

Atlantic Middle School



Student Handbook

2019 - 2020

TABLE OF CONTENTS

Welcome to Middle School	page 2-4
General Information	
Subjects Taught	
Agenda Books	
Before and After School Programs and Activities	
Breakfast/Lunch Programs	
Cafeteria	
Contact Cards	
Dress Code	
Early Release Days	
Electronic Devices	
Field Trips	
Guidance	
Lockers	
School Bus or MBTA Bus	
Medications	
No School Announcements	
Telephone Messages for Students	
Grading Policies and Procedures.....	pages 5-6
Interim Reports	
Report Cards	
Honor Roll Criteria	
Promotional Policy	
Homework	
Aspen	
Attendance.....	page 6-8
School Hours	
Attendance Policy	
Attendance Procedures	
Tardiness Procedures	
Dismissals	
Student Behavior and Conduct.....	page 8-9
Safety and Security.....	page 9
Fire Alarm or Emergency Evacuation	
Traffic Restrictions on Hollis Avenue	
Success at Atlantic – the ABCs.....	page 10
Quincy Public Schools Calendar	page 11

Welcome to Middle School

You are experiencing a unique and exciting period in your life - the years in which you grow from childhood to young adulthood. Atlantic Middle School is a place which provides special programs and a special atmosphere to guide your academic and personal growth. It tries to be a bridge between elementary school and high school, and between childhood and adolescence. Its goal is to help you become a self-fulfilled individual, citizen and worker. Its mission is the personalized education of emerging adolescents.

Your teachers and administrators wish you success. We hope this Student Handbook will help you become more familiar with our school, its programs and services and the rules necessary for proper behavior. We especially hope you will develop and demonstrate pride in your school by doing your best.

General Information

Subjects Taught

Middle School focuses instruction on the basic subjects of language arts, social studies, mathematics, science, reading/study skills and Spanish and French. Students also have one specialist class per day that rotates and may include: music, art, health, physical education, technology, and library media.

Agenda Books

Students will be provided a school Agenda Book at the beginning of the school year. All assignments should be recorded by students in his/her 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 the Agenda Book as well.

Before and After School Programs and Activities

There are a variety of before and after school clubs, sports and activities for students to participate based on funding availability. Some enrichment and academic programs are limited to qualifying students, but most activities are available to any student who signs up with parent permission. Programs are announced in the fall and then again in the spring so that students may sign up for the activities on a first-come, first-serve basis. Participation/user fees apply for sports, including cross-country, wrestling, swimming, tennis, volleyball and track and field.

Breakfast/Lunch Programs

Under government law, breakfast and lunch are provided either free or at a reduced-price. In order to determine who can receive either free or reduced priced meals, all students are given a form at the beginning of the year for their parents or guardians to complete.

Cafeteria

The cafeteria should be an orderly place where you may enjoy breakfast and lunch with your friends. Cleanliness in the cafeteria is the responsibility of all the students.

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 addresses 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.

Dress Code

The Quincy Public School's 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 or mid-drift tops. Hats, headgear, and 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 (or inappropriate) activities such as, but not limited to, weapons, drugs, alcohol or violence."

Early Release Days

To encourage the development of our Middle School program, we have staff workshops the second and fourth Tuesday afternoon of each month. Students are dismissed from school after lunch on release days. Early release dates are found on the Quincy Public Schools calendar at the end of this handbook.

Electronic Devices

As a part of the educational process, students may use 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 must be signed and returned to school at the beginning of the school year in order to use computers or other forms of technology at school.

Students are not permitted to use electronic devices such as cell phones, headphones, and smartwatches, or other electronic communication devices once they enter the school building during school hours. Students should remove earphones upon entering the school building. Any device may be confiscated and returned at a later time/date, and students who violate this rule may be subject to disciplinary action. Any student who is suspected of violating the Acceptable Use Policies will be referred to the Principal's Office. Students must yield their personal electronic device(s) to any Quincy Public Schools staff member or Administrator upon request. When staff members conduct classroom lessons utilizing electronic devices, students may use their devices and must turn them off and put them away prior to the next class. Individual teachers' policies may include collecting students' electronic devices at the beginning of class.

Field Trips

Teachers schedule field trips as part of the curriculum to provide on-site learning experiences. The same rules that apply in the school, the classroom, and on the bus apply during a field trip. Signed parent or guardian permission slips are required for each field trip.

