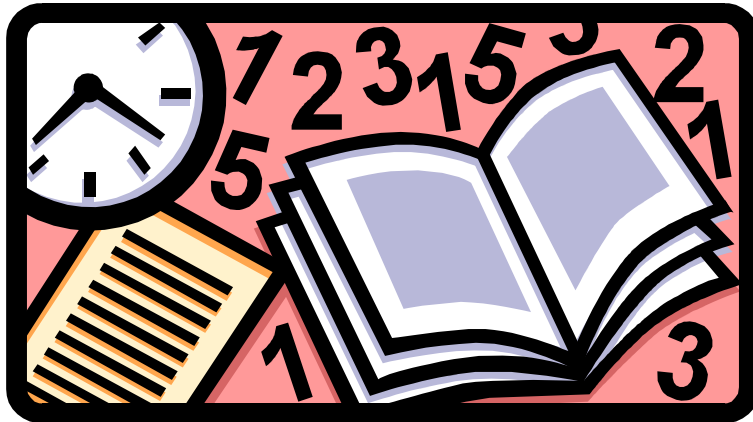


Martin Middle School Student Handbook 2011-2012



MARTIN MIDDLE SCHOOL
111 BROWN STREET
EAST PROVIDENCE, RI 02914

Glenn Piros
Principal

Cheri Guerra
Asst. Principal

Visit our Martin Middle School web site
www.martinmiddleschool.com

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Martin Middle School

WILDCAT PRIDE

**Glenn Piros
Principal**

**Cheri Guerra
Assistant Principal**

Greetings to the Edward R. Martin Middle School Community
Home of the "Wildcats"

On behalf of the faculty, administration, and support staff at Edward R. Martin Middle School, it is my pleasure to welcome everyone to our learning community for the 2011-2012 school year.

The Martin Middle School Community continues to require and emphasize high expectations for all our students. The entire staff is energized and is up to the quality of commitment that has been present throughout this school community. Martin Middle School students have a strong tradition of transitioning from this venue to excel at the high school level and beyond. The Martin Middle School community has and will continue to prepare students to succeed beyond secondary school. Our goal is to inspire students to take on the challenges of their own future.

With the changes that every school year brings, I would like to stress to each individual in our school community that we want to improve and promote positive student engagement for the optimum experience of each student. Student engagement and immersion into their educational career is crucial to their individual success. There are many extracurricular activities available to students throughout the year, these activities aid students to build connects to their school and have proven to help students stay on track with their academics. Please, support students in finding interests and activities that benefit them with being successful while here at Martin Middle School.

Our first day of school is September 8, 2011. School doors will now open at promptly 8:10 AM at the Brown Street entrance. The Middle School day officially starts at 8:20 AM; students will be marked late when arriving after 8:20 AM. In addition, please note that we have our 1st "Meet the Teachers Night" scheduled for Tuesday, September, 20th 2011 from 6:30 to 8:30pm. Further information will be sent home with your child as the date gets closer. There will be many new initiatives for the benefit of all our students this coming year in an effort to enhance student learning, please feel free to contact us with any questions regarding these initiatives.

As we begin the new school year, we challenge students, parents, teachers, and administrators to work to the high level of expectations that the community has set for them, and continually stretch beyond those expectations. Let us continue to focus on building the educational foundation that each student needs in today's world. On behalf of Ms Guerra, welcome to Martin Middle Schools promising 2011-2012 school year.

Sincerely,

Glenn J. Piros

Glenn J. Piros
Principal,
Edward R. Martin Middle School.

IMPORTANT
SCHOOL TELEPHONE EXTENTIONS
(Please Keep This For Your Convenience)

Martin Middle School: 435-7819
Main Office: ext. 100
Principal, Glenn Piros: ext.100

Assistant Principal's:
Ms. Guerra-104

School Resource Officer: Cheri Almeida 435-7819 ext. 101

Secretary, Mrs. Cunha: ext. 100 Secretary, Mrs. Andrade: ext. 104

School Nurse, Mrs. Jennifer Carlson: ext. 105

House A
Guidance, Mr. Faragalli - 113

House B
Guidance, Ms. Fran Barry - 106

Guidance Secretary-Mrs. Watson ext. 120

Music Department: 118 or 435 -7844

My child is in Grade _____, House _____, Homeroom _____.
His/Her Assistant Principal is _____.
His/Her Guidance Counselor is _____.

EAST PROVIDENCE SCHOOL DEPARTMENT MISSION STATEMENT

The East Providence School Department, in partnership with families and community, is committed to provide a comprehensive, inclusive program of academic excellence in a safe, nurturing environment, preparing all students to become responsible, life-long learners able to meet the challenge of the 21st century.

Edward R. Martin Middle Mission Statement

The Martin Middle School community is dedicated to preparing our students to succeed now and in the future by providing a safe and welcoming standards based learning environment focused on achievement, respect, responsibility, kindness, and pride.

