

I. GENERAL INFORMATION

Welcome to Amesbury Middle School.

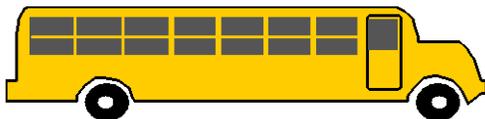
We have a tradition of being a great place to learn and grow together. Part of learning and growing together is understanding and accepting responsibility. Reading our student handbook should benefit everyone toward this end. Have a great school year.



A. Morning Arrival

Try not to arrive on school grounds before 7:15 because there will be no outside supervision provided prior to this time. You will be allowed to enter the building on the first bell at 7:35 A.M. Prior to entering the building, a few outside rules should be observed:

1. Once you have arrived on school grounds you will not be allowed to go off school grounds for any reason.
2. If you cross Main Street, you MUST cross with a crossing guard.
3. You should stay off all roadways and parking lot areas in and around the school grounds. Students should congregate and enter the building at the entrances designated for their grade. Fifth and sixth graders should enter at the fifth/sixth grade wing. Seventh and eighth graders should enter at the gym entrance.
4. Skateboards, scooters, and in-line skates should not be brought to school. You may ride your bicycle to school, but it must be parked in its designated area and may not be ridden once you have arrived at school.
5. Breakfast will be served in the cafeteria Monday - Friday from 7:15-7:35a.m.
6. No food or drink is allowed outside while waiting to enter the building in the morning. If students need to eat or drink they may attend breakfast that is served in the cafeteria.



B. School Bus Rules

The bus driver has complete authority regarding student behavior on the bus. All students should be aware that busses have video cameras installed on them in order to help monitor student behavior. When you misbehave, you will be given adequate warning regarding your behavior. If such behavior continues, you will be reported to the assistant principal. If the assistant principal suspends your bus privileges, you will be expected to find your own means of transportation to and from school for the number of days your bus privileges were suspended. Students with bus passes who need to ride another bus must bring a signed parental/guardian note from home granting this permission and must get the note signed by the main office before riding the bus. The main office will approve the note as long as the bus is not overcrowded. This signed note from the parent/guardian and the main

office will allow the student to ride the bus.

C. Homeroom

When you enter the building at 7:35, go directly to your locker, collect your things, and then go directly to your homeroom. You should not loiter in the corridors. When the 7:41 bell rings, you should be silent and seated for opening exercises and announcements. Afternoon homeroom begins at 2:21. You should be on time to your A.M. and P.M. homeroom, or you may receive either a teacher or an office detention.

D. Lockers

You are responsible for keeping your lockers secure and clean as well as free from excess paper and clothing. Do not share your locker combination with anyone. The only padlocks to be used on student lockers are the master keyed type which must be purchased through the school store or the main office. The administration, at any time, may inspect or search your locker.

E. Clothing and Dress Regulations

Students are expected to come to school dressed in neat and appropriate clothing. Pajama pants and tops are not appropriate forms of dress within an educational setting. Extreme forms of dress which may be distracting to people are not allowed. Also, clothing that displays violence, drugs, alcohol, tobacco, obscene or harassing language should not be worn to school. If possible, students will be required to wear such clothing inside out. Students are not allowed to wear hats, bandanas, or other forms of head apparel in the building. Also, clothing which compromises student safety, such as pants dragging on the floor, will not be allowed. Students who disregard such notice will have parents contacted and may be sent home from school.

F. No School Information

The no school signal is 2-2 on the fire whistle at 6:00 A.M. and 6:45 A.M. Announcements of no school will be made over radio stations WNBP am 1450, WRKO, WMEX, WBZ, WHDH, and WCVB TV Channel 5. In the event of a delayed opening or early dismissal, the fire horn will sound a 7-7, pause, then 7-7 again. The delayed opening will mean we will open at approximately 9:40A.M. A BlackBoard Connect message will also be sent out to all staff and students via the telephone to announce any delay or cancellation of school.

G. Teaming Organization

Each class of students at the Middle School is divided into two-four teams per grade level, each designated by color.