Guidance

Sometimes, you may need to talk to someone. If you need information, need help in making decisions, or need support, our guidance counselors are available to help you. They can assist you in understanding and working to solve your personal and school problems. Your counselor will keep track of your progress, organize standardized testing, keep records, offer advice in the important choices of subjects for ninth grade, and introduce career choices.

Lockers

You are expected to go to your locker **only during designated times**. Backpacks must be kept in lockers due to space issues. Students are responsible for safeguarding their possessions.

Lockers are school property and are issued for student use. **The school administration has the right to inspect any locker without notice if there is reasonable cause.**

School Bus or MBTA Bus

Riding the bus is part of the school day. It should be noted that all school regulations apply to students while on any bus. It is important that students abide by the bus conduct rules identified in the Quincy Public Schools Student/Parent Rights and Responsibilities Handbook. In particular, students need to:

1. Listen to and follow the directions of the bus driver at all times.
2. Keep hands, head, and arms inside the bus.
3. Refrain from damaging bus property.
4. Remain in their seat at all times.
5. Not throw anything out the bus windows or within the bus.
6. Refrain from eating, drinking, gum chewing or other activities not permitted in school.

Medications

Prescription medications will not be given in school except on an emergency basis (such as asthma medication). If it is necessary to receive long-term medication, a Quincy Public School Medication Form must be completed by both a doctor and a parent/ guardian. This will be kept on file by the school nurse.

No School Announcements

If school is cancelled for any reason by the Superintendent, announcements will be made over local radio and television stations. An instant messenger system through Aspen will also be utilized to communicate school closings to households. Parents or guardians are asked not to call the school. On days when school is in session despite inclement weather, parents are asked to use their best judgment about their child's ability to attend school during the poor conditions.

Telephone Messages for Students

The school office is a very busy place. Please do not call in telephone messages to be given to your child **except in the event of an emergency.**

Grading Policies and Procedures

The Quincy Public Schools Middle School grading periods are divided into trimesters, and students will receive Interim Reports and Report Cards. All Interim Reports and Report Cards must be signed by an adult family member and returned to the school within a week of being issued.

Interim Reports

Students will receive Interim Reports, which indicate the student's academic standing at the middle of each term. They may include comments from the teacher to clarify the grade given.

The scale is:

P= Passing,

D= Danger of Failing,

F= Failing

These reports must be signed by a parent or guardian and returned to school.

Report Cards

The letters A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, or F represent the quality of work in most subjects. The letters E (excellent), S (satisfactory), or U (unsatisfactory) may also be used. A teacher comment section provides additional information. The card is also a record of conduct, attendance and tardiness. **All report cards, except the last one which is mailed home, must be signed by a parent or guardian and returned to school.**

Honor Roll Criteria

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

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

Promotional Policy

School administrators and staff are concerned with your academic progress and maturity level. If a student fails two or more subjects for the year or is excessively absent, he or she may not pass to the next grade unless an agreed-upon summer program, approved by the Principal, is successfully completed. The Principal will notify the parent or guardian as soon as poor classroom performance and/or attendance indicate there is a possibility that the student will not be promoted to the next grade.

Homework

Homework assignments differ, depending upon a student's ability, potential and need. You are expected to complete assignments carefully in order to reinforce and enrich classroom learning experiences.

What you and your parents can expect:

1. Homework is assigned on a regular basis.
2. Homework is usually discussed in class, collected and graded within reasonable time for each student, normally within a week.
3. A record is kept of homework grades and assignments completed.
4. Students have reasonable notice of long-term assignments. Time must be planned for these assignments.
5. Homework assignments may be found on your teachers' Aspen or Google Classroom pages on a regular basis.

The full version of the Quincy Public Schools homework guide is available online at:
<http://www.quincypublicschools.com/parent/>.

Aspen

Aspen's **Student Portal** provides teachers, parents, and students with the opportunity for direct communication. Families can use the **Student Portal** to view academic progress, daily attendance records, schedules, Interim Reports, and End of Term Grades for their Quincy Public Schools students, along with the ability to contact teachers. Students and parents can explore different sections of the Portal, including:

- **My Pages:** Student homework assignments and timelines
- **My Info:** Student demographics, daily attendance, transcripts, assessments, and notifications
- **Academics/Gradebook:** Academic information for each class may be included, including student attendance grades; Assignments, including due dates and scores, class period attendance
- **Calendar:** Students can create appointments and manage their class assignments
- **Student Locker:** Students can upload and save files in the virtual locker. For example, from your home computer, you might upload an English essay, or a spreadsheet you created for Math class. Then, when you arrive at school, you can access your files from any computer.

