

Elm Street Middle School

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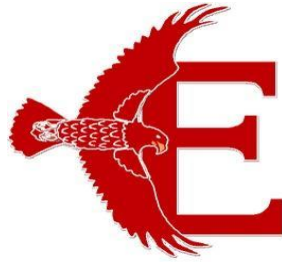
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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!

Printed on recyclable paper



The following students created the custom cover from a compilation of artwork:

Jada Garcia and Aymee Bernardo Da Silva Fernandes

Special thanks to Mrs. Moran, Art Teacher, for designing the cover.

WELCOME FROM THE OFFICE OF THE PRINCIPAL

Welcome to Elm Street Middle School, a diverse community of caring and respectful students with many opportunities to learn and grow. Your dedicated teachers and I encourage you to take advantage of all that Elm Street has to offer and become involved in the extracurricular activities that interest you. Students involved in sports, music, drama and other school-sponsored activities typically do better in school.

We work in teams here at Elm Street in order to provide you with a well-rounded education. A team is a group of teachers who teach and support the same group of students. Teams of teachers' classrooms are closer together, which make it easier for you to get to class on time. Being on a team also means getting to know your teachers really well.

This handbook was developed to help you understand our school and become familiar with its policies. It includes information necessary to get your year off to a good start at EMS and is a good resource to use throughout the year. Please take the time to read it with your parents or guardians. If you cannot find an answer in your handbook, please contact us at school.

Teachers, counselors, and administrators will always be available to help make this year a success. We look forward to a year filled with rewarding experiences and multiple opportunities for you to grow and excel.

ELM STREET MIDDLE SCHOOL MISSION STATEMENT

Elm Street Middle School is a community of caring, respectful, life-long learners committed to a quality education in which all students are inspired to actively engage in rigorous and relevant learning.

MIDDLE SCHOOL BEHAVIORAL EXPECTATIONS

The Nashua Board of Education has approved the following guidelines for managing student behavioral issues. It is impossible for any teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to this code of conduct. This is not only for their benefit, but for the benefit of others as well. Good behavior is a distinguishing feature of good citizenship.

OUR BELIEFS

We Believe...

- Students are the center of everything we do, and our practice reflects their best interest.
- Elm Street Middle School plays a major role in the future life success of our students and the community.
- Character is important and we help shape our students' character.

Elm Street Middle School **EAGLES** Practice

Respect towards **E**ach other:

Students treat themselves and their peers in a positive manner. Bullying and teasing will not be tolerated. Kindness counts.

Respect of **A**uthority:

Students communicate in a respectful and responsible manner with all adults. Students follow rules and directions set up by teachers and administration.

Responsible **G**oal Setting:

Students set academic and nonacademic goals that build their best selves. Students practice behaviors that help them meet their goals.

Respect **L**earning:

Students refrain from any behavior that disrupts the educational process and interferes with a student's right to learn. Students arrive to class on time and prepared to do their best.

Respect for the School **E**nvironment:

Students treat the entire ELM facility with care. This includes, classrooms, supplies, books, computers, restrooms, lockers and beyond.

Respect for **S**elf:

Students respect themselves throughout the day in their attitudes and actions.



CLASS SCHEDULE Trimester 1

Period	Time	Subject	Room #	Teacher
ADVISORY T-Th				
1				
2				
3				
4				
5				
6				
7				

CLASS SCHEDULE Trimester 2

Period	Time	Subject	Room #	Teacher
ADVISORY T-Th				
1				
2				
3				
4				
5				
6				
7				

CLASS SCHEDULE Trimester 3

Period	Time	Subject	Room #	Teacher
ADVISORY T-Th				
1				
2				
3				
4				
5				
6				
7				

ACADEMIC HONESTY

As a student at Elm Street Middle School you should take pride in your work. You should feel that any homework, test, quiz or project is representative of your own efforts. Cheating and plagiarism are dishonest. A student determined to be using the work of others without acknowledgement (plagiarism) will receive a grade of “0” for the work.

AFTER SCHOOL HELP SESSIONS

Although the school day ends at 2:43 pm, each teacher has at least one regular afternoon session each week. This is an opportunity to get caught up on work you've missed or to get help with work you don't understand.

