

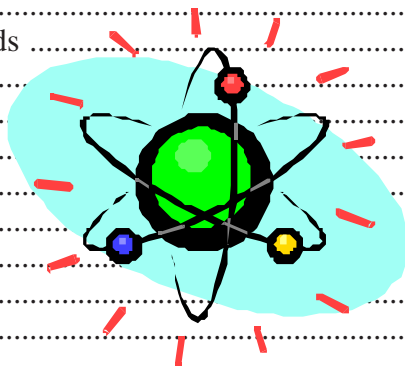
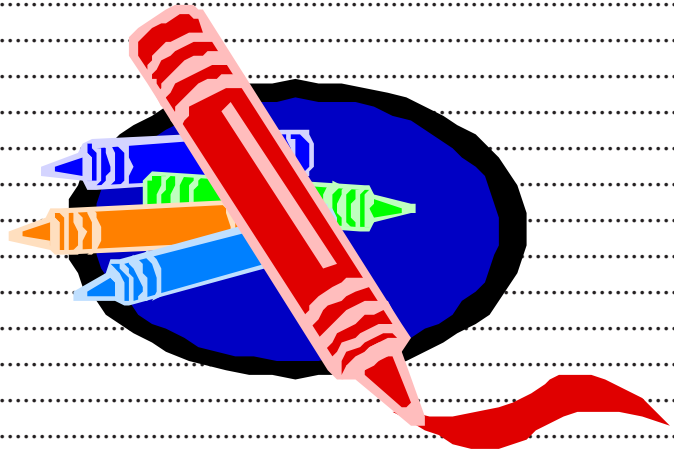
STONEHAM MIDDLE SCHOOL



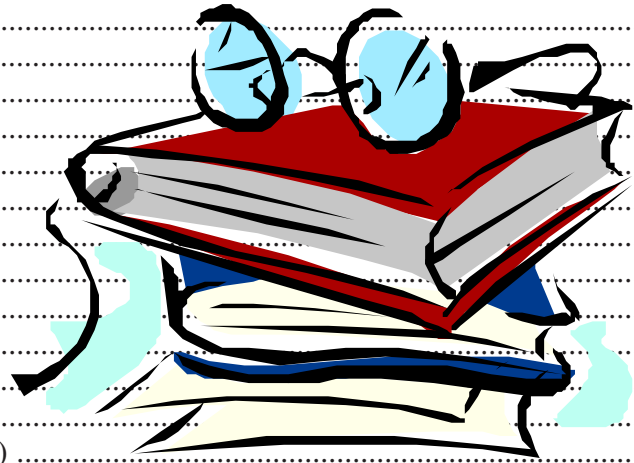
*Student Handbook
2005-2006*

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DOCUMENT TRANSLATION

Dear Parents and Guardians,

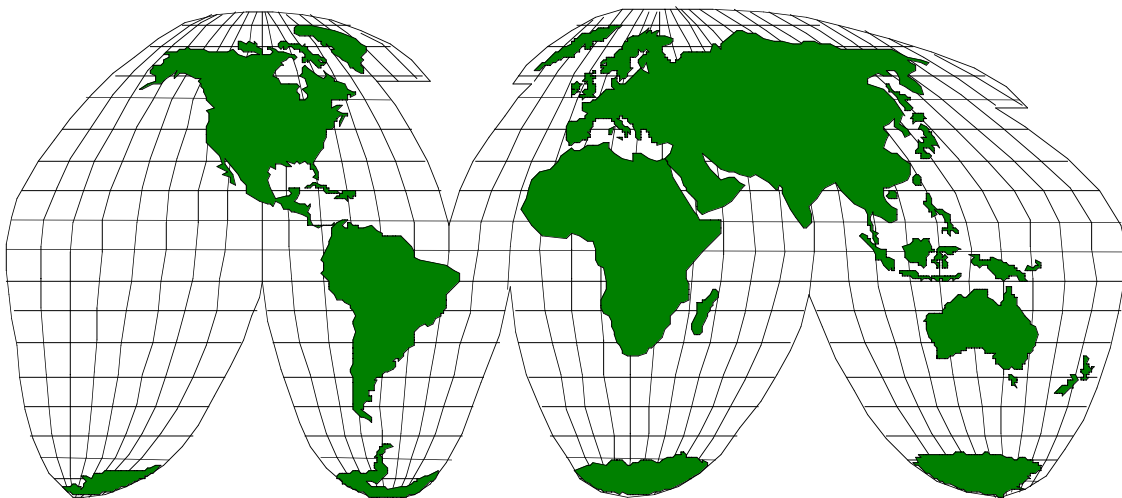
Should you need assistance in translating important school documents such as the student handbook and special education Individual Education Plans, you may request that a translator be made available to you. In addition, such materials may be made available to you in your language of choice if you notify us of that need in a timely manner. Thank you.

Padres y Guardas Queridos,

Si usted necesita ayuda en traducir documentos importantes de la escuela tales como el plan individual de la educación del manual del estudiante y de la educación especial, pueden ustedes solicitar que un traductor esté puesto a disposición suya. Además, tales materiales se pueden poner a disposición suya en su lenguaje de opción si usted nos notifica de eso. de una manera oportuna. Gracias.

Cari Genitori e Tutori:

Se voi avete bisogno d'assistenza con la traduzione dei documenti importanti della scuola, come il manuale di scuola e il piano individuale della educazione speciale, potete richiedese che un traduttore sia disponibile a voi nella vistra lingua scelta se ci informate in anticipo di quella necessità.



LETTER TO THE STUDENTS OF STONEHAM MIDDLE SCHOOL

Dear Students,

Welcome to the Stoneham Middle School!

Ours is an outstanding school and maintains an excellent reputation due to the hard work and dedication of our exceptional teaching and support staff and by the enthusiastic effort and academic achievements of our hard-working students.

I hope you will take great pride in our school and that you will become involved in many of the programs and activities that are available.

Your teachers, administrators and staff will strive to ensure that this year will be successful for each and every one of you. I encourage you to ask questions whenever necessary, take advantage of any academic help and support that is offered to you, and put forth your best effort into your school work and activities.

This handbook answers many of the questions you might have and I sincerely hope that your and your parents will read it carefully. It details all of your responsibilities and opportunities here at the Middle School.

We all hope that the 2005-2006 school year will be very challenging and rewarding.

*Sincerely,
Christine McMenimen
Principal*



“CORE VALUES”

Stoneham Middle School

***WE HAVE RESPECT FOR OURSELVES, FOR OTHERS,
AND FOR OUR COMMUNITY.***

***WE ACCEPT RESPONSIBILITY FOR OUR
LEARNING AND FOR OUR BEHAVIOR.***

***WE ARE CREATIVE PROBLEM SOLVERS
AND COMPETENT DECISION MAKERS.***

Let these values guide us in our home, in our school, and in our community

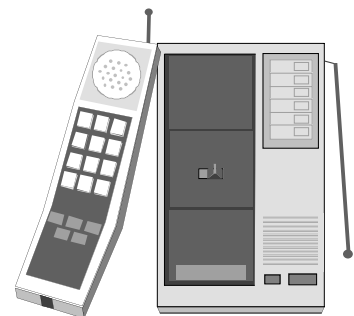
TELEPHONE NUMBERS

Ms. Christine McMenimen	Principal	781-279-3840	#2
Mr. Christopher Banos	Assistant Principal	781-279-3840	#4
Mrs. Jean Shea	Guidance Counselor	781-279-3820	#5
Mr. Robert Shelmire	Guidance Counselor	781-279-3840	#5
Mrs. Traci Mello	School Nurse	781-279-3840	#6
Mrs. Laurie Lucy	Cafeteria	781-279-3840	#7
Mrs. Anne Murphy	School Psychologist	781-279-3820	#8
Main Office	School Secretary	781-279-3840	#9

Absentee Line

*To report your child's absence from school,
please call the absentee line at Stoneham Middle School at*