To access the **Aspen Student Portal** visit: <http://aspen.quincypublicschools.com/>. Students will receive their user name (8-digit local student ID number) and a generic password at school.

Parents should have received information about the **Aspen Parent Portal**, which became available in May 2019. If any passwords need to be reset, please call the school.

Attendance

School Hours

School is in session from 8:15 am-2:30 pm, Monday through Friday, unless there is a school holiday or vacation day. Early Release Tuesday dismissal time is at 12:15 pm. Students should enter the building through the front door. Students participating in the breakfast program should use the front door from 7:45 am to 8:10 am. If there is inclement weather before school, students may go to the auditorium once there is supervision in that area. Students should leave the building and general school area after dismissal unless they are involved in an after-school activity, are staying with a teacher or are in the office.

Attendance Policy

Daily attendance at school is required by state law. Truancy or willful, deliberate absence from school is not allowed and will result in disciplinary action. Regular attendance is the foundation of success in school.

Any student with excessive absences may be recommended for summer school or a program established by the principal/designee. The student may be retained in his/her current grade at the Principal's discretion.

Family vacations during the school year are **strongly discouraged**. Following an absence, the student is expected to make-up missed work at the discretion of the teacher.

Parent/guardian must call the school before 9:00 A.M., on the day of the absence. If a call isn't received, our attendance aide will call that home to be sure the student is home sick. All absences require a note of explanation from the parent/guardian. In addition, all absences require a doctor's or other professional's note to be formally excused. Extended absences may require formal documentation. Students are responsible for completing all make-up work due to absences. Make-up work will be provided routinely for absences of 3 days or more.

Attendance Procedures:

Middle school administrators and staff use many strategies, programs, and incentives to promote regular attendance. For students who exhibit a pattern of excessive absenteeism, the following procedures **may** be taken at the discretion of the principal:

- The attendance aide shares accumulative absences with the Assistant Principal/guidance counselor.
- The nurse/counselor follows up on consecutive absences or after a pattern of absences by speaking to the student individually and to the parent/guardian.
- The student is discussed at weekly Student Support Services meetings.
- A letter may be sent to parent/guardian after 4 days of absences per term.
- A parent/guardian meeting may be held.
- A follow-up letter may be sent to parent/guardian after 7 absences per term.
- An attendance hearing may be held with supervisor of attendance.
- The supervisor of attendance may visit the home.
- A referral to outside counseling may be recommended.
- A referral to the "Family Assistance Conference" may be made.

In extreme cases:

- A referral to the Department of Children and Families may be made.
- A CRA petition may be filed with the court by the supervisor of attendance.
- A "Failure to Send" petition may be filed with the court by the supervisor of attendance.

Tardiness Procedures:

Excessive tardy arrivals may require a note of explanation from the parent/guardian.

- **Unexcused and/or excessive tardies may result in detention.**
- A letter may be sent to the home at the discretion of the Principal.
- Repeated tardies may necessitate an attendance/suspension hearing.
- Interventions may include a home visit by the supervisor of attendance.
- Other strategies, e.g., community service and incentives, may be used to promote promptness.
- A referral to outside counseling may be recommended.
- A referral to the "Family Assistance Conference" may be made.

Dismissals

Steps to follow:

1. A parent or guardian must write a note to the principal stating the date, time and the reason for dismissal. The parent or guardian has the responsibility of picking a student up from the school.

We do not allow students to leave on their own at any time during the school day.

2. Students may not be dismissed from school by a telephone request.

3. Students who become ill during school can only be dismissed by the school nurse or the Principal.

A student is not permitted to leave school grounds during the school day without permission.

Failure to follow the correct dismissal procedure will be considered truancy.

Student Behavior and Conduct

Everyone has the right to receive an education in safe and comfortable surroundings that encourage learning. All students are expected to respect each other and adults at all times.

Racial and other forms of discrimination either through speech or behavior will not be tolerated and are subject to disciplinary action.

Quincy Public Schools Students Rights and Responsibilities:

The Quincy Public Schools has specific guidelines outlining what is expected within a student's code of conduct. Please refer to the Quincy Public Schools Student/Parent Rights and Responsibilities handbook for specific details.