MONDAY	ENGLISH, PHYSICAL EDUCATION, READING
TUESDAY	SCIENCE, MUSIC, SPECIAL EDUCATION
WEDNESDAY	MATH, FAMILY & CONSUMER SCIENCE, TECH ED, COMPUTER EDUCATION
THURSDAY	SOCIAL STUDIES, FOREIGN LANGUAGES, LITERACY, ART, MEDIA CENTER

Make-up sessions start no later than 2:43 PM and last until 3:25 PM. A late bus pass may be issued for those students in after school help sessions.

APPEARANCE & DRESS CODE

All students must be neat, clean and appropriately dressed for school. Appropriate student attire and grooming will not interfere with the educational process or safe participation in curricular areas or any activity where precautions are dictated. Students are required to bring a change of clothing and non-marking sole sneakers for physical education classes. Our minimum guidelines require that students adhere to the following standards:

Students may not wear:

- hats, bandanas or hoods
 - designs on clothing or jewelry that are dangerous or advertise, promote or depict alcohol, tobacco products, illegal substances or violence or be in any way sexually suggestive, profane or explicit
 - visible undergarments
 - clothing that exposes the chest, abdomen or midriff
 - any attire deemed inappropriate by administration.
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- Shirts must have straps that are 1 inch wide or greater.
 - Shorts, skirts and dresses must be as long as the student's fingertips with arms at their sides.
 - Footwear must be worn at all times.

ATTENDANCE

Attendance is required on all school days. The Principal to the District's Attendance Officer shall report patterns of absences, tardiness, or incidents of dismissal not ascertained by the school to be caused by sickness or other justifiable reasons.

Absence:

1. Parents/guardians should report all absences to our 24-hour attendance line (966-3911) no later than 9:00am if possible. If we are not notified of a student's absence, a call from our automated “Alert Now” system will notify the student's family.
2. Upon return to school, a note from a parent/guardian excusing the absence must be brought to the main office if a phone call from home was not made.
3. All unexcused absences may result in a detention. Twenty-four hour notice of a detention will be given.
4. Check with teachers for make-up work.

Lateness to School:

A student is considered late if not in first period by 8:00 am at the opening of school. Late students need to report to the Main Office for an admit slip. Chronic tardiness may result in an afterschool detention. Twenty-four hour advance notice will be given.

Tardiness/lateness to Class:

Students late to class will go directly to class where they will receive a tardy mark by the teacher. Tardiness will be reported to and monitored by the assistant principal's' office. Each class period missed due to school tardiness will be considered a separate occurrence. Students with unacceptable tardiness records will be referred to their administrator and may receive a detention or greater disciplinary action.

Dismissal:

No student is to leave school without permission. If you must be dismissed:

1. Bring a note first thing in the morning to the main office from your parent/guardian stating your name, date, time of dismissal, and your parent/guardian's signature.
2. At our discretion, notes requesting a dismissal may be verified by a telephone call to your parents before dismissal will be honored.
3. Report to the office with your approved note at time of dismissal.
4. Receive a dismissal slip from the main office.
5. Students can only be dismissed by a parent/guardian or those designated on their Student Information Sheets.

Illness:

Students' parents should evaluate a child who is ill in the morning at home. If illness occurs during school, the student should follow these steps.

1. Inform your teacher of your illness and he/she will provide a written pass to the nurse's office.
2. The nurse will determine whether your illness is severe enough to call your parent or guardian and together with your parent or guardian determine if you will be sent home. Students should not call or text home to be dismissed due to medical reasons without the nurses' consent.
3. When dismissed, you will receive a dismissal slip which will be forwarded to the office.

Students with special health problems such as vision, hearing, diabetes, epilepsy, recent surgery, bee sting allergies, or other allergies, asthma, migraine headaches or other medical problems should inform the school nurse immediately. The nurse will make the necessary medical referrals.

Vacation:

Families are encouraged to schedule vacations in conjunction with the school calendar. However, we are aware that due to adult schedules, the family vacation sometimes has to be taken when school is in session. A family vacation is considered an unexcused absence.

