

# **Point Webster Middle School**

## **STUDENT/PARENT HANDBOOK**

**2017-2018**



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# **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 life long love of learning.

# STUDENT/PARENT HANDBOOK

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## **Welcome to Point Webster Middle School**

You are about to encounter a new experience in your life – middle school! It is a bridge between elementary school and high school – between childhood and adolescence.

Point Webster Middle School provides quality education to an energetic and culturally diverse population. Point's mission is to nurture and foster our students to become lifelong learners and positive members of their community. We ensure a positive, safe and secure environment where students work collaboratively to problem solve, think critically and communicate effectively and successfully.

We are a collaboration of students, parents, staff, businesses and community members dedicated to creating a comprehensive educational experience of the highest quality, cultivated within an atmosphere of high expectations, mutual respect and commitment to excellence.

Point Webster Middle School fosters a commitment to the rigorous educational standards required by the Massachusetts Department of Elementary and Secondary Education as well as through the Common Core State Standards. In addition, Point's diverse student population displays a unique quality that fosters an environment of respect and tolerance for others.

Your teachers, guidance counselors and administrators wish you much success. We hope that this Student/Parent Handbook will help you become more familiar with our school, its programs, services and rules necessary for proper behavior. We also hope that you will develop pride in your school by doing your best and exemplifying the importance of education.

# **Curriculum and Instruction**

## **MA Common Core Standards and the Quincy Public Schools:**

Quincy Public Schools has fully implemented the MA Common Core Standards in all classes. The MA Department of Elementary and Secondary Education explains that Common Core State Standards provide a consistent, clear understanding of what students are expected to learn, so teachers and parents know what they need to do to help them. The standards are designed to be robust and relevant to the real world, reflecting the knowledge and skills that our young people need for success in college and careers. With our students fully prepared for the future, our communities will be best positioned to compete successfully in the global economy.

## **Student Courses/ Program of Studies**

Grade 6-8 students have six class periods per day. Class schedules may include the following: Math, English Language Arts, Science, Social Studies, Reading, Spanish and may include a Math Assist class. Students also have one specialist class per day that rotates and may include: Art, Music, Physical Education, Health, Media and Technology. Please note that the grade 5 schedule is based on an elementary school model.

## **Homework Guidelines**

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

In general, homework consists of routine assignments, review and preparation for specific academic and classroom subjects. Homework assignments are designed to support the learning process and provide opportunities for further research as well as encourage reading for pleasure and information. Homework assignments vary in length and nature. There are occasions when students are given time during the school day to begin future homework. Students are expected to complete assignments carefully in order to reinforce and enrich classroom learning experiences.

What students and parents can expect:

1. Homework is assigned on a regular basis.
2. Homework is usually discussed in class, collected and graded within a reasonable period of time for each student.
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. Some assignments are posted online through Aspen.

In general, students will receive the following amount of homework:

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

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

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

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

## **School Supplies**

School supply lists are given out to students at the end of the previous grade for their next year's classes and then again during the first week of the school year. They are also posted at

<http://quincypublicschools.com/pointwebster/school-supply-list/>. Families are encouraged to purchase these materials to assist students in their academic endeavors as well as to create a system to organize them.



### **Quincy Public Schools Promotion Policy:**

If a student fails two or more subjects for the year or is absent 28 or more days, 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 the student's attendance indicates there is a possibility that he/she may not be promoted to the next grade.

## **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 can go to the cafeteria or may be given permission to go into 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 with a teacher or in 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, the school will call the parent/guardian to report your child's absence. When a student is absent from school, he/she must bring a note from his/her parent/guardian or doctor explaining the absence upon returning to school. Following an absence, it is the student's responsibility to see his/her teachers concerning make-up work when he/she returns to school.

### **Absence Procedures:**

Middle school administrators and staff use many strategies, programs, and incentives to promote regular attendance.

- "A Parent's Guide to School Attendance" is distributed to parents/guardians in September.
- The attendance aide shares accumulative absences with the assistant principal/guidance counselor.
- The nurse/guidance counselor follows up on consecutive absences or after a pattern of absences by speaking to the student individually and to the parent/guardian.