The following conduct violates school rules before, after and during the school day:

1. Fighting
2. Gambling (including card playing)
3. Forgery/Cheating
4. Leaving school grounds without permission
5. Trespassing in the school before or after school hours
6. Possessing explosives or fireworks
7. Carrying real or toy weapons, firearms, knives and/or any materials capable of inflicting bodily harm
8. Selling, using and/or possessing smoking paraphernalia, vaping pens or and similar devices, alcoholic beverages or illegal or non-prescription drugs on school property or at school-sponsored events
9. Causing destruction and damage to school property or the property of another person, for example – writing, drawing of placing graffiti on school property or the property of another person
10. Harassment – the unwanted physical or verbal harassment based on sex, race, color, ethnicity/national origin, religion, age, handicap/disability, sexual orientation, physical appearance and physical/mental capacity, including any unwanted physical or verbal action toward another that has the purpose or effect of creating an intimidating, hostile or offensive learning environment. The above stated can be found in the Quincy Public Schools Student Rights and Responsibilities Handbook under the QPS Harassment Policy in Appendix G.
11. Bullying – the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (1) causes physical or emotional harm to the victim or damage to the victim's property; (2) places the victim in reasonable fear of harm to himself/herself or damage to his/her property; (3) creates a hostile

environment at school for the victim; (4) infringes on the rights of the victim at school; or (5) materially and substantially disrupts the educational process or the orderly operation of a school. This also includes cyber-bullying. The above stated can also be found in the Quincy Public Schools Student Rights and Responsibilities Handbook under the Anti-Bullying Policy in Appendix J.

(The Massachusetts Education Act of 1993 gives principals the authority to expel a student who is found on school premises or at a school-sponsored or school-related event in possession of a dangerous weapon or controlled substance, or a student who assaults school personnel on school premises or at school-sponsored or school-related events. Rules and regulations concerning conduct are fully addressed in the Quincy Public Schools' pamphlet entitled: Students' Rights and Responsibilities).

Safety and Security

Atlantic continually reviews and practices various safety and security procedures. **We are monitored by video cameras, and our doors are kept locked at all times. Entry for all visitors must be by ringing the front door bell and identifying oneself.**

All visitors must report to the office. Identification badges are provided and must be worn by any visitor within the building. Other than staff personnel, no one may visit or enter any classroom without the permission of the Principal.

Fire Alarms or Emergency Evacuation

To evacuate the building:

1. The evacuation signal will be given by fire horn or loudspeaker.
2. Follow the exit directions posted in the area you are occupying when the signal sounds. Move quickly and quietly to a safe outside area away from the building and emergency vehicles. Your teacher will take attendance.
3. If you cannot use your assigned exit, leave your area and the building by the nearest clear exit.
4. If the evacuation signal is given when you are not in class, leave the building by the nearest clear exit and go to an outside area with students and a staff member.
5. When it is safe to return to the building, you will be directed to do so.
6. Any student who is proven to have set off a false alarm is subject to suspension. With the cooperation of the Quincy Fire Department, additional fines or penalties may be assessed against anyone in violation of this law.

Traffic Restrictions on Hollis Avenue

Between the hours of 7:30 a.m. – 8:30 a.m. and 2:00 p.m. – 3:00 p.m. on school days, part of Hollis Avenue becomes a one-way street. Traffic is not permitted to enter Hollis Avenue at its intersection with Newbury Avenue during these times. Signs are clearly posted.

No cars are permitted to enter the fire lane directly in front of the school between the hours of 7:00 a.m. – 9:00 a.m. and 2:00 p.m. – 3:00 p.m.

Success at Atlantic
It's as simple as ABC:

Always bring your agenda book to class.

Be prepared for class. Bring all necessary materials to class, especially a pencil!

Check Aspen and GoogleClassroom consistently.

Discuss problems with your teachers, family or guidance counselor.

Exercise and eat a balanced diet. A healthy body is as important as a healthy mind.

Follow the behavioral guidelines that your teachers set.

Get to school on time.

Help your classmates if they are having trouble.

Involve your parents/guardians. Let them know what is going on in your classes.

Join in on the many school activities offered at Atlantic. Get involved!

Keep an accurate agenda book. Check it daily, and have an adult sign it.

Listen to the morning announcements and to instructions given by your teachers.