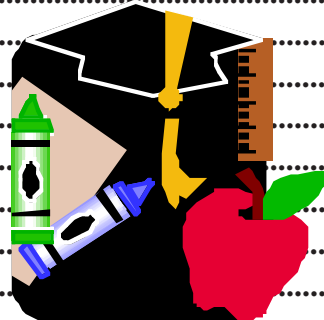
(781) 279-3840 #1



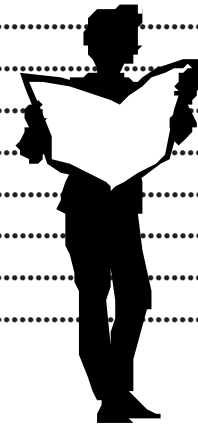
SCHOOL FACULTY

Administration

Ms. Christine McMenimen	Principal	Office
Mr. Chris Banos	Assistant Principal	Office
Mrs. Shirley Martis	School Secretary	Office
Mrs. Gay Belanger	Physical Education 6,7,8	Gym
Ms. Betsy Brown	Teaching Assistant	104
Mrs. Theresa Campbell	Mathematics 6	108
Mrs. Mary Jo Caggiano	Speech & Language	Speech Office
Mrs. Kathy Cail	Teaching Assistant	104
Mrs. Rachel Castiglione	Spanish 7, 8	222
Mrs. Marie Coughlin	Mathematics 6	106
Ms. Tracy Cruickshank	Special Education 7,8	115
Mr. Tom Cullen	DARE Officer	210
Mrs. Aly Curry	English 8	221
Ms. Nancy Dapkiewicz	Art 6, 7, 8	204
Ms. Linda DeBenedetto-O'Leary	Special Education	Learning Center
Mr. Jon DeGeorge	English	207
Ms. Sara Dodd	Physical Education 7	Gym
Mr. Kevin Drouin	Social Studies 8	209
Mrs. Lucille Dunn	Teaching Assistant	203
Mrs. Sara Fennelly	Special Education 6	Learning Center
Mrs. Sandra Fulmer	Science 7, 8	217
Mrs. Marjorie Gordon	World Language 6	110
Mr. Edmund Grammer	Music 6,7,8	Band Room
Mr. Paul Hardy	Physical Education 6,7,8	Gym
Ms. Lauren Izzicupo	Spanish, Italian 7, 8	218
Mr. David Jay	Social Studies 7, 8	226
Mrs. Sara Koester	Special Education 8	220
Ms. Linda Lamm	Special Education 7	203
Mrs. Karen Lee	French 7, 8	218, 210
Mr. Paul Linehan	Social Studies 7	120
Ms. Jacquelyn Maher	English 7	118
Mrs. Elizabeth R. Martinez	Reading & Study Skills 6	103
Mrs. Susan McClory	Science 6, 7	102
Mrs. Catherine McDonnell	Math 7	119
Ms. Laureen McGonigle	Special Education 8	205
Mrs. Traci Mello	School Nurse	Nurse's Office
Ms. Carol Miller	Art 6, 7, 8	202
Mrs. Diane R. Muollo	Mathematics 8	224
Mrs. Anne Murphy	School Psychologist	Guidance Office
Mr. Doug Nebel	Science 7	208



Mr. Richard Oliver	Mathematics 7	121
Ms. Barbara Padula	English 7	124
Ms. Kathleen Plati	Library Media Specialist	Library
Mr. William Porter	Social Studies 6, 7	122
Mr. John Rector	Mathematics 8	211
Mr. Michael Rora	Teaching Assistant	123
Ms. Emily Rotondi	Special Education 7	Learning Center
Mr. Christopher Serino	Math Skills Enrichment	212
Mrs. Jean Shea	Guidance	Guidance Office
Mr. Michael Sheedy	English 6	116
Mr. Robert Shelmire	Guidance	Guidance Office
Mr. Glen J. Shepherd	Social Studies 6	112
Mr Karlo Silbiger	Music 6, 7, 8	201
Mrs. Diane Sooley	Teaching Assistant	205
Mr. Thomas Sullivan	Physical Education 6,7,8	Gym
Mrs. Isabel Szczawinski	Science 6, 7	101
Mrs. Josephine J. Thomson	Science 8	219
Mrs. Kristine Toomey	English 6	114
Ms. Jane Trail	Teaching Assistant	115
Ms. Kassandra Trudeau	Skills Enrichment	206
Mr. Robert Young	Special Education 6	104



Special Education Team Chairperson

Mrs. Anne Murphy

Custodial Staff

Mr. John Tardif (Senior Custodian), Mr. Rick Cioffi, Mr. Carmine Auciello

Cafeteria Staff

**Mrs. Laurie Lucy (Cook/Manager), Mrs. Margaret Peters, Mrs. Lorraine Kirk,
Mrs. Eileen Graves, Mrs. Concetta Mitrano**

Program Supervisors

Ms. Paula Sampson	Social Studies	(781) 279-3848
Mr. Robert Hogan	Media, Computer Science	(781) 279-3807
Mr. Stephen Jackson	Science	(781) 279-3853
Ms. Rosemarie Vecchio	English	(781) 279-3849
Ms. Deborah Cronin	World Languages	(781) 279-3814
Mr. Michael Kennedy	Mathematics	(781) 279-3815
Mr. John Strangi	Business Technology & Consumer Science	(781) 279-3823
Mrs. Justine Croteau	Guidance	(781) 279-3810

Directors

Ms. Kathleen Curtis	Pupil Personnel Administrator	(781) 279-3850
Mr. Michael Lahiff	Athletics, Health & Physical Education	(781) 279-3806
Mrs. Susan Lacy	Cafeteria Services	(781) 279-3804

GENERAL INFORMATION

2005-2006 SCHOOL YEAR COURSE OFFERINGS

GUIDANCE COUNSELOR ASSIGNMENTS

6th Grade (A-K)-7th Grade Mr. Robert Shelmire

6th Grade (L-Z)-8th Grade Ms. Jean Shea

Any questions parents might have regarding academic matters should be discussed with a child's teacher first. If further information is needed, please contact the Program Supervisor or Director.

Grade Six	Grade Seven	Grade Eight
English Mathematics Social Studies <i>(Geography)</i> Science Physical Education Art Music Introduction To World Languages Reading Study Skills (RSS) DARE	English Mathematics Social Studies <i>(Ancient Civilization)</i> Science Physical Education Art Music World Languages <i>(Spanish, French, Italian)</i> Skills Enrichment <i>(Reading/Math)</i> DARE	English Mathematics Social Studies <i>(World History)</i> Science Physical Education Art Music World Languages <i>(Spanish, French, Italian)</i> Skills Enrichment <i>(Reading/Math)</i>

HOMEROOM ASSIGNMENTS 2005-2006

GRADE 6

101	MRS. SZCZAWINSKI	108	MRS. CAMPBELL
102	MRS. MCCLORY	110	MRS. GORDON
103	MRS. O'LEARY	112	MR. SHEPHERD
104	MR. YOUNG	114	MRS. TOOMEY
106	MRS. COUGHLIN	116	MR. SHEEDY

GRADE 7

118	MS. MAHER	124	MRS. PADULA
119	MRS. MCDONNELL	203	MS. LAMM
120	MR. LINEHAN	208	MR. NEBEL
121	MR. OLIVER	212	MS. ROTONDI
122	MR. PORTER	218	MS. IZZICUPO

GRADE 8

206	MS. MCGONIGLE	219	MRS. THOMSON
207	MR. DEGEORGE	221	MRS. CURRY
209	MR. DROUIN	222	MRS. CASTIGLIONE
211	MR. RECTOR	224	MRS. MUOLLO
217	MRS. FULMER	226	MR. JAY

GRADE SIX, SEVEN, AND EIGHT PLACEMENTS

I. LEVELS OF INSTRUCTION IN GRADE 6

Students in grade six are not leveled for instructional purposes. Skill groupings take place within each class to accommodate different learning patterns.

II. LEVELS OF INSTRUCTION IN GRADE 7

Students in grade seven are placed in two groups for instruction in mathematics. One group consists of students who have demonstrated average or above average achievement in mathematics. Students who have demonstrated a need for reinforcement in sixth grade mathematics skills comprise a second group. Students are heterogeneously (mixed ability) grouped in all other classes.

III. LEVELS OF INSTRUCTION IN GRADE 8

In grade 8 there are three levels of instruction in mathematics. One group consists of students who have demonstrated average or above average achievement in mathematics. Students who have demonstrated a need for reinforcement in seventh grade mathematics skills comprise a second group. The third group of eighth grade math is intensive, accelerated algebra. Students are heterogeneously (mixed ability) grouped in all other classes.

GUIDANCE DEPARTMENT

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study assistance, help with home, school and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor.

Students may make appointments to see their counselor by requesting an appointment through their guidance counselor any time during the day, as long as they are not be going to be late to class. The appointment can also be made before school and after school.

Each student is assigned to one of the guidance counselors listed below:

6th Grade (A-K) & Grade 7	Mr. Robert Shelmire
6th Grade (L-Z) & Grade 8	Ms. Jean Shea



EXTRA HELP

Students should seek extra help from their teachers if they do not understand an assignment, if the work is too difficult, or if they have been absent. Students should arrange a conference with their teacher before or after school or at a time convenient to both people during the school day.

A teacher sometimes requests a student to stay after school if it is apparent that the student is having difficulty with his work. This is not to be thought of as a punishment, but rather as the desire of the teacher to help the student make the necessary progress. The student is obligated to remain unless an important reason prevents him/her from doing so.

REPORT CARDS

Report cards are issued quarterly. They are marked A, B, C, D or F, according to the students work, with F as a failing mark. Certain subjects are marked twice a year. Included on the report card are traits which should give an idea of the behavior and/or effort of the student in a particular class. Absences in each class may be shown on each quarterly report particularly if the teacher feels the absences have been a major reason for a poor grade in his/her subject.

A “P” on the report card indicates progressing with difficulty, “S” is satisfactory, and “U” is unsatisfactory. A parent should contact the teacher for help in understanding how a particular grade was determined.

INTERIM DEFICIENCY REPORT

Interim deficiency reports or “Warning Cards” are given out at mid-term to notify the parents and students that a student is in danger of failing or is not working to his/her capabilities. This allows the student time to improve his/her grade. Intermediate reports may be sent out at any other time if the teacher deems them necessary. If there are any questions, parents should contact the teacher immediately.

PROMOTION REQUIREMENTS - GRADES 6, 7, AND 8.