For students who exhibit a pattern of excessive absenteeism, the following procedures **may** be taken at the discretion of the principal:

- A letter may be sent to parent/guardian after four days of unexcused absences per term.
- A parent/guardian meeting may be held.
- A follow-up letter may be sent to parent/guardian after seven 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 Social Services 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.

### **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 8:25 am are considered tardy and must sign in at the front office. Late students 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.

### **Tardiness Procedures**

All tardies require a note of explanation from the parent/guardian. For students who exhibit a pattern of excessive tardiness, the following procedures **may** be taken at the discretion of the principal:

- Unexcused tardiness may result in detention.
- A letter may be sent to the home.
- Repeated tardiness may necessitate an attendance/suspension hearing.
- Interventions may include a home visit by the supervisor of attendance.
- A referral to outside counseling may be recommended.
- A referral to the “Family Assistance Conference” may be made. Please note: Excessive tardiness may affect your child’s perfect attendance.

### **Dismissals:**

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

### **Dismissal Procedures**

- A parent/guardian must write a note to the principal stating the date, time and reason for dismissal. The parent/guardian has the responsibility of picking the student up from school. We do not allow students to leave on their own at any time during the school day.
- 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.

### **Homework Requests for Absences:**

Parent may request homework from teachers due to student absences. It is also recommended that students get the homework through checking Aspen, communicating with from a friend or speaking with his/her teacher concerning make up work upon returning to school. Requests for extended absences can be made by calling or sending a note to the main office.

### **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 breaks.

## **Student Support 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 their 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, he/she is 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 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.
- d) Provide support to students and their families for issues that impact students in school.
- e) Teach students social, emotional and behavioral skills necessary to be successful in school.

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. Guidance counselors can also provide bullying report forms to students or parents who request them.

## **General School Information**

### **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 other activities are available to any student who signs up with a parent's permission. Programs are announced in the fall so that students may sign up for the activities on a first-come, first-serve basis. Participation/user fees may apply for these sports, clubs and activities.

### **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 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. Students may also ride the bus for field trips. All bus rules regarding behavior are the same as in school. 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 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 within the bus.
6. Refrain from eating, drinking, gum chewing or other activities not permitted in school.

### **Communication between School and Home:**

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

We invite parents to:

- Open House on September 14th,
- Parent/Teacher Conferences, and
- Parent/Teacher Organization (PTO) Meetings which are held monthly.

Also:

- The Aspen portal (<http://aspen.quincypublicschools.com/aspen/logon.do>) provides parents and students the ability 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 with questions and concerns. Please contact the school if you need to reset your password.
- The Quincy Public Schools Web Site has a specific Point Webster link, which is the source of a variety of information. (<http://quincypublicschools.com/pointwebster/>)
- A Point Webster Middle School Newsletter is published online after Trimester 1 and 2 identifying important school updates, information and events.
- A calendar with important dates and information is sent home monthly with your lunch calendar.
- 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 teachers and/or guidance counselors when necessary and to set up meetings when applicable.
- The principal may also send home information via the Instant Alert System or the Aspen email system.

### **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.

### **Daily Announcements:**

Each day will begin with daily announcements at 8:25 am. 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." Students at Point Webster may not wear flip flops due to safety issues.

### **Drop Off/Pick Up/Parking**

Students may be dropped off or picked up either in front of the building on Lancaster St., or in the parking lot on the gym side of the building (Grafton St. side). Please remember that Lancaster St. is a one-way road traveling south in the morning and afternoon when school is in session. Parents/guardians may park along the fences in the parking lot on the Grafton St./gym side of the building for drop off and pick-up. The driveway in front of the building is used only for Quincy Public Schools bus and van transportation. In order for the Quincy Public Schools buses 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 St. and the school driveway on Lancaster Rd.

### **Electronic Devices:**

Students are not permitted to use electronic devices such as iPods, MP3 players, cell phones, pagers, CD players or other electronic communication devices once they enter the school building during school hours. Students should remove earphones upon entering the school building. All devices may be confiscated and returned at a later time/date. Students who violate this rule may be subject to disciplinary action. The only exception is when staff members have a classroom lesson utilizing electronic devices.