Fifth Grade:	Four teams
Sixth Grade:	Two teams
Seventh Grade:	Two teams
Eighth Grade:	Two teams

Students on each team are placed into heterogeneous classrooms for both academic and special area subjects. Each team has its own set of teachers. Thus, the same teachers always meet with the same 50 to 120 students in a given team. This is done to encourage better communication and to put teachers in closer touch with students and their needs. Your teachers meet regularly as a team in order to discuss individual progress and

concerns of each student on their team.

H. Academic Prep/Study Hall Expectations and Guidelines

The school will work very hard to ensure that all students have a full schedule of classes at all times. In the event this cannot happen a study hall or academic prep class is created to fill a student's schedule. The Study hall/Academic Prep environment is to be quiet for students to work on homework, school related projects, assigned reading, writing tasks or silent reading or specific academic skill such as test taking strategies, math or ELA interventions etc.

1. Academic Prep class will focus on improving or enhancing specific skills related to academic content.
2. Academic Prep class will be taught by a certified teacher/administrator
3. Students need to bring with them to the study hall the necessary materials that they will need mentioned above.
4. Acceptable silent reading materials can be brought in by students or provided by the study hall teacher. Books, magazines or other silent reading materials brought in by students cannot promote the use of violence, sex, drugs, alcohol, tobacco, firearms etc.

I. Report Cards, Interim Progress Reports, and ASPEN Parent/Guardian Portal

Report cards are issued four times a year to all students. Your report consists of a letter grade and a number for conduct and effort in each subject. Incompletes may be given to a student due to excessive absences or medical reasons. Incomplete for a previous quarter must be made up **two weeks** into the next quarter. In addition, times tardy, times dismissed, and times absent are also recorded.

In addition, parents/guardians and students have the ability to access student grades and assignments on the ASPEN Parent/Guardian Portal. Interim progress reports will be sent home only with students who do not have access to the parent/guardian portal. A hard copy of the report card will be given to every student at the end of each quarter and on the last day of school.

Progress Report Tentative Dates:

- Quarter 1 - October 5, 2016
- Quarter 2 - December 14, 2016
- Quarter 3 - March 8, 2017
- Quarter 4 - May 17, 2017

Report Card Tentative Dates:

- Quarter 1 - November 16, 2016
- Quarter 2 - February 1, 2017
- Quarter 3 - April 12, 2017
- Quarter 4 - LAST DAY OF SCHOOL

J. Homework

On average, students will have daily assigned homework equal to ten minutes times their grade level number, per night (5th grade = 50 Minutes). Teams will regularly coordinate the amount of homework to ensure that daily homework assignments do not exceed this average.

K. Celebration of Academic Excellence

The academic awards celebration is held annually in the spring to reward student excellence. Awards are given to students who achieve honors or high honors for the first three quarters of a school year. Eligible students and their parents will be invited to the Celebration!

L. Lost and Found

Our school lost and found is located outside the Cafeteria in a large green bin. If you lose OR find anything of value such as books, notebooks, or clothing, please report to the main office immediately. We suggest you do not bring valuables or large sums of money to school. Teachers do everything in their power to safeguard private property, but the school cannot be responsible for lost items.



M. Care of Books

You are responsible for all books issued to you. A record is made of your books and their condition in September. You will be expected to pay for any lost or damaged books. See the office for the lost book policy and lost book form. Your books should be covered, kept clean and neat, and treated with respect. No papers are to be kept in your books because of the possible damage to their bindings.

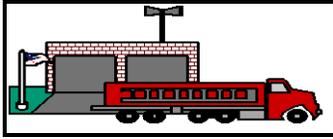
N. Visitors

Visitors are welcome throughout the school day. Prior to entry into the building, visitors are asked to ring the outside buzzer that is located outside of the main entrance and outside of the fifth and sixth grade entrance area. Either buzzer will alert main office staff. Please do not be offended but all visitors are asked to state their name, name of student and purpose of the visit. Once in the building, all visitors must check in with the main office to receive a visitor badge in order to visit our school.