1. Promotion requires successful completion of English and two additional core subjects. Core subjects are English, Mathematics, Social Studies, and Science.
2. Any student who fails to meet promotion standards will be required to repeat the year unless he/she successfully completes the summer school requirements.
3. Any student who fails in three of the four major subjects must repeat the year.
4. The final decisions concerning promotion to the next higher grade will be made by parents, teachers, and administration, and will be consistent with school committee policy.

SUMMER SCHOOL

In order to be promoted, a student who has failed a course for the year may make up that course in summer school.

A student must take the make-up course at the Stoneham Summer School if it is offered in the program. If the course is not offered, prior permission must be granted by the Middle School Principal before credit can be granted towards promotion when the course is taken at another school.

HONOR ROLL

1. High Honor Roll

To attain the status of highest honors in grades 6, 7, and 8, a student must have received at least five “A”s and no grade lower than a “B” in all subjects.

2. Honor Roll

To attain honor roll status, a student must have received a grade of “B” or better in all subjects.

SPECIAL EDUCATION PROGRAM

CURRICULUM IN SPECIAL EDUCATION

Two basic programs in special education are offered to students attending Stoneham Middle School. The first and least restrictive is a combination of in-class service and the resource room. Speech and language, as well as academic skills are developed within this prototype. Students are offered a variety of services to assist them in obtaining the necessary skills to progress in their educational careers. Each special needs student is provided an individual educational plan developed to meet his or her specific needs.

A second program offered at Stoneham Middle School through the special education department is referred to as the Transitional Class. This program provides for students in need of a more restrictive prototype and a more structured environment.

In both programs, curriculum is developed on an individual basis by the teacher using the educational plan as a basis to improve upon the student’s skills.



HOMEWORK

The purposes of homework include the following:

- to enhance students' achievement;
- to help students become self-directed, responsible and independent learners; and
- to communicate with families about what is happening in the classroom. Homework is a shared responsibility among the student, teacher, and family.

Students neglectful in doing assigned homework may be kept after school to complete the assignment. When a student is continually lax in completion of homework assignments, the teacher will notify the student's parents.

Grade 6 - Homework is required at least four times a week. Assigned daily homework should not exceed a total of sixty (60) minutes per day, for one or two subjects, Monday - Thursday. Weekend assignments may be given out on an individual basis.

Grades 7 and 8 - Homework is required at least four times a week. Assigned daily homework should not exceed one hundred fifty (150) minutes for all subjects combined.

It is recognized that not all students will take the same amount of time to do a given assignment. Each teacher must do everything possible to make differentiated assignments commensurate with ability and need. Homework is intended to build good study skills and work habits.

STUDENT RESPONSIBILITIES - HOMEWORK

1. To spend the required time per subject on assigned work per night.
2. To make every effort to understand completely the homework assigned.
3. To ask for more help and do extra activities when a particular subject is difficult to understand.
4. To keep an agenda book to record and track assignments.
5. To schedule a regular time and place to study daily. The designated area should be free from noise and distractions, well-lighted and be a comfortable place in which to work. The proper study "tools" should be available, i.e. pencils, pens, rulers, notebook, paper and dictionary.
6. To plan his/her time so that all assignments are completed without rushing.
7. To have a particular area where completed assignments, notices, books and materials are left in readiness for the morning.



GOOD STUDY HABITS



1. Choose a place that is equipped with proper writing implements and materials, with adequate lighting, and free from distractions.
2. Make sure the chair is comfortable and the room is at a comfortable temperature.
3. Get proper amounts of sleep, allow breaks during study, and keep a notebook and an agenda book.
4. Do the more difficult assignments first and allow extra time for them.
5. Do not attempt to study while conversing, watching television or otherwise distracting yourself.

SUGGESTED PARENT RESPONSIBILITIES

1. To ensure that the student has a regular time and a quiet comfortable, well-lighted place in which to study.
2. To maintain a balance between a reasonable amounts of time spent on homework, and an adequate amount of time for play and family activities.
3. To encourage the student to share his/her work with them, praise work well done, and encourage improvement in weak areas.
4. To assist the student and the school by encouraging a positive attitude toward homework.
5. To assist the student in doing homework, but not to do the work for him/her.

At the beginning of each year, students are encouraged to find a “homework buddy” who shares the same classes. Thus, if assignments are desired during an absence period, students can call the “homework buddy” to get assignments. The office will assist in sending books home, but the responsibility for getting assignments rests with the students. In absences extending beyond one week, the office will assist in procuring assignments. Parents should notify the office when a student will be absent five days or more. Teachers need a twenty-four hour time period to prepare assignments.

MAKE-UP WORK

Students, who are absent for any reason, are required to make up the work missed in each class. This work should take approximately the same time as the time missed from each class. All make up work must be submitted within a reasonable period of time and prior to the end of the marking period. A day’s absence does not excuse a student from responsibility from all recitations on the day of his/her return. Grades will be withheld in cases where make-up work is not turned in to the teacher. This can lead to failure if the situation is not remedied immediately. It is the student’s responsibility to obtain all make up work from his/her teachers immediately upon return to school. Failure to obtain make-up work is an unacceptable excuse.

STUDENT DISCIPLINE, RIGHTS, AND RESPONSIBILITIES

As a community, Stoneham Middle School is committed to providing an environment for all of its members that respects the rights of each person to a safe, orderly, learning environment. The function of the discipline code is to clarify these rights and responsibilities to all members of our community.

The Stoneham School Committee in regulation 9-2R states, in part:

The School Committee considers school discipline as the controlled behavior of an individual whereby responsibility is assumed for one’s own action in accordance with socially accepted conduct and the rules, regulations and policies of the school setting. Behaviors exhibited must be within the bounds of law and order and must respect the rights of others as individuals.

DISCIPLINE CASES WARRANTING ACTION BY ADMINISTRATORS

- A. Direct insubordination following a warning by a teacher, such insubordination shall include:
 - 1. Refusal to obey a reasonable request
 - 2. Talking back
 - 3. Swearing
 - 4. Threatening or resorting to violence
- B. Use of any tobacco products
- C. Defacing school property
- D. Fighting
- E. Truancy
- F. Disruption of the learning environment
- G. Being under the influence of drugs (including alcohol)
- H. Refusal to do school work in class
- I. Stealing
- J. Any act which the teacher justifiably considers intolerable
- K. Possession of a weapon
- L. Possession of drugs
- M. Bullying, teasing, harassment

(Please see bullying and teasing policy in handbook.)



MISCELLANEOUS

- A. Gum chewing is prohibited.
- B. Cigarettes, lighters, or any tobacco products shall not be in evidence and will be confiscated and not returned.
- C. Note passing is prohibited as it disrupts the learning environment.
- D. Students are not allowed in the parking area during school hours or during school functions unless under the direction of a staff member.
- E. Electronic communication devices such as radios, music players, beepers and cell phones are not permitted in school as they interrupt the educational process. Heavy link chains should not be worn to school as they could possibly cause injury. Teachers will confiscate any of the above and give them to office personnel. Items can be picked up from the Principal by a parent. These items are not allowed on school field trips either. It is the student's responsibility to inform his/her parent if they wish to have an item returned.
- F. Water pistols, toys, yo-yos and other items inappropriate for school use will be confiscated and discarded unless a parent picks them up during the next five school days. It is the student's responsibility to inform his/her parent if they wish to have an item returned.
- G. Possession of items used for gambling or lottery purposes is prohibited.
- H. Bookbags are not allowed to be carried from class to class. Students may use their bookbags to transport belongings to and from school; however bookbags will remain in lockers during the school day. Teachers will establish a locker schedule that will allow students to access their books at various times throughout the day.

DETENTION

A detention session is assigned to students who misbehave while under school authority. If a student fails to return for assigned detention, an additional detention is assigned. If a student continues to miss detention without a valid excuse, his/her parents will be notified. Parents are expected to provide a written or verbal explanation of the reason(s) their child is unable to attend a detention session. Following this notification, a student may be suspended if he/she again fails to report.

If students are assigned detention, they must report as directed by the teachers. Detention is most effective when served immediately. Occasionally students and/or parents request that detention be waived or postponed because a student works, has to baby-sit, etc... Reasons such as these are not acceptable. If a student wishes to work or baby-sit he/she should be willing to behave in school. By so doing, the student does not then have to worry about detention being assigned. If a student is assigned a detention for misbehavior from a school administrator, every attempt will be made to notify parents. This detention is a minimum of one hour and subject to the same provisions mentioned above.

SUSPENSIONS (REASONS)

Students may be suspended from school for serious infractions of school regulations. These include:

1. Use of any tobacco products within school buildings, the school facilities, on school grounds, or on school buses
2. Gambling, including card playing, dice, betting, lotteries, etc.
3. Fighting in the school building or on the school grounds
4. Truancy from classes
5. Vandalism, graffiti or "tagging"
6. Disrespect shown towards other students, faculty members, and/or other employees
7. Stealing
8. Repeated disruption of the learning environment
9. Alcohol consumption in school or at any school function
10. Presence in school while intoxicated or under the influence of drugs
11. Using or selling drugs in school, on school grounds, or at any school function
12. Failure to report to detention or office when instructed by a teacher
13. Refusal to do school work in class as requested by teacher
14. Activating a fire alarm pull station unjustifiably
15. Using crude, vulgar, or obscene language on school grounds
16. Improper behavior while on a field trip or while representing the school off campus
17. Setting off firecrackers on school grounds
18. Teasing, bullying, harassing or threatening fellow students
19. Sexual Harassment
20. Possession of a weapon

These are some of the reasons why students will be suspended. It should be stated, however, that there may be other reasons. Generally speaking, when a student threatens the safety or well-being of another individual, or disrupts the learning environment of other students, he/she can expect a disciplinary response.