BUS BEHAVIOR INFRACTIONS

STUDENT OFFENSES	CONSEQUENCES			
	1ST REPORT	2ND REPORT	3RD REPORT	4TH OR MORE REPORTS
LEVEL II INFRACTIONS <ul style="list-style-type: none">● Improper boarding/departing procedures● Unnecessary noise● Refusing to obey the driver● Improper bus line behavior● Failure to remain seated● Riding another bus route without authorization from the building Principal and/or Director of Transportation● Other Level II infractions as reported by the bus officials.	Warning	Warning or 1-3 day bus suspension	Warning or 1-5 day bus suspension	Warning or up to a 20 day bus suspension
LEVEL I INFRACTIONS <ul style="list-style-type: none">● Smoking● Lighting matches or playing with hazardous items on the bus● Fighting, pushing, tripping● Vandalism● Other behavior relating to safety● Bullying/harassment behaviors● Tampering with bus equipment● Throwing object in or out of the bus● Spitting● Use of obscenities or abusive language toward bus occupants● Misuse of the bus permit/ticket● Other Level I Infractions as reported by the bus officials	Warning or up to a 20 day bus suspension	Up to a 20 day bus suspension	Up to a 20 day bus suspension Possible loss of bus service for the remainder of the year	20 day minimum bus suspension Possible loss of bus service for the remainder of the school year

CELL PHONES & OTHER ELECTRONIC DEVICES

1. MP3/IPODs and other electronic devices (music or gaming) are not allowed.
2. Cell phones are not to be used in school during school hours. They are to be turned off and safely stored.
3. Ear buds/Earphones and other electronic accessories must be safely secured and not visible.

Violations will result in the confiscation of the device and a parent must come in to pick it up. Further disciplinary actions will occur for repeat offenders. The school is not responsible for these items if they are lost or stolen.

DISCIPLINE

The following pages are guidelines for student behavior. Students and parents should refer to the Nashua School District Student Behavior Standards for a further listing of offenses and their consequences. Please refer to the link below for the specifics.

<http://www.nashua.edu/Nashua/Media/PDF-files/Policies/JIC-Student-Behavior-Standards-3-09-15.pdf>

Discipline Code

What not to do....

Serious offenses in school or at any school event could lead to detention, demerits, a call to your parents, or suspensions from school are:

- a) Any act threatening safety of students and teachers.
- b) Fighting in school or on school grounds.
- c) Throwing or kicking objects including snow and food.
- d) Smoking and/or vaping in school or on school grounds.
- e) Stealing
- f) Drinking, possession or under the influence of alcoholic beverages
- g) Drugs, possession or use of.
- h) Leaving school grounds without permission.
- i) Failure to report to any detention.
- j) Wandering in hallways without a pass.
- k) Going to the rest room without a pass.
- l) Tardiness to class.
- m) Habitual classroom or lunchroom offenses.
- n) Profane or obscene language or signs.
- o) Any act which disturbs the normal order of the school.
- p) Any disruptive act; the determination of what is disruptive shall be the responsibility of the administration.
- q) Absence from school without the permission of your parents.
- r) Damage to school property.
- s) Possession or use of fireworks.
- t) Possession of knives.
- u) Gambling.
- v) Inappropriate display of affection.
- w) Unauthorized selling of any product or item.
- x) Bringing non-educational items such as cellphones, iPods, skateboards, toys, collectibles, etc.
- y) Cell phone use is prohibited during the course of the school day.

Detentions:

1. **Teacher Detention:** Students may be told to stay after school by a teacher if they have failed to follow school rules. Students will be given 24-hour notice. Students can arrange transportation home after the detention or take the late bus.
2. **Office Detention:** An administrator may give any student a detention. Detention starts immediately after school and ends at 3:25 p.m. Students must bring schoolwork to detention and must remain quiet throughout the period. Students will be given 24-hour notice. Students can arrange transportation home after the detention or take the late bus.
3. **Lunch Detention:** A teacher or administration may give Students a lunch detention if they have failed to follow school rules.

Demerits:

Parents/guardians will be notified when a student has accumulated 6 demerits. The receipt of the 7th demerit will result in another parental contact and possibly a request to the parent for an immediate conference. The 10th demerit will be accompanied by a suspension from school.

Guide for Demerit Issuance:

<u>Offense:</u>	<u>Disciplinary Action may include:</u>
1. Boys/Girls room w/o permission	2 demerits
2. Cell phone usage	2 demerits or 1 detention
3. Vandalism	Suspension 3 days & pay damage/police or 3 demerits each offense (depending on severity)
4. Not being in assigned room	3 demerits each offense
5. Miss teacher's detention	2 detentions
6. Insolence to staff	2 to 5 demerits (depending on severity)
7. Any disruptive act	2 to 5 demerits (depending on severity)
8. Owed note for absence	1 demerit or 1 detention
9. Wandering at lunch	2 demerits
10. Non- participation in PE	2 demerits or 2 detentions
11. Leaving school grounds in AM	3 demerits

Offenses leading to Suspension:

Acts that are serious, disruptive in nature, present danger or potential danger to a student and others, depriving others of their rights in any way, or any other serious offense will result in removal from class or school.