O. Field Trips, Special Programs, and Assemblies

According to Field Trip Policy IJOA all field trips need approval from the building principal and all over night field trips need prior approval of the superintendent. Day Trips during the school day, extended long distance or overnight trips that extend beyond school day or overnight stay and International trips fall under this policy. Private automobiles for trips planned will generally be avoided. Principals will ensure that a licensed carrier is selected for transportation. Scheduling of overnight trips will be made in advance and trip schedulers will avoid travel between the hours of midnight and 6 a.m. Trip scheduling will take into account the likelihood of delays due to weather, traffic, stragglers, and other unanticipated factors. Fundraising will be done as a group and should be reasonable and commensurate with student obligations for homework, after-school activities, and jobs. If students are charged individual fees for participation, the district should make every effort to provide scholarships where needed. Chaperones ratios for middle school trips will be 1 adult/10students. Regular day field trips will require a signed parent permission slip. Extended day long distance require a signed permission slip. All field trips may be cancelled by the principal or

superintendent up to the time of departure. YOU represent the image of Amesbury Middle School while you are on a trip or when we have visitors in our school for special programs or assemblies. We want our school to maintain a good image. Therefore, it is important that EACH of us behaves properly and exhibits courtesy and politeness. You are reminded that all normal school rules apply to field trips, special programs, and assemblies.



P. Fire Drills

Fire drills are held periodically. It is important to be CALM and ORDERLY during these drills and to follow the directions of your teacher. Exit routes are posted in each room. Become familiar with the exit route for each room in which you find yourself during the day.

Q. Personal Property

Radios, tape recorders, beepers, laser pointers, cameras, CD players, Ipods, I Touch, and any other electronic games or devices are not allowed in school unless a teacher through administrative approval, allows the use of the electronic/technology device for curriculum or content specific work. Also, the use of these items such as hair spray, balloons, perfumes, cologne etc. which may cause an allergic reaction to others is strictly prohibited.

R. Back Packs

Backpacks or other luggage items on wheels are not to be wheeled around in the hallways during school. These items must be carried on the student's back on their way to their morning locker break. During the day backpacks are not to be carried by students between classes. This will ensure a safe passage for both students and staff during the school day. There may be special physical or extenuating circumstances where a student may need to carry a backpack during the school day. If so, a written note or meeting with the administration needs to occur to obtain permission to carry a backpack while school is in session.

S. Security Cameras

AMS has live security cameras both inside and outside of the school. The purpose of the security cameras is to help ensure the safety of everyone in our school by viewing a live monitor in the office daily.

T. Food in Classrooms

Food is not allowed in classrooms during the school day or at after school events. The only exception to this is classrooms that teach cooking as part of their curriculum. Other exceptions may be allowed ONLY with the permission of the principal.

II. DISCIPLINE RULES

Discipline rules in our school have been designed to be fair to both students and teachers and are based on good sense. The reason for these rules is simple: your main goal for being in school is to get an education. When someone prevents you from reaching your goal, he or she will be properly disciplined. Treat your teachers and

classmates with respect at all times, take pride in your school, and treat it with respect.

Obedying these common sense rules will make life more pleasant for you and others at school. You must be responsible for your actions at all times and will be fairly disciplined when it becomes necessary.

A. General Guidelines

1. Students are expected to be polite, courteous, thoughtful, and considerate. Running, pushing, shouting, whistling, boisterous conduct, and profane language which disturbs others is unreasonable in school and, therefore, not acceptable. It is expected that all students dress appropriately and suitably for school.

2. The teacher has the responsibility of educating students in school. It is the responsibility of students to follow the teacher's directions and not interfere with the orderly teaching process nor to interrupt the education of other students. Disruptive behavior consists of actions which disturb students and teachers in the process of learning. It is further interpreted to mean the disturbance of orderly procedure within the school.

3. The maintenance of discipline is the responsibility of the entire educational staff. Discipline and the resolution of conflict are the responsibility of the classroom teacher. In the event that conflict between teacher and student cannot be resolved at the classroom level, the situation should be referred to the assistant principal. When a student is sent to the office, a referral sheet explaining the circumstances must be submitted to the office and delivered by the student or teacher as soon as possible.

The following paragraphs describe our detention and suspension system.

B. Office Detention

1. Office detentions will be determined over the course of the week by administration and will last forty-five minutes.
2. Students will be given a 24 hour notice for all detentions assigned.

Teacher and team assigned detentions will be served BEFORE office detentions. Failure to serve a teacher or team assigned detention may result in office detention.