SUSPENSION PROCEEDINGS

In the event a student is accused of committing a suspendible offense, he/she is entitled to a hearing before the Principal and/or Vice Principal at which time the student will be given notice of the charges. The student will have an opportunity to explain what happened. Following an investigation, the Principal and/or Vice Principal will determine the student's guilt or innocence. If guilty, he/she will be suspended out of school for up to ten days. Immediate suspension of a student may be made by the Principal or the Vice Principal for the general welfare of other students, the efficiency of the school, the safety of others in the school, the protection of school property or the orderly conduct of classes.

Students shall be afforded due process of law both preceding and following suspension in compliance with federal and state laws, regulations and court decisions.

The parents of a suspended student may initiate an appeal and review of the action of a suspension to the Superintendent and, if dissatisfied, may carry an appeal to the School Committee at its next regular meeting.

In general, it should be remembered, that whatever is a violation of the law outside of school is also a violation of school regulations.

While on disciplinary dismissal or suspension, a student loses all school privileges. He/she is barred from participation in all school activities, including athletic contests and social affairs. He/she may not re-enter the school or be present on school grounds until he/she has been re-admitted to school by the office.

CONDUCT

Persistent misbehavior will result in disciplinary dismissal and/or suspension and possible recommendation to the School Committee for expulsion.

DISCIPLINING STUDENTS WITH SPECIAL NEEDS

All students are expected to meet the requirements for behavior as set forth in this handbook. Chapter 71b of the Massachusetts General Laws, known as Chapter 766, requires that additional provisions be made for students who have been found by an evaluation team to have special needs and whose program is described in an Individualized Educational Plan (IEP).

The following additional requirements apply to the discipline of Special Needs students:

1. The I.E.P. For every Special Needs student will indicate whether the student can be expected to meet the regular discipline code or if the student's handicapping condition requires a modification. Any modification will be described in the I.E.P.

2. The Principal (or designee) will notify the Special Education office of a suspendible offense of a Special Needs student and a record will be kept of such notices.

3. When it is known that the suspension(s) of a Special Needs student will accumulate to ten days in a school year, a review of the I.E.P. as provided in Section 333 of the Chapter 766 regulations will be held to determine the appropriateness of the student's placement or program. The team will make a finding as to the relationship between the student's misconduct and his/her handicapping condition and either:

a) Design a modified program for the student or,

b) Write an amendment to provide for the delivery of Special Education services during the suspension and any needed modification of the I.E.P. relative to discipline code expectations.

BULLYING/TEASING

Bullying is another name for harassment. It can be direct or indirect, and have serious emotional and/or physical effects on its victims. The bullying behavior chart included in this handbook describes behaviors that will NOT be tolerated here at Stoneham Middle School. Bullying and teasing are unacceptable in our school environment and they violate Stoneham Middle School's Core Values.

CHEATING/PLAGIARISM

Cheating refers to the giving or receiving of information in anything evaluated as the student's own work. Teachers have been instructed in such cases to send the student to the office and to record an "F" for that item of work without opportunity for makeup. The teacher will inform parents of the incident and detention will be assigned. If a student is caught copying another student's work with the second student's consent, the same policy will be followed for both students.

BEHAVIOR AND DRESS

We, as administrators, believe that education is a serious and important business. It is our responsibility to see that nothing disturbs the educational process. In the past, the dress of our students has added a positive attitude and businesslike atmosphere to the total school environment.

We recognize that there is room for individual differences in dress within the necessary limitations prescribed by academic surroundings and good taste.

1. Our premise has been that the school is the student's place of business and, therefore, dress is expected to be in good taste appropriate for academic work, and consistent with safety standards.
2. When a student's dress causes him/her to be a distraction to the educational process of the school, he/she will be sent to the office and will not be admitted to class until more appropriately attired.
3. Only footwear conducive to a businesslike manner will be acceptable. Cowboy and motorcycle boots and/or other footwear which will mark or mar the floor are not acceptable footwear. Shoe laces are to be tied at all times.
4. Beach attire, flip-flops, pajamas, gym attire, tank tops, shirts that expose the midriff, spandex shorts, and sunglasses (without a doctor's note) are not considered appropriate for the classroom. In addition, shorts (or skorts), and miniskirts higher than mid-thigh are inappropriate and not allowed since clothing should cover the body and not distract from the learning process. Also, tee shirts/items which promote drugs, alcohol or tobacco, or tee shirts/items with crude or offensive language are inappropriate attire for school. Also, jackets should not be worn during the school day.

DRUGS AND ALCOHOL

Students who attend school or school events under the influence of drugs or alcohol will face serious action, including an immediate conference with parents, arrangements for appropriate counseling, and when necessary, suspension. When a student brings a problem concerning the misuse of drugs or alcohol to any staff member, it will be kept confidential and help will be provided. However, possession of illegal drugs in school must result, by law, in referral for action by local police officials. Attending school events under the influence of alcohol or drugs will result in loss of all social privileges as well as the actions mentioned above.

CAFETERIA BEHAVIOR

When eating in the cafeteria, students are expected to: behave in an appropriate manner, select one seat for the entire lunch period, clean their table and floor areas, and dispose of trash appropriately. Excessive noise, throwing objects and moving from table to table will not be tolerated. If a student violates cafeteria rules, he/she will be disciplined accordingly. Consequences will range from a seating change to suspension of cafeteria privileges.

MEMORANDUM OF UNDERSTANDING

The following statement is made and agreed to by the Stoneham School Department as part of the procedures outlined in the Governor's Alliance against Drugs program.

We agree to coordinate our efforts to prevent student alcohol and drug abuse and will handle each case in accordance with established school and police department procedures. Students engaged in the sale of drugs will be referred to police for legal action.

All evidence will be turned over to the police according to established procedures. The School Department will deal with students caught abusing drugs according to the rules outlined in the student handbook. School officials will continue to use the resources of the Police Department for suggestions on how to deal with certain situations and/or individuals.

We acknowledge jointly that this type of informal liaison has been in place for several years.

It is understood that consultations with the Police Department will not always produce an arrest even where possession and/or sale is suspected. However, school personnel must be aware that a student's communication is not "privileged" communication; and a teacher may be subpoenaed should a case go to trial.

In the case of an arrestable offense, the following procedure will be followed.

1. The student will be brought to the Principal's office.
2. The student will be interviewed by the Principal or designee and told the nature of the offense.
3. Parents will be contacted and asked to come to school to meet with authorities (school, police, or both)
4. The Police Department will be contacted and appropriate police procedure will be put in place.
5. A full report will be sent to the Superintendent of Schools and the Chief of Police by the Principal.

All schools will continue to report trespassers to the Police Department in order to ensure the safety of all students.

This memorandum solidifies the informal working relationship that has existed between the Stoneham Public Schools and the Stoneham Police Department for a number of years.

SEXUAL HARASSMENT

Sexual harassment is defined as an unwelcome sexual advance, sexually motivated physical conduct or other verbal or physical conduct, or communication of a sexual nature. This behavior will not be tolerated.

Incidents of sexual harassment may include:

- Verbal harassment, such as derogatory comments, jokes, slurs, or
- Remarks/questions of a sexual nature;
- Physical harassment, such as unnecessary or offensive touching.

If it is determined that a student has sexually harassed another student, the possible consequences could range from parent conference to suspension.

BOMB THREATS

A bomb hoax is a felony, punishable by imprisonment of up to twenty years in state prison. (Chapter 269, Section 14. Massachusetts General Laws). Such a sentence also removes from the convicted individual the right to be a state or federal employee in all cases where evidence - electronic or other - exists. The school and local police will bring charges. Apathy toward fire drills and disruption of classes are among the most serious threats to the safety and education of students.

PULLING A FIRE ALARM

The Stoneham Fire Department has informed us that they will no longer accept "accidental" as an excuse for activating a fire alarm pull station. Anyone who activates the alarm unjustifiably can expect action to be taken by the Fire Department as well as school authorities.

"CRANKING" OR HARASSING TELEPHONE CALLS

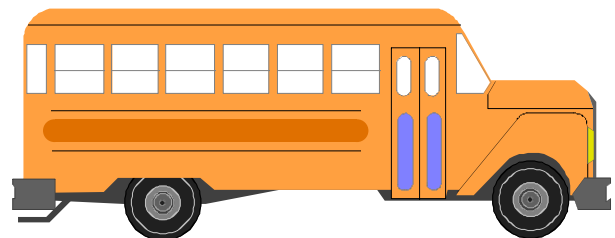
Students are reminded that it is a crime under both federal and state laws for anyone to make obscene or harassing phone calls. If parents receive a call from anyone representing himself/herself as a school employee, they may ask to return the call at (781) 279-3840.