Specific consequences are outlined in the Nashua School District Student Behavior Standards. We feel that the added responsibility placed upon the student for his/her behavior and the increased communication between parent and administration will increase the ability of our staff to make the learning atmosphere at Elm Street Middle School more productive.

A student who has been suspended out of school will be allowed to make up all work upon return to class; however, anyone participating in extra-curricular activities is excluded from the activity during the suspension. Students who are suspended from school are prohibited from coming on school grounds without prior permission. Teachers are not required to provide schoolwork during the time of the suspension. It is the student's responsibility to meet with his/her teachers to determine the extent of make-up work and develop a time line to complete it. Refer to the Nashua School District Behavior Standards for more information.

EXTRA CURRICULAR ACTIVITY

Student participation in athletics, clubs, dances, etc. is considered a privilege at Elm Street Middle School. Active participation in the classroom and the highest standards of behavior are expected in order for students to participate in any activity or event that takes place outside of the classroom. Determination of eligibility is governed by district policies. Please refer to the link below for specifics on this policy.

<http://www.nashua.edu/Nashua/Media/PDF-files/BOE/Policies%20and%20Procedures/J.%20Students/JJJA-Student-Extracurricular-Eligibility-Academic-Expectations.pdf>

<http://www.nashua.edu/Nashua/Media/PDF-files/BOE/Policies%20and%20Procedures/J.%20Students/JJJA-R-Student-Extracurricular-Eligibility-Procedures.pdf>

<http://www.nashua.edu/Nashua/Media/PDF-files/BOE/Policies%20and%20Procedures/J.%20Students/JJJB-Student-Extracurricular-Activity-Eligibility-Behavioral-Expectations.pdf>

GRADES

Progress Reports:

Parents/Guardians are encouraged to monitor their student's academic progress through X2. Teachers are expected to update students' grades in X2 at a minimum of every two (2) weeks. If you have questions or concerns regarding your child's progress, we encourage you to communicate with your child's teacher and team.

Report Cards:

Report Cards will be posted to X2 three times a year at the conclusion of the trimester. If you need a paper copy, please contact your child's Guidance Counselor.

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	0-59

Honor Roll:

To qualify for trimester honor roll, students must receive a grade of **B-** or better in each subject area; grades are not averaged. "Year" honor roll includes work completed during the first two trimesters. Trimester grades are not averaged for honor roll purposes. Students must also obtain positive "Habits of a Successful Learner" marks to attend honor roll celebrations at Elm Street.

HOMEWORK POLICY

Homework is a constructive tool in the teaching/learning process when geared to the needs, learning styles, and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner.

Teachers will give homework to students to aid in the students' educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes. Teachers shall carefully explain to their students the desired outcome of homework assignments and how homework assignments relate to the grading system.

Guidelines for Parents

A. Homework

1. Establish and maintain a positive attitude toward education in the home by making the completion of homework assignments a priority in your child's daily routine.
2. Provide a quiet area in the home conducive to helping your child study and complete assignments.
3. Provide your child with necessary materials, e.g., paper, pens, pencils, dictionary, reference books, etc. Computer access is encouraged.
4. Help your child if he/she is having difficulty but do not do the assignment for him/her.
5. Become informed about the teacher's requirements and expectations for daily and long-range homework assignments.
6. Become informed about before-and/or after-school academic support that may be available for your child.

B. Homework when you are ill

A student who has been absent from school due to illness is responsible for the makeup of work done during the absence. If your child has been absent from school for 3 or more days and desires assignments for that period, please call the Guidance office (966-3906) prior to 10:00 a.m. The assignments will be ready for pick up the following day by 2:00 p.m.

C. Make-Up work when you take a family vacation

We know that travel can be a wonderfully enriching experience for everyone. To help your child get the most from a vacation, and more importantly, to be true to our belief that class work should only be assigned after it has been taught, the following vacation guidelines have been developed:

1. Schoolwork will not be provided prior to vacations, but assigned upon return. The classroom teacher may modify the amount of the work.
2. Students are always encouraged to read while on vacation. This will greatly enhance both their trip and their academic skills and knowledge.