Disruptive students will have time added on to the regular dismissal time or may be subject to additional detentions.

If you cannot attend office detention on your assigned afternoon, you MUST BRING A LEGITIMATE WRITTEN EXCUSE FROM HOME to the assistant principal in order to have your detention rescheduled to another day. If you fail to do so, you will automatically have a detention added on. If you continually fail to attend your assigned detentions, you may be suspended from school.

C. Suspension

If you commit a serious violation of school rules, you will be suspended from school. Before being officially suspended, however, you will be provided with a reasonable opportunity to present your version of the facts through your own statements and possibly the statements of others who may

have some knowledge of the circumstances. Immediate notification to your parents will be made by phone and followed by a letter.

In our school we maintain a suspension system. Whether your suspension time is spent in or out of school will largely depend upon the circumstances, the severity of the infraction, and your history of past suspensions.

In-school suspension means you will be removed from your regular classes and placed in an isolated area of the building under the supervision of an adult. During that time period you will be expected to complete specific work assignments from your classroom teachers. In addition, you will be expected to remain silent, behave, and to turn in all completed work to your teacher for a grade the day you return to classes. Teachers will EXPECT your completed assignments. Failure to comply with the rules set forth for in-school suspension **MAY RESULT IN EITHER REPEATING YOUR IN-SCHOOL SUSPENSION OR YOUR BEING SUSPENDED OUT-OF-SCHOOL.**

If you are suspended out-of-school, you will be expected to remain home during such period of time. You will not be allowed on school grounds during your suspension. In addition, you will not be allowed to return to classes until your parents bring you back and attend a conference with you and the assistant principal. When it is known that the suspension 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.

D. Due Process Rights of Students with Disabilities

It is the policy of the Amesbury Public Schools to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the disability. It is the intent of the district to ensure that students who are disabled within the definition of section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Under this policy, students may be handicapped even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA), or Chapter 766. Due process rights of students with disabilities and their parents under section 504 will be enforced.

Assistant principal Mr. O'Connor serves as the building 504 coordinator and can be contacted at the Amesbury Middle School by phone 978-388-0515 or in writing.

E. Parent Involvement Policies For Title 1

The Amesbury Public Schools, in consultation with the undersigned teachers, administrators and parents of participating children, have developed and agreed upon this parent Involvement policy. This policy will be incorporated into the Amesbury Public Schools application for selected programs funded under No Child Left Behind Act of 2001. The Amesbury Public Schools welcomes that participation of parents in the support of student learning and recognizes that parental involvement increases the opportunities for student success. It is the policy of the Amesbury Public Schools to foster and maintain ongoing communications with parents concerning their opportunities for involvement, their child's eligibility for special programs, their child's educational progress, and the professional qualifications of their child's teachers and the status of their child's schools. The Amesbury Public Schools strives to provide such information in an

understandable and uniform format, including alternative formats upon request, and, to the extent, practical in a language that parents can understand. To the extent practicable, Amesbury Public Schools will also provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory, including providing Informational and school reports under section 1111 In a format and, to the extent practicable, in a language parents understand. Communications with all parents will, at times, respect the privacy of students and families.

F. Some Reasons for Which Suspension May Result:

1. Fighting
2. Assault. **Note: In addition, any student who assaults a staff member on school premises may be subject to expulsion from school by the principal.**
3. Possession of a dangerous weapon. **Note: In addition, students found in possession of a dangerous weapon on school premises may be subject to expulsion from school by the principal.**
4. Theft
5. Leaving the school building or school grounds without permission.
6. Willful destruction of school property.
7. Profanity directed to or about any staff member.
8. Forgery of another student, parent's or teacher's signature on school related correspondence such as report cards, progress reports, agenda booklets or any school generated document.
9. Harassment.
10. Gambling
11. Possession or use of alcohol, drugs, and synthetic drugs on school property.
12. Smoking on or within 100 feet of school property.
13. Misuse of the internet or any school-based technology.
14. Insubordination
15. When in the judgment of the administration the safety and well being of students and others may be jeopardized.