CONDUCT ON SCHOOL BUSES

Pupils who use school buses are subject to school rules. Riding on a school bus is a privilege which may be suspended whenever a student's behavior on the bus is unacceptable. Severe or continuous misbehavior may result in permanent suspension of bus privileges.

Pupils should remember that they are under the school's jurisdiction from the time they leave home in the morning until they arrive home in the afternoon. Thus, pupil conduct at bus stops as well as on the bus is subject to school rules.

In accordance with Chapter 878 of the acts of 1975 General Laws of Massachusetts, each pupil transported in a school bus will receive classroom instruction in safe riding practices, and participate at least twice each year in "on-bus" emergency evacuation drills.



RULES FOR BUS CONDUCT

1. No student may do anything which will disturb or distract the driver from the safe operation of the vehicle.
2. Smoking or use of any tobacco products is forbidden at all times.
3. There must be no horseplay or roughhousing of any sort.
4. Any injuries sustained on the bus, however slight, should be reported to the driver immediately.
5. Students must not open any windows, or doors, on the bus without the driver's permission.
6. There can be no "saving" or reserving of seats on the buses.

POLICIES

DRUG AND ALCOHOL POLICY

Stoneham Middle School has been designated as a Drug Free Zone. The School Administration, in cooperation with the Stoneham Police Department, stands firm in our belief that all schools should remain drug free. We have been entrusted with the responsibility of providing a safe and drug free environment for all our students.

SEARCH POLICY

Any search of the building and grounds of Stoneham Middle School will be a joint operation by school officials and police officers. Warrant and probable cause requirements of the Fourth Amendment that generally apply to police-initiated searches do not apply to searches conducted by school personnel (even when assisted by the police). School authorities only need reasonable grounds for suspecting that a search will reveal evidence of a violation of law or school rules. Canine units would only be used on request of the School Department.

STUDENT LOCKERS

Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. School authorities, for any reason, may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant. Such locker searches may be in conjunction with canine searches of the building that would be done in cooperation with the Stoneham Police Department. If a canine search or any locker search results in drugs or alcohol being confiscated, the student to whom the locker is assigned will be brought to the office to explain the presence of such contraband. Rules concerning the possession of contraband would be enforced by the School Administration. All contraband would be turned over to the Stoneham Police for possible legal action.

STUDENT PRIVACY RIGHTS

In January, 1975, the State Board of Education adopted regulations pertaining to student records. The development of these regulations, which have the force of law, was mandated by state laws enacted in 1972 and 1974. The regulations apply to all public elementary and secondary schools. They are designed to ensure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system.

The temporary record contains the majority of the information maintained by the school about the student. This may include such things as standardized test results, class rank, school sponsored extra-curricular activities, and evaluations and comments by teachers, counselors and other persons, as well as other similar information. The temporary record is destroyed five years after the student leaves the school system.

The following is a summary of the major parent and student rights regarding their student records, as provided by the regulations pertaining to student records.

STUDENT RECORDS

A parent, or a student who has reached the ninth grade or is at least 14 years old, has the right to inspect all portions of his record, upon request. The record must be made available to the parent or student no later than two weekdays after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee will be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

CONFIDENTIALITY OF RECORDS

With a few exceptions, no individuals or organizations but the parent or student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or student.

AMENDMENT OF RECORDS

The parent or student has the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school principal to make their objections known. Within a week after the conference, the principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

DESTRUCTION OF RECORDS

The regulations require that certain parts of the student record such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading outdated or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the regulations pertaining to student records that relate to student and parent rights. If more detailed information is desired, a copy of the regulations may be reviewed at your school office.

TITLE IX AND CHAPTER 622

An important piece of legislation affecting the public schools was signed in August, 1972 as Title IX of the Education Amendments of 1972, p.1.92-318. The law prohibits sex discrimination in educational programs or activities which receive federal financial aid and applies to virtually all public school systems in the country. The law reads as follows:

“No person shall on the basis of sex, be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance....”

The law makes it clear that all aspects of public school education must be fully open and available to members of both sexes. The School Committee has established policies (nos. 4001, 5351, And 5001) to demonstrate the importance of this law.

CHAPTER 536 - AN ACT PROHIBITING THE PRACTICE OF HAZING

Whoever is a principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Whoever knows that another person is the victim of hazing as defined in Section 17 and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

NOTICE TO STUDENTS, STAFF, AND ANY OTHER INDIVIDUALS PRESENT IN SCHOOL BUILDINGS OR FACILITIES, ON SCHOOL GROUNDS OR ON SCHOOL BUSES

Chapter 71 of the Acts of 1993, Section 36 of Massachusetts Law prohibits the use by any individual of any tobacco products within school buildings, the school facilities, on school grounds or on school buses. The Stoneham Public Schools interprets this to mean anywhere on school property, inside or out, including “in vehicles” on school property.

Please be aware that effective on this posting, the administrative staff of the Stoneham Public Schools will enforce this law and policy with students and staff in the manner outlined in the student handbooks and staff calendar and manual, including the offer to arrange voluntary participation in programs for individuals who wish to stop using tobacco. Other individuals who are in violation of this law and policy will be asked to cease tobacco use and will be subject to removal from school grounds and/or referral to the police.

1993 EDUCATIONAL REFORM DISCIPLINE POLICY (MGL CH.71 SECTION 37H)

The following section is a result of the Education Reform Act was passed by the State Legislature and signed into law by the Governor on June 18, 1993. These regulations are thus enacted for every public school in the Commonwealth of Massachusetts.

- a. Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife, or a controlled substance as defined in Chapter Ninety-Four C, including but not limited to marijuana, cocaine and heroin, may be subject to expulsion from the school or school district by the principal.
- b. Any student, who assaults a principal, assistant principal, teacher, teacher’s aide, or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- c. Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal. After said hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).
- d. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent.
- e. When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil’s expulsion.

Stoneham Middle School also considers a student subject to permanent expulsion if that student flagrantly and continuously violates school rules and thus negatively impacts the educational process in a serious way.

FELONY COMPLAINT OR CONVICTION OF STUDENT

(MGL: Ch71, S. 37H1/2)

1. Upon issuance of a criminal complaint charging a student with a felony or upon issuance of a felony delinquency complaint, the principal may suspend such student for a period of time determined appropriate by the principal if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.
2. Upon a student being convicted of a felony or upon adjudication or admission in court of guilt with respect to such felony or felony delinquency, the principal may expel such student if the principal determines that the student’s continued presence in school would have a substantial detrimental effect on the general welfare of the school.

In both sections 1 and 2, a student and parents have the right of appeal to the Superintendent of Schools.

GENERAL INFORMATION FOR PARENTS

ABSENCES

Parents should call the school at (781) 279-3842 to report a student's absence. Parents may call as early as 6:30 A.M. or leave a voice mail message at any hour.

School attendance is required by law until an individual reaches age sixteen. Absence is allowed only by reason of illness or important reasons. If you know in advance that your child will be absent for any length of time and for any reason, please contact the main office prior to the absence.

TRUANCY

Truancy, which is absence from school without permission, is against the law. Anyone found guilty of being truant will be disciplined and required to make up time lost. Habitual or frequent truancy may be referred to a higher authority for action.

TARDINESS

Students are allowed three tardies during each quarter without any penalty. Unless there is a good excuse for the tardiness, any beyond three requires a student to stay one hour after school for each tardy. Should there be another unexcused tardy during a quarter, a child will be admitted in school that day, but will not be admitted to school on the following day without being accompanied by a parent or guardian.

A student who is tardy through no fault of his/her own will not be assessed detention. The reason for tardiness must be given on the "excuse" note. The tardy slip must be returned to the homeroom teacher the next day with a parent signature. Missing a ride through his/her fault or oversleeping, is not an excuse from detention for tardiness.

DISMISSAL

Dismissal notes should be addressed to the homeroom teacher and state the time and the reason for the dismissal. No student will be dismissed from school unless a responsible adult is available to escort him/her home. Adults will meet students in the main office.

A student dismissed before 11:00 a.m. is considered absent unless the student returns to school before 2:35 P.M.

VACATIONS DURING THE SCHOOL YEAR

December, February and April vacations are included in the school calendar. Family vacations while school is in session are strongly discouraged. It has been our experience that students do not complete work while on such vacations. Should a student miss school because of a vacation, make up work will be assigned upon his/her return. Teachers may, at their discretion, assign work before students leave for vacation if the student so requests. Students are required to submit all assigned work on the day they return to school.

CHANGE OF ADDRESS

Inform the office if you change your address or telephone number, or change emergency numbers.

HEALTH CARE

Each student must have a physical examination every three years either at school or by his/her own doctor who will fill out a form for the school.

An emergency card passed out by his/her homeroom teacher must be turned in completely filled out each year. A doctor's note is required of all students who may need the temporary assistance of crutches, wheelchairs, etc.

The school nurse does not dispense any medication. A student who has a prescription from a physician may leave medication in the health room to take during school time, provided written permission is given by the parents. This also includes cough drops, aspergum, lozenges, aspirin, or Advil. We must have a note signed by a parent before we can dispense any medication.

Students may not carry medication (prescribed or otherwise) with them during the school day.