### **Field Trips:**

Field Trips are an important part of our curriculum and additional learning as well as 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 him/her 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.

### **Food Services:**

The meal services system is automated at Point Webster, so every student has his/her own numerical password and account to use each time he/she makes a purchase in the cafeteria. An account can be pre-paid, or a student can pay each day for the food he/she purchases. 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, he/she must submit a new form each year to be assessed for eligibility. Breakfast Program- Breakfast is served each morning from 7:45 am to 8:10 am. The cost of a breakfast meal has been \$1.25 (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 \$2.75 (full pay) or \$.40 (reduced price) and is subject to change.

### **Lockers:**

Students are assigned lockers to during the school year. Some students have locks built in to their lockers, and others will need to purchase a lock to secure their lockers. Students may only go to their lockers at specified times. It is the responsibility of each student to keep his/her 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; therefore, 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:**

School cancellation, delay and early release information is broadcast over local radio and TV stations. It may also be broadcast at <http://www.quincypublicschools.com> or through the Instant Alert System, which will 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 typically at 6 pm in room 138 at Point Webster, on a Tuesday each month. The specific PTO meeting dates are found on the school Web Site and in your child’s first day of school packet.

### **Personal Property:**

**Cell Phones, iPods, and Personal Electronic Devices:** Student should not have these items in school. If they are brought to school, 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 his/her own risk. There is a bike rack for students to lock up their bikes during school hours. For student safety, students should not ride bikes on school property. Therefore, bikes can be walked by their owners to the rack where they secure them for the day.

### **Standardized Testing:**

All students have MCAS testing each spring. There are ELA and Math tests for all students in grades 5-8 in April/May. Students in grades 5 and 8 will be taking a Science and Technology test in April/May. Also, students who speak a primary language other than English have a series of ACCESS tests in January/February to measure their progress in learning English. It is especially important that students attend school, arrive on time, get a good night’s sleep and eat a nutritious breakfast during testing.

### **Textbooks:**

Students are provided textbooks 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 his/her 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**

### **Quincy Public Schools Students Rights and Responsibilities:**

The Quincy Public Schools has specific guidelines outlining what is expected within student’s code of conduct. Please refer to the Quincy Public Schools Students 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, 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 or 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 of 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).*

### **Student Behavior Guidelines:**

Below are Point Webster’s expectations – Be Respectful, Responsible, Ready and Safe – for its students in all areas of the school. Students will be taught these expectations, and they will be reinforced/rewarded throughout the school year. Students who do not meet these expectations will be referred to administration and/or guidance, and behavior consequences (detention, suspension, Saturday School, etc.) may apply.

	<b>All Settings</b>	<b>Classrooms</b>	<b>Hallways/ Stairways</b>	<b>Cafeteria</b>	<b>Restrooms</b>
<b>Respectful</b>	Use encouraging words Use inside voices Be kind	Greet your teacher Respect personal space Follow teacher directions Respect class materials Raise your hand and wait until called on Respect classmates	Walk quietly during learning time Keep hands and feet to yourself Respect property	Use indoor voices Be polite to cafeteria workers Eat your own food Leave all food/drinks inside Stay seated until dismissed	Respect privacy Wash hands Flush toilet
<b>Responsible</b>	Take pride in your school and yourself Accept redirection and feedback	Keep hands and feet to yourself Complete assignments Actively participate/listen to peers	Be a good role model Keep hands and feet to yourself Use lockers during designated times Have a pass	Wait until called up Know your ID number Take turns cleaning the table Stay seated until dismissed	Use trash cans Conserve water and paper Keep the restroom clean Use equipment appropriately
<b>Ready</b>	Be prepared to learn Arrive on time to school	Be on time Be on task Be prepared Show your best effort Write a heading on each assignment	Use the appropriate stairwells Move promptly and directly to your final destination	Bring your lunch, money and jacket Lower your volume when cued	Promptly return to the classroom or cafeteria
<b>Safe</b>	Maintain personal space Keep hands and feet to yourself	Use equipment appropriately Be aware of dangerous equipment Let your teacher know if you need to leave Follow directions	Walk on the right side Walk single file Walk facing forward	Sit at your assigned table Follow teacher directions	Report anything broken or empty Report any safety or behavior issues