G. Corridor Rules and Passes

1. Behavior and Traffic Pattern

There will be no shouting, running, pushing, or playing in the corridors and stairs at all times. If you have a valid reason to leave the classroom (other than changing classes or going to lunch) you should have a written pass in your possession. Your teacher will sign the pass in your assignment/pass book. You **MUST** have this book with you at all times as this is the only pass which will be accepted. Being in the hall without a written pass may result in a detention.

2. Late to class.

When changing classes, you are expected to be on time for the next class. If you are late to any class with good reason, you should have a written pass from the person that prevented you from being on time. Discipline for tardiness to class is the responsibility of the teacher in charge of the particular class and may result in a detention. No late passes will be issued by the office except for tardiness in the morning.

3. Rest Room Passes

Your teaching team will schedule rest room breaks just before lunch. Students are encouraged not to use the rest rooms during passing time or lunch unless it is an

emergency. If an emergency does occur you need to obtain written permission from a teacher using The Right Of Passage pass system in your Agenda handbook.

H. Appeals

In the assignment of a consequence at any level, the student and parent shall have the opportunity to discuss the matter with the teacher and/or administration.

I. Gum Chewing

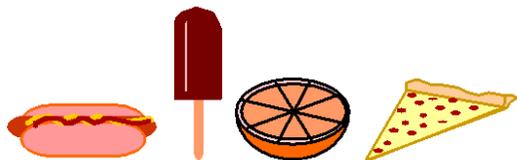
Students will be permitted to chew gum while at school. As long as this privilege does not become a distraction or gum is not used properly. A teacher has the discretion to ask a student to dispose of gum if either of the above two factors mentioned occur. Neither candy nor food of any kind will be allowed in the classroom. Refusal to respect a request of the teacher may result in disciplinary action.

J. Damage to School Property

Please be careful not to damage either the building or its equipment in any way. We each have a responsibility to see that the building is used but not abused. If you should accidentally damage anything, please report it promptly to the office so that it can be repaired. If you should deliberately inflict damage to the building or its equipment by writing on the walls or such things, you will be expected to pay for the damages and will also be subject to disciplinary action.

K. Cafeteria Behavior

Eating in the cafeteria is considered a privilege. A few simple rules must be observed in order to insure a safe, enjoyable lunchroom environment for all students. Failure to observe such rules may result in disciplinary action or loss of lunchroom privileges.



1. You will remain under the supervision of lunch duty teachers at all times during lunch.
2. Running, shouting, pushing and playing will not be allowed.
3. You will remain seated at your assigned table until you are called to the lunch line by a teacher on duty. The lunch line will be single file and cutting will not be allowed.
4. When you finish your lunch, pick up all papers, food and utensils that may be left on top, under, or around the table and dispose of them properly in the designated trash barrels.
5. Students MAY NOT leave the cafeteria during lunch unless you have a written pass or are with a staff member.
6. Students will be going outside for lunch recess when they have finished their lunch. Therefore, students are required to bring jackets with them to the cafeteria every day. While outdoors, you MUST NOT leave the designated outdoor area.
7. Disregard for the above rules will result in disciplinary action.

L. Memorandum of Understanding:

The Memorandum of Understanding is a document that establishes a formalized working relationship between

the School Department, Amesbury Police Department and the Essex County District Attorneys Office. They are committed to providing a safe and violence free educational setting.

Mandatory reportable acts include:

1. Serious incident of assault resulting in injury of a student or staff member. Any provoked or unprovoked attacks.
2. Possession or use of a dangerous weapon
3. Possession or use of drugs, alcohol, or inhalants
4. Destruction of school/personal property
5. Theft, graffiti, arson, or vandalism
6. Sexual assault or inappropriate sexual behavior, touching, fondling, indecent exposure.
7. Harassment and civil rights incidences or threats.

M. Expulsion

According to the Education Reform Act of 1993, under Massachusetts General Laws Chapter 71, Section 37H, gives school principals the authority to expel students from school. Expulsion usually means permanent exclusion from school. Some of the reasons for which expulsion may result are:

1. Possession of a dangerous weapon.
2. Possession of a controlled substance.
3. Assaulting a teacher on school premises or at a school-sponsored event.