When a student returns after a prolonged absence (ten days or more), he/she must report to the nurse's office first and receive an admittance form.

Vision and hearing tests are administered to every student annually. Any medical care beyond First Aid will not be given by the school nurse or doctor.

PHYSICAL EDUCATION

All students must participate in physical education. It is urged that the student visit his/her family doctor for a complete physical examination before entering school. If any limitation is to be placed on participation in physical education, a doctor's note, including limitations and time frame, must be presented to the school nurse. The statement will be made part of the student's record.

Regulation uniforms are worn during gym classes. Uniforms must be kept clean and marked with the owner's name. A note from a parent or guardian must be presented to the health office if, for some reason, a student can not participate in a single physical education class. That class should be made up within a reasonable amount of time. Each student is given an individual combination padlock, which should be kept on his/her locker and locked at all times when he/she is away from the locker.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the principal's office. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the school. Guests and visitors must register at the office. Parents are always welcome.

Again, we respectfully request parents check in at the main office before meeting with a teacher. Before and after school, teachers are frequently engaged in extra-help or make-up sessions with students. We suggest that parents schedule appointments with teachers in advance.

A student wishing to bring a guest to school must obtain prior approval from the office and secure a pass. Visitors are expected to leave promptly when their business is completed.

WITHDRAWAL OR TRANSFER

The procedure for withdrawal or transferring is as follows:

1. Secure an authorized withdrawal or transfer note from your parent or guardian at least a week before you plan to withdraw or transfer.
2. Obtain appropriate forms from the principal's office before school on your last day.
3. Have the forms filled out by teachers, return all school books and property, and make sure all fees are paid.
4. Take completed forms to the principal's office for final clearance.

STONEHAM MIDDLE SCHOOL TRAFFIC PLAN (2005-2006)

MORNING ARRIVAL (STUDENT DROP OFF)

Automobiles (PARENTS AND STAFF) must enter from Central Street along the side driveway. The student drop-off location is located at the end of the driveway. Please look for the sign that reads "STUDENT DROP OFF". Vehicles will then turn left on to the "LOOP ROAD" and exit back on to Central Street.

DURING SCHOOL HOURS

During the school day vehicular traffic must enter from Central street. Visitor parking is available in the front of the building.

AFTERNOON DISMISSAL (STUDENT PICKUP)

Automobiles must enter from Central Street along the side driveway to the rear of the Middle School. If your child is not present as you drive up, do not park and wait! This will cause traffic to stall and back up on to Central Street. If your child is not outside, in the interest of other traffic, please loop around on to Central Street and re-enter via the middle school driveway. Your consideration in this matter will expedite traffic flow.

TRAFFIC MUST MAINTAIN A SINGLE FILE LANE AT ALL TIMES!

In order to reduce traffic congestion, the school and police department urge all parents to car pool!

IMPORTANT NOTE: PLEASE BE CONSIDERATE OF OUR BUSINESS NEIGHBORS. YOUR CAR MAY BE TOWED IF IT IS PARKED IN THE BANK LOT OR THE OFFICE BUILDING LOT.

GENERAL INFORMATION FOR STUDENTS

ACCIDENT PROCEDURES

Whenever any student is injured in school or on school grounds, that student should immediately go to the nearest teacher or to the office and report the injury. If an injured student is unable to report an accident, the first student to learn of the accident should notify the nearest teacher or the office. Never attempt to move someone who has been injured.

ANNOUNCEMENTS AND POSTERS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the P.A. System or printed on the Daily Attendance Bulletin each morning. Students responsible for putting notices in the office must have their notices approved by their advisor and submit them to the main office the day before the notice is to be announced.

Since most of the announcements are intended for students, it is expected that students will listen carefully to all announcements.

All posters must advertise school-sponsored events and must be approved by the administration. Attach posters only to surfaces that will not be marred by masking tape. Do not use paste, cellophane tape, or thumbtacks to attach them to painted walls or varnished surfaces. It is understood that all signs posted will be taken down after a reasonable length of time.

BICYCLES

Students may ride bicycles to school. Bicycles must be parked in the racks provided at the front of the building and should be locked when not in use. Students are expected to follow reasonable safety precautions and wear helmets as they travel to and from school. The privilege of bringing a bicycle to school may be withdrawn for unsafe operation.

ELECTRONIC COMMUNICATIONS DEVICES

Signals emitted from electronic communication devices such as cell phones, pagers, etc. are disruptive to the classroom environment. Students are prohibited from using such devices during the school day.

SKATEBOARDS AND ROLLERBLADES

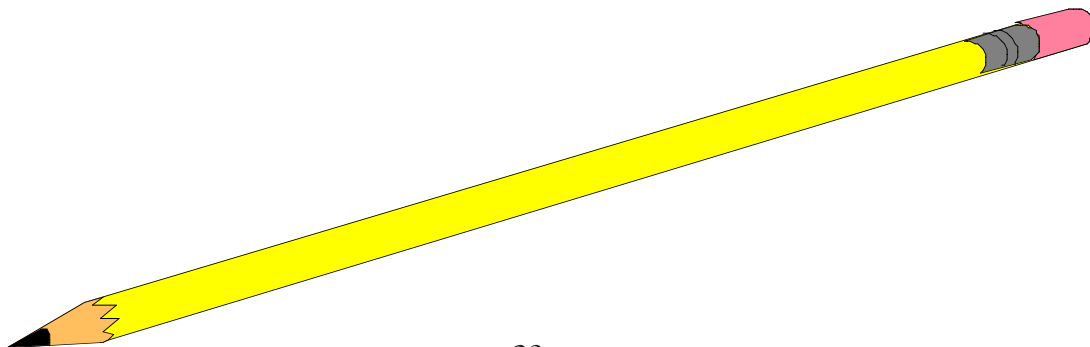
Skateboards and rollerblades are not allowed in school due to safety reasons.

CARE OF TEXTBOOKS AND LIBRARY BOOKS

Make sure that you and your teacher agree on the condition of the textbook before signing the book slip. All textbooks shall be covered to prevent soiling. Books must not be defaced, marred, or jammed with paper (which can damage bindings). Library books must be returned within the specified time. Full payment must be made for any lost book or any book defaced beyond repair. It shall be the responsibility of students to provide restitution for any books so treated.

END OF YEAR OBLIGATIONS

Before a student is officially dismissed for the year, he/she must have satisfied all of his/her obligations. All textbooks and library books must be returned in satisfactory condition. If a book is lost or damaged, the student must pay for it. Other items considered to be obligations are office detentions, locker padlocks, and absence, tardy and dismissal notes. Until the obligations are satisfied, report cards, next year's schedule, etc. will not be mailed home.



FIRE DRILLS

Regulations for leaving the building when the fire bell rings are posted on the wall in each classroom. During a fire drill, no running or talking is permitted in order to insure safety. When the predetermined destination for your room has been reached, you must turn, face the building, and quietly await the signal to return to class. The destination is marked and numbered on the “hot top” sections on various parts of the school parking areas. The section you go to depends on which room you are in at the time the alarm sounds - just follow the teacher. If a substitute teacher is in your room, follow the room nearest you that evacuates the building in the direction your room does.

Most damage to people in fire is from smoke inhalation, so it may be necessary to crawl beneath the smoke or at least bend low.

HOMEROOMS

The basic function in the homerooms is to fill out reports, to take attendance, to listen to announcements, etc. Occasionally, the students may be required to return to homeroom at the end of the school day.

Opening Exercises: All public schools must provide time for “a moment of silence.” In our school, that time is provided just before the morning announcements. The pledge to our country’s flag is led daily as part of morning announcements.

SCHOOL LOCKER POLICY

Each student at Stoneham Middle School is assigned a locker. Students should purchase a combination lock to secure their belongings. Students must record their combination with their homeroom teachers on the first day of school. The school will not be responsible for any locks which are lost, damaged, or stolen.

Remember: Lockers are school property and are subject to search and entry by school administrators if there is reasonable suspicion to conduct a search.

The following practices with respect to lockers should be strictly followed:

- Keep the combination to your locker secret.
- Never store money or valuables in your locker.
- All backpacks must be in the same width and depth as your locker. Empty out your backpack each day so that your locker closes. Keep your locker neat and clean, so that it will not be jammed or stuck.
- Students may only use one locker. There will not be any sharing of lockers or storing items in friends’ lockers. At no time is a student allowed in any other student’s locker. Please respect a person’s property and privacy.

Each student is also assigned a gym locker and a school combination lock for which he/she is responsible. Do not leave your lock open at any time!

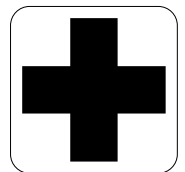
LOST AND FOUND

Any articles which are found in school or in the vicinity of the school grounds should be turned into the office immediately. Students may check for lost items in the office either before or after school hours. At the end of each school year, unclaimed articles will be given to a charitable institution or discarded.

Students are responsible for their personal property. If it is necessary to bring more money than needed for lunch, leave it at the office for safe keeping. Do not leave money in your classroom or locker.

NURSE’S OFFICE VISITS

Students should have a pass from a teacher before coming to the nurse’s office. If a student is ill, he/she should come to the nurse or the secretary who will call his/her parent. Students should not call parents on the pay phone to ask to be dismissed.



