the person picking up your child, and the time of dismissal. Your child is to tell HR teacher and bring note to the main office during HR. Any parent/guardian or designated person picking up a child during the school day must come into the building. All doors are locked. The school has a camera/voice security system. You must ring the bell located in the silver box next to the main entrance to the school. The office personnel will ask you to report immediately to the main office.

We are aware that there are times when unforeseen emergencies arise, and you call the school to have your child dismissed by someone other than a parent. Please understand that we may ask you some personal questions about your child and/or may ask you to give us a description of the person that you are giving permission to dismiss your child. When the person arrives, we will copy his/her driver's license and take the license plate number of his/her car. Your child will then be called to the office and asked to identify the person.

An Important Message from the School Nurse:

The Chelmsford Public Schools (CPS) has a parent/student handbook located on the main web page at www.chelmsford.k12.ma.us/administration/home/index.htm. The handbook is located on the left-hand side of the page under miscellaneous. Starting on page 6 is the Health Notes section that provides useful health information for parents/students attending CPS.

Below are points to highlight but not inclusive so please review the Health Notes when school begins each year and as a resource throughout the school year.

1. There is a nurse scheduled to be in attendance at school each day during school hours. Teachers will issue the students a pass to the nurse when the student informs the teacher that s/he does not feel well. In case of an emergency the teacher will send for the nurse. The nurse will determine if the student needs to be dismissed and will contact the parent. The student should not call or text their parent from their cell phone or classroom phone.
2. Prescription and non-prescription or over the counter medication must be brought to school by parent or guardian. There must be parent and physician written consent. Written consent needs to be updated yearly. Written consent needs to be updated yearly. Medication consent forms and care plans can be found under the student service tab at the top of each school's web home page in the nurse's corner. The medication must be in its original packaging and labeled. Certain medication for allergies, asthma, diabetes, seizures or other conditions may require use of a condition specific care plan.
3. Each year a student emergency health form needs to be completed and returned to the school nurse. This provides current health information and updated phone numbers that is essential in providing a safe and healthy environment for students to learn in.
4. Students entering CPS are required at time of registration to provide a copy of a physical exam dated within one year of entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter. A student transferring to CPS will be viewed as an entering student. CPS requires physicals for kindergarten, third grade, sixth grade and ninth grade students.
5. Students entering CPS must provide an up to date record of all immunizations that are required by the state of Massachusetts. Please visit the following web site:
http://www.mass.gov/Eeohhs2/docs/dph/cdc/immunization/guidelines_ma_school_requirements.pdf
6. For all Grade 7 students immunizations must be updated to include:
 - a. 2 doses of MMR & Varicella or a physician certified reliable history of chicken pox disease.
 - b. A Tdap booster if last dose was given greater than 5 years ago.
 - c. 3 doses of Hepatitis B vaccine
7. Parents must notify the school nurse of any injury that may limit a student's ability to participate in PE, recess or maneuver around school safely. A doctor's note is required to be exempt from PE and or recess and to use crutches or another assistive device.

Notes

A series of horizontal lines for writing notes, spanning the width of the page. There are approximately 30 lines, with small gaps between them. The lines are evenly spaced and extend across most of the page width.