Manage your time wisely!

Never settle for less than your best. You are #1.

Organize your locker, backpack, folders, and desk.

Prepare all written assignments neatly.

Questions will always be answered, so don't be afraid to ask for help.

Respect your school, teachers and peers.

Study for all tests. Ask your parents to quiz you on important material.

Telephone your friends when you are absent to get your homework.

Utilize computers and a variety of reference materials.

Violent actions should be reported to your teacher or to the office.

Welcome new students by being friendly and helpful.

eXplore all your options. Atlantic will provide you with many new adventures.

You never get a second chance to make a good first impression....

Zero in on making school your top priority. A successful future is waiting for you.

The Key To Success ... Begins With YOU!!!



QUINCY PUBLIC SCHOOLS

QUINCY, MASSACHUSETTS

UPDATED 6.13.2019

2019-2020 SCHOOL YEAR CALENDAR

September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

19 days

Aug. 26: Elementary and Middle School Offices Re-Open

Sept. 3: First day for Professional Staff
Sept. 4: First day of school, Grades 1-9
Sept. 5: First day of school, Gr. 10-12
Sept. 6: Kindergarten & Pre-K Orientation
Sept. 9: First day of school, Kindergarten & Pre-Kindergarten

Sept. 10, 17, 24: Elementary School Early Release Days

Sept. 10, 24: Middle School Early Release Days

Sept. 24: High School Early Release Day

■ = No School/
Holiday or Vacation

February 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

15 days

Feb. 4, 11, 25: Elementary School Early Release Days

Feb. 11, 25: Middle School Early Release Days

Feb. 11: High School Early Release Day

Feb. 15-Feb. 23: February Recess ~ No School

October 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

22 days

Oct. 1, 8, 15, 22, 29: Elementary School Early Release Days

Oct. 8, 22: Middle School Early Release Days

Oct. 8: High School Early Release Day

Oct. 14: Columbus Day ~ No School

March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

22 days

Mar. 3, 10, 17, 24, 31: Elementary School Early Release Days

Mar. 10, 24: Middle School Early Release Days

Mar. 10: High School Early Release Day

November 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 days

Nov. 5, 12, 19, 26: Elementary School Early Release Days

Nov. 11: Veteran's Day ~ No School

Nov. 12, 26: Middle School Early Release Days

Nov. 12: High School Early Release Day

Nov. 27: Early Release Day ~ All Schools No Lunch Served

Nov. 28 & 29: Thanksgiving Recess ~ No School

April 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

16 days

Apr. 7, 14, 28: Elementary School Early Release Days

Apr. 14, 28: Middle School Early Release Days

Apr. 14: High School Early Release Day

Apr. 10: Good Friday Observed ~ No School

Apr. 18-Apr. 26: April Recess ~ No School

December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

15 days

Dec. 3, 10, 17: Elementary School Early Release Days

Dec. 10: Middle School Early Release Day

Dec. 10: High School Early Release Day

Dec. 21-Jan. 1: Winter Recess ~ No School

May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20 days

May 5, 12, 19, 26: Elementary School Early Release Days

May 12, 26: Middle School Early Release Days

May 12: High School Early Release Day

May 25: Memorial Day ~ No School

May 29: Last Day of School for High School Seniors (Day 168)

January 2020

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

21 days

Jan. 1: New Year's Day ~ No School

Jan. 7, 14, 21, 28: Elementary School Early Release Days

Jan. 14, 28: Middle School Early Release Days

Jan. 14, 28: High School Early Release Days

Jan. 20: Martin Luther King, Jr. Birthday Observed ~ No School

June 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

12 days

June 2, 9, 16: Elementary School Early Release Days

June 8: QHS Graduation

June 9: NQHS Graduation

June 9, 16: Middle School Early Release Days

June 16: Last Day of School: May be adjusted for school cancellations (Early Release Day for Elementary & Middle Schools) (Day 180)

June 17: Last Day for Professional Staff (May be adjusted for cancellations)

June 23: Last Day of School (in case of 5 days school cancellations)

June 24: Last Day for Professional Staff (5 days school cancellations)

Elementary School Offices Close 6 days after last day of school

Middle School Offices Close 11 days after last day of school

High School Offices Open all summer for registration

www.facebook.com/quincypublicschools.com

• www.quincypublicschools.com

• Follow us on Twitter: @QuincyPS