If you are charged with a violation you and your parents will be notified in writing of an opportunity for a hearing. After the hearing, if the principal's decision is to expel, you will be notified in writing of your right to an appeal to the superintendent of schools. You will have ten days from the date of expulsion to notify the superintendent of your intention to meet with him/her. You also have the right to counsel during the appeal. You should also know that if you are expelled from school, no school or school district within the commonwealth shall be required to admit you to school or to provide any educational services for you. Further, the superintendent of schools is required to provide a detailed written statement of the reasons for your expulsion to any potential receiving school district superintendent if you apply for admission to that school.



N. Smoking

First Offense: Parents will be contacted immediately upon verification of the violation. Students will be suspended for one day.

Second Offense: Parents will be contacted immediately upon verification of the violation. The student will be suspended for one or more days under the discretion of the principal and/or his designee. The student may also be required to complete a four to eight week smoking cessation program offered by the school.

The Amesbury Board of Health regulation Section G.2. prohibits possession of tobacco products by minors on school property and states:

No minor may be in possession of a tobacco product on school property in the Town of Amesbury. Additionally, smoking for students, staff and visitors is prohibited on school property. In addition a suspension for smoking may result

O. Search

When authorized school personnel have particularized suspicion to believe that a student has control of a contraband item on their possession or in a locker, a search may be conducted. Sweep type searches conducted by the police of all areas in the school may also be ordered by authorized school personnel as an additional way to keep our school drug free. Such sweep searches may include the use of specially trained dogs.

P. Acceptable Use of Electronic Media

The use of electronic media such as computers, the Internet, e-mail, etc. is a privilege essential to learning that offers new freedoms yet demands new responsibilities. The purpose of the computer use is educational. Using computers for public forum, commercial purposes or political lobbying is considered inappropriate and unacceptable. Further, the user shall not use the network to perform any act that is illegal or unethical such as copyright infringement, knowingly passing on viruses, use of inappropriate language or the infiltration of any programs.

The school network may be monitored and the violation of such guidelines will result in loss of electronic media privileges and/or other punishment as prescribed in the student handbook. This is in accordance with School Committee Policy # IJNDB.

III ATTENDANCE

A. Absence

Regular and prompt attendance is one of the most important keys to a child's academic, social, and emotional success at school. If you are absent your parent or guardian is responsible to contact the school prior to 7:35 a.m. the day of your absence to explain why you are not in school. If the school is not informed by a parent and/or guardian that a child will not be attending school, the attendance officer will be sent to the home. Students are responsible for making arrangements with their teachers to make up work missed while they were absent. Excessive absenteeism will be examined when considering student retention and after seven absences in a quarter a team conference with your parent may be scheduled.

B. Tardiness

If you are late to school you must report to the guidance reception office for a pass to your homeroom or class. Failure to report to the office when tardy may result in an office detention. Excessive tardiness will necessitate a parent conference or other disciplinary action. If you are late to class without an acceptable excuse you may be given a detention.

C. Appointments and Early Dismissals

If it is necessary to be dismissed early for some reason a note must be presented to the office in the MORNING and a pass will be issued to allow you to leave the class

you will be in at the time of your dismissal. If a student is dismissed from school prior to 11:00 a.m. and does not return or arrives to school after 11:00 a.m. it is considered an absence. If you are dismissed but return to school later in the day you must be readmitted to class with a pass from the main office.

D. Illness and Dismissals

If you feel ill in school please ask the teacher for permission to see the nurse. She will see you and call home if it is necessary to dismiss you from school. Students must not leave the school during the day for any reason unless sent by the nurse, the principal or assistant principal. Before leaving the school building because of illness or a special dismissal, students must sign out in the main office.

E. Truancy

If you are absent without a legitimate phoned in excuse from a parent and/or guardian you will be considered truant from school. The assistant principal or the principal will send the truant officer out to locate you. The assistant principal or the principal will talk to you AND your parents regarding your truancy.

Your first truancy will require you to serve office detentions after school for the periods missed. Starting with your second truancy, a suspension from school will result.

F. Skipping Class

The first time that you skip a class, you'll serve a determined amount of office detentions from administration. Starting with the second time that you skip a class a suspension from school will result.