PARTICIPATION IN SCHOOL EVENTS

Students absent from school will not be allowed to participate in, or attend, any school activity on the day absent.

SUBSTITUTE TEACHERS

Our school is fortunate in having capable people to help us whenever our regular teachers are ill or are attending conferences. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Students are expected to be polite, helpful and considerate to guest teachers.

TELEPHONE USAGE

A student may use the public pay telephone near the office before or after school hours. No student will be called to the telephone during school hours.

The office phone is for emergency use only.

Students who telephone home requesting a parent to deliver something to the office are expected to check the office for the article and not have to be called from the classroom. We do not interrupt class work without substantial reason.

LIBRARY

Students requesting to use the library should check with the librarian and a classroom teacher to obtain a pass.



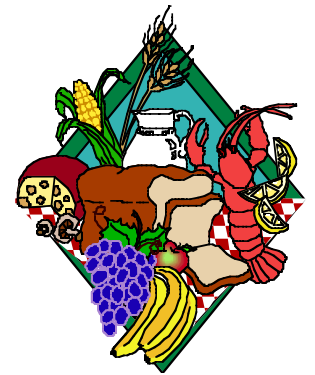
LUNCH PROGRAM

Students who forget to bring lunches or lunch money may borrow lunch money from the office. Borrowed money must be repaid within a week, or students may be assigned detention. Students who already owe money will not be loaned additional money. We do not loan money for lunch in June.

Lunch prices are announced annually in the Stoneham Independent and at school. Milk and ice cream may also be purchased at a reasonable cost to students. Information concerning free and reduced price lunch programs will be sent home early in the school year. Free and reduced lunch tickets are non-transferable. Only students who qualify for these tickets may use them.

Eighth grade students are reminded that they are not to use the 6th grade downstairs corridor for passing to class from lunch.

Students are expected to behave in a courteous and orderly manner in the cafeteria. Students are expected to keep their area clean, to talk quietly, to accept the direction of the adults in the cafeteria, and to stay in seats until dismissed. Lunch should be a pleasant time for all students but it is not a recess period.



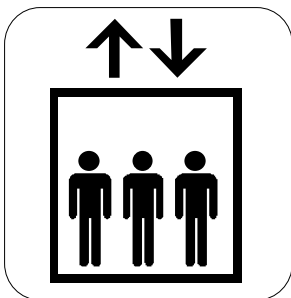
PASSES

Whenever a student is out of the classroom, he/she must carry a pass stating a destination, time, date, with the signature of a teacher, administrator or staff member.

If a student wishes to see a teacher, the student must arrange for a pass in advance. The student must carry and deliver this pass to the teacher they requested to see. The pass must then be signed by this teacher and returned to the teacher who first issued the pass.

ELEVATOR KEYS

Students needing to use an elevator for medical reasons may obtain a key from the school secretary for use during the day. The key must be returned at the end of each day to the secretary. The replacement fee for a lost elevator key is \$3.00.



SPECIAL ACTIVITIES

MAGAZINE DRIVE

Every fall a magazine drive is conducted by the school. The purpose of this drive is to raise money to aid school funds and to give students an opportunity to represent their school and to gain knowledge in salesmanship and communications.

GRADE 8 RECOGNITION NIGHT

This is a very special evening for 8th graders. It is held at the end of the school year and honors a variety of successful accomplishments demonstrated by 8th grade students in the course of their academic career at Stoneham Middle School. Eighth grade students who are to be retained will not be permitted to participate in neither Recognition Night nor the Breakaway Dance.

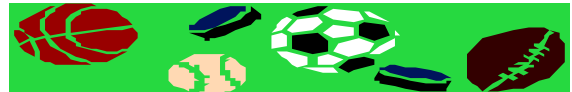


SCHOOL DANCES

The Middle School PTO sponsors five dances throughout the school year. October 14 (grades 7&8 only). Dances on December 2, February 3, March 10, and May 19 are for all grades. Parent volunteers of the Middle School PTL sponsor five school dances throughout the school year. In the event of inclement weather or other unforeseen circumstances, which result in the dance being cancelled, tickets will not be refunded. All non-refunded monies are used to fund programs/events which benefit your child.

FIELD DAY

An annual tradition which consists of teams competing against one another within their grade in a series of activities. These may include softball, obstacle course, volleyball and other events. All contests are coeducational.



SCHOOL CLUBS

A list of clubs and activities appears in the brochure "Stoneham Middle School Extra-Curricular Activities." Students will receive copies in homeroom if/when school activities resume.

INTRAMURALS (TENTATIVE)

Announcements will be made about the offerings in intramurals each season.

SCHOOL FIELD TRIPS

During the school year, teachers may schedule educational field trips for their classes. Before a student is allowed to go on a field trip, he/she must turn in a permission slip signed by a parent before the scheduled field trip. Students who are ineligible, as determined by the supervisors of the field trip, or choose not to go the field trip, are expected to attend school on the day of the trip. Students who have demonstrated an inability to meet the normal demands of the school day with regard to responsible and appropriate behavior may be prohibited from attending. The alternative of enlisting one of his/her parents as their personal supervisor may be considered.

SCHOOL ASSEMBLIES

Assemblies are a regularly scheduled part of the curriculum and are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, the television or the movies, performers are very conscious of their audience. Talking, whispering, stamping of feet and booing violate the rights of the performers and other members of the audience, and therefore, are unacceptable behavior.

NO SCHOOL ANNOUNCEMENTS

The "No School" signals will be sounded by the local fire department at 7 AM for all grades. The announcement will also be broadcasted over many of Boston's television and radio stations. Certain inclement weather conditions may dictate a "Delayed Opening", which will also be broadcasted. If no report is heard, it can be assumed that school will be in session.

PLEASE DO NOT CALL THE SCHOOL, THE SUPERINTENDENT'S OFFICE, THE POLICE OR FIRE DEPARTMENTS!!!

BELL SCHEDULE

2005-2006 School Year DAYS 1, 2, 3, 4, 5, 6

	6th GRADE	7th GRADE	8th GRADE
7:48 AM	PASS TO HOMEROOM	PASS TO HOMEROOM	PASS TO HOMEROOM
7:58 AM	LATE BELL	LATE BELL	LATE BELL
8:05 AM	PASS TO PERIOD 1	PASS TO PERIOD 1	PASS TO PERIOD 1
8:08 AM	PERIOD 1 BEGINS	PERIOD 1 BEGINS	PERIOD 1 BEGINS
9:04 AM	PASS TO PERIOD 2	PASS TO PERIOD 2	PASS TO PERIOD 2
9:07 AM	PERIOD 2 BEGINS	PERIOD 2 BEGINS	PERIOD 2 BEGINS
10:03 AM	PASS TO PERIOD 3	PASS TO PERIOD 3	PASS TO PERIOD 3
10:06 AM	PERIOD 3 BEGINS	PERIOD 3 BEGINS	PERIOD 3 BEGINS
11:02 AM	PASS TO FIRST LUNCH	PASS TO PERIOD 4	PASS TO PERIOD 4
11:05 AM	1ST LUNCH BEGINS	PERIOD 4 BEGINS	PERIOD 4 BEGINS
11:35 AM	PASS TO PERIOD 4		
11:38 AM	PERIOD 4 BEGINS		
12:01 AM		PASS TO PERIOD 5	PASS TO 2ND LUNCH
12:04 AM		PERIOD 5 BEGINS	2 ND LUNCH BEGINS
12:34 AM	PASS TO PERIOD 5		PASS TO PERIOD 5
12:37 AM	PERIOD 5 BEGINS		PERIOD 5 BEGINS
1:00 PM		PASS TO 3RD LUNCH	
1:03 PM		3RD LUNCH BEGINS	
1:33 PM	PASS TO PERIOD 6	PASS TO PERIOD 6	PASS TO PERIOD 6
1:36 PM	PERIOD 6 BEGINS	PERIOD 6 BEGINS	PERIOD 6 BEGINS
2:32 PM	ANNOUNCEMENTS	ANNOUNCEMENTS	ANNOUNCEMENTS
2:35 PM	DISMISSAL	DISMISSAL	DISMISSAL



STONEHAM MIDDLE SCHOOL CIVIL RIGHTS AND SAFETY POLICY

It is the policy of Stoneham Middle School to provide a safe and secure learning environment for all its students without distinction based on race, religion, ethnicity, disability, gender, or sexual orientation. Discrimination, sexual and bias-motivated harassment, and violations of civil rights disrupt the educational process and will not be tolerated.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel to engage in sexual or bias-related harassment or violate the civil rights of any pupil, teacher, administrator, or other school personnel. Conduct amounting to hate crime is a particularly serious infraction that will result in referral to law enforcement agencies.

The school will act to investigate all complaints, formal or informal, verbal or written, of sexual or bias-related harassment or violations of civil rights and take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

Stoneham Middle School is committed to prevention, remediation, and accurate reporting of bias incidents and civil rights violations, to the end that all students can enjoy the advantages of a safe and tolerant learning environment where individual differences are respected. The school undertakes to engage in activities and programming such as training of all school personnel, intended to foster respect for diversity, civil rights, and non-violence in school settings.