	<b>Nurse's Office</b>	<b>Media Center/ Computer Labs</b>	<b>Gym/Schoolyard</b>	<b>Auditorium</b>
<b>Respectful</b>	Respect privacy Wait your turn	Use inside voices Be aware of other classes in session Push in all chairs Throw out all trash Leave materials as you find them	Keep hands and feet to yourself Be a good sport and team player Enter the building quietly Respect all equipment Respect all people's abilities	Applaud appropriately Sit facing forward Keep hands and feet to yourself
<b>Responsible</b>	Arrive with a pass Ask for hygiene products	Take care of books and computers Return checked out materials Ask for help Report any computer issues to your teacher	Play safely Use equipment appropriately Actively participate	Sit in every other seat Sit up straight
<b>Ready</b>	Explain your problem to the nurse quickly and in detail	Bring flash drive or other appropriate materials (no food/drink)	Line up promptly Change in locker room quickly Listen for teacher directions	Keep your eyes on the performance Wait to be dismissed by your teacher
<b>Safe</b>	Follow QPS health guidelines about coming to school	Visit appropriate web sites Follow QPS Acceptable Use Policy	Use encouraging words Stay within school boundaries Use equipment appropriately Be in control of your body	Keep feet in front of you Keep chair on the floor Locate emergency exits Locate your teacher

### **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 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.

### **Detention:**

Office detentions may be issued for violations of any behavior or action outlined in the Quincy Public Schools Student Rights and Responsibilities handbook.

## **Emergency 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, reverse evacuation and fire drill procedures.

To evacuate the building:

1. The evacuation signal will be given by fire alarm or loudspeaker.
2. Follow the exit directions posted in the area you are occupying when the signal sounds. Move quickly and quietly to your assigned outside area. 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 the outside area assigned to your class.

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.

### **Instant Alert System:**

Keeping parents informed and involved helps to assure student 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/guardians by telephone, cell phone, e-mail, pager or PDA in any combination. Instant Alert can also be used to notify parents/guardians of a school closing due to inclement weather. It's an equally effective way to keep parents/guardians informed of everyday activities, such as event times/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 a profile. Parents/guardians can log into the profile at any time to update contact information. Maintaining the accuracy of the profile will increase the ability of the school to keep parents/guardians informed.

*The online profile will enable parents/guardians to:*

- *Input personal contact information*
- *Select which type of school information parents/guardians would like to receive on each contact devices*
- *Add contact information of other caretakers of Point Webster Middle School students, such as a grandparent or neighbor*

The system can be accessed at <https://instantalert.honeywell.com>. We encourage all families to take advantage of this opportunity, as we will be utilizing this system for most of our school to home communication. For all profile questions, please use the "Help Request" link found on the Instant Alert site. Please update your profile if your phone number/email address changes during the school year.

## **Honeywell Instant Alert® for Schools**

### **Parent User Interface**

**Website URL: <https://instantalert.honeywell.com>**

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### **Minimum Requirements**

#### **Register and create your account**

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on 'Parent' in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click 'Submit.'
5. Complete the corresponding screen. Click 'Submit.'
6. After receiving the Confirmation message, click 'Proceed' to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

#### **View and check details about yourself and your family members**

1. Upon successful login, click on 'My Family.'
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

### **Configure alert settings for yourself**

1. Click on 'Alert Setup.'
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on 'Save' when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on 'Add.'
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on 'Send Test Message' to send yourself a message.

### **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 with questions and concerns. 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, including student attendance summary and grades; Assignments, including due dates and scores, class period attendance (parents please note that full implementation of the academic portion of the student portal is not mandatory for teachers at this time)
- **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/aspen/logon.do>. Students should have received their user name (8-digit local student ID number) and a generic password at school. If you have not received this information, please contact your child's guidance counselor.