G. Absence From School Due to Vacation

Amesbury Middle School staff and administration take great pride in the educational services we provide for students. The curriculum we offer all students is challenging and is aligned with the state frameworks. With this in mind, it is important to us that all children achieve academic success in order to reach their full potential. Anytime a student misses school they have missed classroom experiences that can not be duplicated due to the unique interactions that occur between teacher and student. Although it is preferred that vacation be taken during the vacation periods built into the school calendar, we realize that this is not always possible. Because absence from school for a family vacation is not recognized as a legal absence under Massachusetts State statutes, the following procedure needs to be activated by the student and his/her parents/guardians for consistent communication and collaboration to occur between home and school:

1. A letter from the parent/guardian should be submitted to the principal or his designee regarding the time frame the student will be absent from school due to a vacation.
2. A meeting must be held with the student's teachers

in order to get assignments to complete work in advance. It is the responsibility of the student and his/her parents/guardians to make appropriate arrangements by communicating with their student's team of teachers in advance in order to guarantee that all work is provided for the student to complete over the vacation period. If short notice is given regarding the notification

of a scheduled vacation period, parents/guardians need to be aware that all work requested from the team may not be possible. Therefore, a student who is absent for a family vacation must make up all work missed in order to remain in good standing. If all school work is given to the child prior to vacation, then the student is expected to pass in the completed work to his/her teachers on the first day back to school. Any work that was not provided to the child to complete over the vacation period must be made up within one week of the student's return to school. Together the student and the classroom teacher(s) will make arrangements to meet, collect and discuss the missed work. This kind of partnership between home and school is necessary in order for your student(s) to be successful in completing the required schoolwork in each subject area.

IV. SUPPORTIVE SERVICES

A. Guidance

The adjustment counselor works with students individually and in groups. You should get to know your counselor for a number of reasons. It might be for information about summer camps, jobs, high school careers, course requirements or school rules. You might also have a problem at school or at home that you need to discuss with someone who will listen and help you find a solution. The counselor will help you look at various ways you can solve your problems whether they involve family, teachers, or peer issues. If you would like to speak with the counselor, you should leave your name in the main office, and you will be given an appointment.

B. Health

A nurse is in attendance each day. Health services include physical examinations, screening for eyes, ears, and immunization clinics for students. Parents will receive notification if their child fails any test. If you become ill in class, you may obtain teacher's permission and a written pass in order to report to the nurse.

If you are injured or show signs of illness the nurse must check you. She may send you home and in such cases your parents will be notified. You will not be sent home unless arrangements are made with your parents or the person designated on your emergency card.

C. Library

Our school library, and library staff will provide you with a rich source of materials for independent reading, research, and audio visual viewing in addition to teaching you the best way of locating materials in the library.

In order for you to be admitted to the library, you must have a pass. You may use the library independently during your scheduled study hall periods. Study hall supervisors will only allow those students who have passes from their teachers or from the library, to leave the room. You may also use the library for class projects provided you have a pass from a teacher assigning the project. If you would like to use the library for general purposes, you may come to the library before morning homeroom period or immediately after school for a pass.

The library staff is available to serve students who have been assigned individual library work and to work with students who are doing research, reading books or magazines for pleasure, or using the library facilities for viewing and listening to audio visual materials.

Students are reminded that lost, damaged, or destroyed library materials will be paid for by the student who has signed them out.

D. AMS Homework System In Balance Guidelines

Amesbury Middle School's homework is a practice that supports classroom learning and can serve as a vital link between school and home. This is most successful when the homework is in balance between parent/guardian, student and teacher. On average, students will have daily assigned homework equal to **ten minutes times** their grade level number, per night. This ten minute practical guideline may not include long term projects, studying notes, or studying for tests. Student work that is assigned to be done at home may be counted as much as 10% of a student's final quarterly grade.

Student's Responsibilities

- Use agenda book to keep track of assignments
- Keep track of binders and books
- Manage homework time effectively to meet deadlines
- Ask for help when needed
- Ask for missed work when absent

Teacher's Responsibilities

- Provide instruction, and instructional materials
- Provide deadlines
- Provide encouragement
- Provide feedback regarding work returned
- Provide extra help when needed

Parent/Guardian's Responsibilities

- Establish a regular time and place for homework to be done
- Provide necessary materials
- Provide encouragement
- Maintain an open dialogue about assignments
- Monitor completion