CIVIL RIGHTS LAWS

Title II of the Americans with Disabilities Act of 1990: Prohibits discrimination, exclusion from participation, and denial of benefits on the basis of disability in the areas of educational programming.

Title IX of the Education Amendments of 1972: Prohibits discrimination, exclusion from participation, and denial of benefits in educational programs on the basis of sex. (Coordinator: Michael Lahiff, Director of Health, Physical Education & Athletics)

Title VI of the Civil Rights Act of 1964: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability.

(Coordinator: Joseph Casey, Assistant Superintendent)

Section 504 of the Rehabilitation Act of 1973: Prohibits discrimination, exclusion from participation, and denial of benefits based on disability. (Coordinator: Kathleen Curtis, Administrator of Pupil Personnel Services).

MGL, Ch. 76, Section 5 of the Massachusetts General Laws, Chapter 76, Section 5: Prohibits discrimination in all public schools on the basis of race, color, sex, national origin, religion, and sexual orientation.

Stoneham Public Schools' Appointed Coordinators:

Title VI

Dr. Joseph Casey
Assistant Superintendent
Stoneham Public Schools
149 Franklin Street
Stoneham, MA 02180
casey@stonehamschools.net
(781) 279-3825

Title IX

Mr. Michael Lahiff
Director of Health, Physical
Education and Athletics
Stoneham Public Schools
149 Franklin Street
Stoneham, MA 02180
lahiff@stonehamschools.net
(781) 279-3806

Section 504

Ms. Kathleen Curtis
Director of Pupil Personnel
Stoneham Public Schools
149 Franklin Street
Stoneham, MA 02180
(781) 279-3850
kcurtis@stonehamschools.net

STONEHAM PUBLIC SCHOOLS INTERNET TECHNICAL USE POLICY

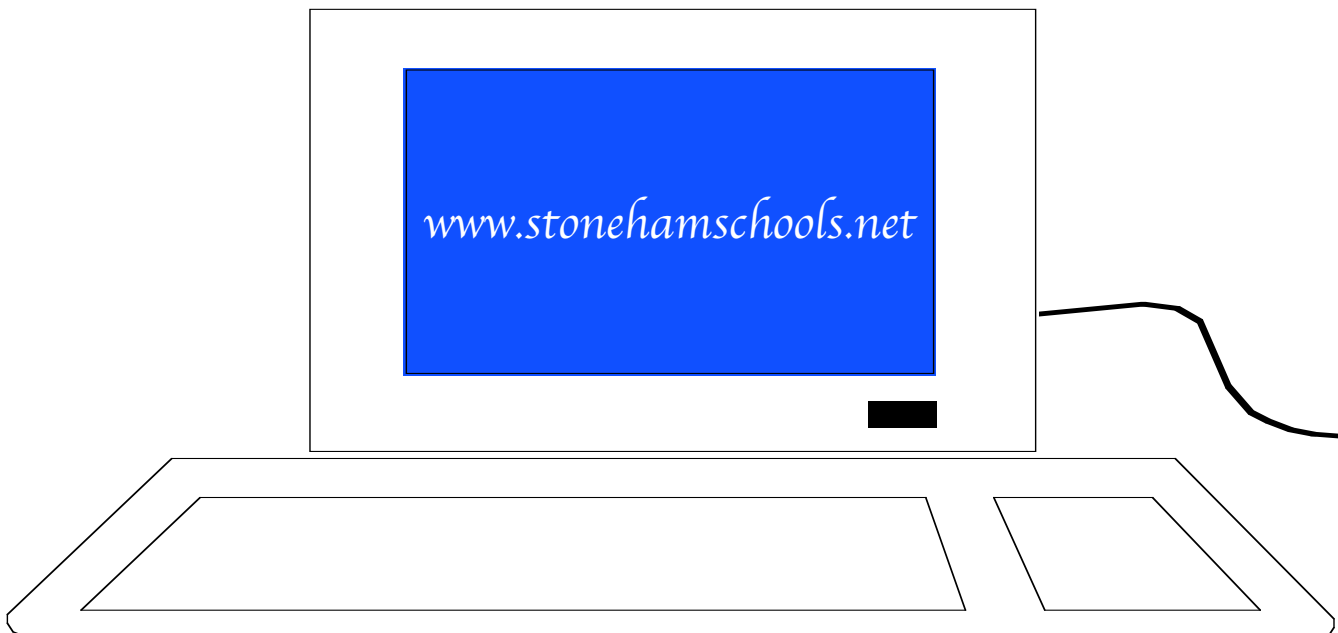
The Stoneham School Committee provides the student body and the staff with the means to enhance learning and communication through the use of technology. It also establishes the policy which governs the rights and privileges for the use of that technology for the benefit of the school community. As such, equipment has been specifically set up to encourage the ease and accessibility of use.

All students and staff will make it their responsibility to ensure the productive, educational use of available technology. Any violation of this policy will result in disciplinary action consistent with the school discipline code. (Adopted 11/13/97)

STUDENT INTERNET USER ACCESS GUIDELINES

1. All use of the Internet is restricted to specific, approved curriculum projects, and must be in support of education and research and consistent with the purposes of Stoneham Public Schools.
2. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the Internet
4. Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
5. Use of the Internet to access or process pornographic material, inappropriate text files, or files dangerous to the integrity of the local area network is prohibited.
6. Internet accounts are to be used only by the authorized owner of the account for the authorized purpose.
7. Any use of the Internet for commercial or for-profit purposes is prohibited.
8. Use of the Internet for personal and private business is prohibited.
9. Any use of the Internet for product advertisement or political lobbying is prohibited.
10. The illegal installation of copyrighted software for use on Stoneham Public School computers is prohibited.
11. Making copies of copyrighted software is prohibited.
12. Use of the Internet for the purchase and or sale of any physical item or service is prohibited.
13. Access to the Internet will only be allowed via School District Accounts, unless special permission is

“Please check out our school website that is developed and maintained by the Stoneham Middle School Media Club.”



2005-2006 STONEHAM MIDDLE SCHOOL CALENDAR

August

29 Monday Teacher Meetings, Preparation, Workshops, etc.
 30 Tuesday Teacher Meetings, Preparation, Workshops, etc.
 31 Wednesday First Day of Classes (full day)

September

2 Friday No Classes, Start of Four Day Weekend!
 5 Monday Labor Day, No Classes
 6 Tuesday Classes Resume
 10 Saturday Stoneham Town Day
 23 Friday 6th Grade Class Family Feud Evening, Time T.B.A.
 27 Tuesday 1st Early Release Day, 12:35 Dismissal, Program T.B.A.
 29 Thursday Middle School Back-to-School Night, Parents in Homerooms at 7:30 PM

October

6 Thursday Magazine Drive Kick-Off Assemblies, Times T.B.A.
 10 Monday Columbus Day, No Classes
 14 Friday PTO 7th and 8th Grade Dance 7 PM
 25 Tuesday 2nd Early Release Day, 12:35 Dismissal, Program T.B.A.
 28 Friday Student & Staff Picture Day (homerooms called to auditorium from classes)

November

4 Friday 1st Quarter Grades Close at End of Day Today!
 10 Thursday 1st Quarter Report Cards Distributed
 11 Friday Veterans' Day, No Classes
 23-25 Wednesday 12 Noon Dismissal—Thanksgiving Break Begins
 28 Monday Classes Resume

December

1 Thursday Parent Conference Night 5:30-8:30 PM, 12:35 Student Dismissal
 2 Friday Middle School Dance, 7-10 PM, Open to All Grades, Cop Hop
 8 Thursday Parent Conference Afternoon 12:50 to 3 PM, 12:35 Student Dismissal
 23 Friday No Classes—Start of Winter Vacation

Jan. 2006

1 Sunday Happy New Year!
 3 Tuesday Classes Resume
 16 Monday No Classes—Martin Luther King, Jr. Day
 23 Monday 2nd Qtr. Grades Close at 3PM!

February

3 Friday 2nd Qtr. Rpt. Cards Distributed (tentative)
 3 Friday School Dance 7-10 PM All Grades
 7 Tuesday 3rd Early Release Day, 12:35 Dismissal, Program T.B.A. 2
 20-24 Monday No Classes-Winter Vacation
 27 Monday Classes Resume March
 7 Tuesday Early Release 12:35 Dismissal
 10 Friday School Dance 7-10 PM All Grades
 31 Friday 3rd Quarter Grades Close at End of Day Today (tentative)

April

7 Friday 3rd Quarter Report Cards Distributed in Homerooms at end of day (tentative)
 14 Friday No Classes—Good Friday
 17-21 Monday No Classes—Start of Spring Vacation

May

19 Friday Middle School Dance, 7-10 PM All Grades
 26 Friday AM Memorial Day Assemblies in Auditorium, Times T.B.A.
 29 Monday No Classes— Memorial Day

June

1 Thursday 5th Grade Parent Orientation in M.S. Auditorium @ 7:00 P.M.
 8 Thursday Middle School Field Day (tentative)
 13 Tuesday 8th Grade Recognition Night (tentative, depending on last day of school)
 14 Wednesday Last Day of School (180th day) Depending on Snow Days
 21 Wednesday Last Day of School (185th day) Depending on Snow Days