LOST AND FOUND

There is a lost and found area on the first floor next to the Guidance office, in the large gym, and in the main office where lost belongings are temporarily stored. Please check those places for all lost items. We recommend labeling student belongings.

PUPIL SAFETY AND VIOLENCE PREVENTION

Prevention of Bullying

The Nashua School District is committed to providing all pupils with a safe, secure and peaceful school environment. Conduct constituting bullying or cyber bullying will not be tolerated and is expressly prohibited.

Furthermore, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not an individual is a pupil within the District. The superintendent is responsible for the implementation of this policy.

I. Definitions

1. **Bullying.** Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another Pupil which:

- (1) Physically harms a Pupil or damages the pupil's property;
- (2) Causes emotional distress to a Pupil;
- (3) Interferes with a pupil's educational opportunities;
- (4) Creates a hostile educational environment; or
- (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyber bullying. Cyber bullying is defined as any conduct defined as “bullying” in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyber bullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. Perpetrator. Perpetrator means a Pupil who engages in bullying or cyber bullying.
5. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
6. Victim. Victim means a Pupil against whom bullying or cyber bullying has been perpetrated.

Any reference in this policy to “parent” shall include parents or legal guardians.

II. Statement prohibiting retaliation or false accusations

False Reporting

A pupil found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

Reprisal or Retaliation

The District will discipline and take appropriate action against any pupil who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

The Principal shall determine the consequences and appropriate remedial action for a pupil who engages in reprisal or retaliation after consideration of the nature, severity and circumstances of the act, in accordance with law and Board policies. Any pupil found to have engaged in reprisal or retaliation in violation of this policy shall be subject to disciplinary measures up to and including suspension and expulsion.

Process to Protect Pupils from Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, or if the Principal has reason to believe that retaliation may occur, the Principal shall develop a process or plan to protect that pupil from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Actions available to the Principal and/or Superintendent to protect the pupil include, but are not limited to, re-arranging pupil class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, transferring the perpetrator to another school within the School District, or other means necessary to protect the alleged victim against possible retaliation.

III. Procedure for Reporting Bullying

1. At each school the Principal and/or designee of the Principal shall be responsible for receiving and responding to complaints of alleged violations of this policy.
2. Any pupil who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the pupil is more comfortable reporting the alleged act to a person other than the Principal, the pupil may tell any school district employee or volunteer about the alleged bullying.
3. Any school employee, coach or regular school volunteer who witnesses, receives a report of, or has knowledge

or belief that bullying may have occurred must inform the Principal as soon as possible, but no later than the end of that school day.

4. The Principal shall develop a system or method for receiving anonymous reports of bullying. Although pupils, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section V of this policy.

RESPONSIBLE USE GUIDELINES

The Nashua School District's (NSD) computer network and Internet access are available to students to enhance their educational experience and become computer literate in an increasingly technological world. The NSD network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects. Any misuse will be reported to the Assistant Principals' office and the Student Resource Officer for disciplinary action. Please refer to the link below for the specifics on this policy.

<http://www.nashua.edu/Nashua/Media/PDF-files/BOE/Policies%20and%20Procedures/I.%20Instruction/IJNDB-R-Responsible-Use-Guidelines-Internet.pdf>

SEXUAL HARASSMENT

Acts of sexual harassment by employees or students of the Nashua School District or persons doing business with the District with whom a student or employee may interact in order to fulfill job or school responsibilities is a violation of Nashua School District policy and subjects the offending individual to sanctions and/or disciplinary measures including expulsion of students and termination of employment. Please refer to the link below for the specifics on this policy.

<http://www.nashua.edu/Nashua/Media/PDF-files/Policies/JBAA-Sexual-Discrimination,-Harassment,-Violence-Students-3-9-15.pdf>

STUDENT BEHAVIOR STANDARDS

Good behavior and classroom discipline are necessary if learning is to take place. The purpose of the Nashua School District's Student Behavior Standards is to ensure that a safe and orderly environment is maintained for everyone. These rules are in effect for all Nashua school students at any school function, school sponsored event, school bus stop or bus ride. Please refer to the link below for the specifics of this policy.

<http://www.nashua.edu/Nashua/Media/PDF-files/Policies/JIC-Student-Behavior-Standards-3-09-15.pdf>