## **Calendars**

### **Annual School 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:

Student Individual Photos/ Photo Packages for purchase	October 12, 2017
Student/Staff Flag Football Game	Before Thanksgiving Recess
Winter Band/Chorus Concert	December - Evening
Student/Staff Volleyball Game	Before February Recess
Student/Staff Basketball Game	Before April Recess
Drama Presentation	Spring
The Great Race	April
Staff Appreciation Week	May
Spring Band/Chorus Concert/Celebration of the Arts	May
Student Honors and Perfect Attendance Celebration	May/June - Evening
Grade 8 Class Trip	June
Grade 8 Promotional Ceremony and Events	June





# QUINCY PUBLIC SCHOOLS

## QUINCY, MASSACHUSETTS

### 2017-2018 SCHOOL YEAR CALENDAR

APPROVED by School Committee 2.8.2017

#### September 2017

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

Aug. 27: Elementary and Middle School Offices Re-Open  
 Sept. 5: First day for Professional Staff  
 Sept. 6: First day of school, Grades 1-9  
 Sept. 7: First day of school, Gr. 10-12  
 Sept. 8: Kindergarten & Pre-Kindergarten Orientation  
 Sept. 11: First day of school, Kindergarten & Pre-Kindergarten

Sept. 12, 19, 26: Elementary School Early Release Days  
 Sept. 12, 26: Middle School Early Release Days

■ = No School/  
 Holiday or Vacation

#### February 2018

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			

Feb. 6, 13, 27: Elementary School Early Release Days  
 Feb. 13, 27: Middle School Early Release Days  
 Feb. 13: High School Early Release Day  
 Feb. 17-Feb. 25: February Recess ~ No School

#### October 2017

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				

Oct. 3, 10, 17, 24, 31: Elementary School Early Release Days  
 Oct. 9: Columbus Day ~ No School  
 Oct. 10, 24: Middle School Early Release Days  
 Oct. 10: High School Early Release Day

21 days

#### March 2018

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

Mar. 6, 13, 20, 27: Elementary School Early Release Days  
 Mar. 13, 27: Middle School Early Release Days  
 Mar. 13: High School Early Release Day  
 March 30: Good Friday ~ No School

21 days

#### November 2017

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		

Nov. 7, 14, 21, 28: Elementary School Early Release Days  
 Nov. 10: Veteran's Day Observed ~ No School  
 Nov. 14, 28: Middle School Early Release Days  
 Nov. 14: High School Early Release Day  
 Nov. 22: Early Release Day ~ All Schools No Lunch Served  
 Nov. 23 & 24: Thanksgiving Recess ~ No School

19 days

#### April 2018

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					

Apr. 3, 10, 24: Elementary School Early Release Days  
 Apr. 10, 24: Middle School Early Release Days  
 Apr. 10: High School Early Release Day  
 Apr. 14-Apr. 22: April Recess ~ No School

16 days

#### December 2017

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						

Dec. 5, 12, 19: Elementary School Early Release Days  
 Dec. 12: Middle School Early Release Day  
 Dec. 12: High School Early Release Day  
 Dec. 23-Dec. 31: Winter Recess ~ No School

16 days

#### May 2018

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

May 1, 8, 15, 22, 29: Elementary School Early Release Days  
 May 8, 22: Middle School Early Release Days  
 May 8: High School Early Release Day  
 May 28: Memorial Day ~ No School  
 May 30: Last Day of School for High School Seniors (Day 168)

22 days

#### January 2018

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			

Jan. 1: New Year's Day ~ No School  
 Jan. 2, 9, 16, 23, 30: Elementary School Early Release Days  
 Jan. 9, 23: Middle School Early Release Days  
 Jan. 9, 30: High School Early Release Days  
 Jan. 15: Martin Luther King, Jr. Birthday Observed ~ No School

21 days

#### June 2018

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

June 5, 12: Elementary School Early Release Days  
 June 11: QHS Graduation  
 June 12: NQHS Graduation  
 June 12: Middle School Early Release Day

11 days

June 15: Last Day of School: May be adjusted for school cancellations (Early Release Day for Elementary & Middle Schools) (Day 180)  
 June 18: Last Day for Professional Staff (May be adjusted for cancellations)

June 22: Last Day of School (in case of 5 days school cancellations)  
 June 25: 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