Edward R. Martin Middle School

2011-2012

GUIDANCE DEPARTMENT

Each House is assigned a Guidance Counselor for the school year. He or she is there to help assist your child succeed. Any questions regarding grades and/or other concerns, please contact your child's counselor:

The following services are provided for each student:

1. Counseling
2. Guidance Information
3. Test Score Appraisal
4. Group Guidance
5. Parent Conferences
6. School and Community Resources
7. Placement
8. Evaluation

Enjoy your middle school experience! Your guidance counselor is here to help you with personal adjustments and other concerns. You have assumed specific responsibilities as a young adult attending our school. Please be courteous and polite in your behavior. Think and participate!

PROGRESS REPORTS

- sent home 5 weeks after a new quarter begins
- filled out by each teacher for every major subject
- **must** be signed by a parent/guardian and **returned** to each teacher

REPORT CARDS

- sent home at the end of every Quarter (every 10 weeks)
- **must** be signed and returned to the student's homeroom teacher

SPORTS - Martin offers a complete interscholastic competitive sports program for boys and girls. These teams represent and reflect credit on our school. Students are expected to pass their academic subjects in order to participate on a team. All students wishing to participate in a sport **MUST HAVE PROOF OF A COMPLETE SPORT'S Physical BEFORE** trying out.

Girls Sports: Soccer, Basketball, Cheerleading, Softball, and Track

Boys Sports: Soccer, Basketball, Wrestling, Baseball, and Track

Other Activities/Clubs Available -

- Band, Chorus, Robotics, Drama Club, Talent Show, Beautification Team, Project PRISE, Ski Club, Student Council, Yearbook Club and many others.

After school clubs have become very popular. All students are encouraged to take part in as many of these positive activities to enhance their Middle School success! All students must be passing their academic subjects in order to be involved in Extra-Curricular Activities. IT'S FUN TO BE INVOLVED!!!!!!

****Social Events** - Students will NOT be allowed to attend any school function if he/she is absent, suspended, and/or owes detention on the day of a school function (Sporting Event, Dance, After School Clubs, etc ...)

Monthly Communicator -A few times each year newsletters will be sent to all parents and guardians. The Bi-Weekly Communicator contains information about school activities, important dates and highlight student and teacher projects.

EXAMS - Mid-year and Final exams are given to 8th grade students only. These exams are based on the semester's work and reinforce skills learned throughout the term. Specific dates will be given in the school newsletter.

VISITORS All visitors to the school MUST SIGN IN at the Main Office upon arrival. The visitor must sign a register and receive a "Visitors Pass", which must be worn for the duration of his/her school visit.

NO SCHOOL / DELAY OF SCHOOL / EARLY CLOSING

Media School Announcements

RADIO STATIONS: WPRO - WWLI - WLKW - WHJJ

TV STATIONS: Channels 6 - 10 - 12

Connect Ed Phone call:

TIME: 6:30am and news bulletins thereafter.

DELAYING THE OPENING OF SCHOOL

When storms hit our region, the Superintendent of Schools has the option to delay the opening of school for one or two hours. In that event, students SHOULD NOT be sent to school at the usual time. Supervision at our school may not be available, due to road conditions that keep personnel from arriving before school begins.

ONE HOUR DELAY: students are NOT to arrive BEFORE 9:10 AM

TWO HOUR DELAY: students are NOT to arrive BEFORE 10:10 AM

Proof Of Residency

RULES AND REGULATIONS

The following basic rules govern the behavior and performance of all children at Martin Middle School and are in conjunction with the East Providence School Committee policy on discipline. The school has jurisdiction over expected standards of student behavior/conduct while the student is at school, on school trips, at school functions, at school bus stops, on school busses. Misconduct at any of the places mentioned above will result in disciplinary action by school authorities.

TRANSPORTATION

BUS STUDENTS -Riding the bus is a PRIVILEGE. Bus passes **must be** shown in the morning and in the afternoon, before boarding the bus. Students are not allowed to ride any bus other than their assigned one. Any request in a bus change must be made through the Transportation Office, 433-6229. Bus Passes can be replaced if lost. The cost for the first replacement is \$1 and increases by one dollar for each replacement.

NON-BUS STUDENTS should not arrive at school before 8:10 a.m.

BREAKFAST AND LUNCH

1. The Martin Middle School Breakfast Program is open to our students between 8:10 am - 8:20 am in the cafeteria.
*Only students eating Breakfast will be allowed in Cafeteria. It is not a time to socialize. Students can lose Breakfast Privileges if they do not behave properly or if they are not in eating breakfast.
2. All lunches (bag lunches or school café lunches) **MUST** be eaten in the cafeteria only. **No FOOD OR DRINK IS TO LEAVE THE CAFETERIA.**
3. Food and Milk must be paid for at the time of purchase
4. Students must behave properly in the cafeteria. Area cleanliness, order and courtesy to others are to be maintained at all times.
5. Tables are to be left clean and all trash is to be placed in the proper receptacles before leaving the cafeteria.

ABSENT/TARDY

Truancy is a violation of Rhode Island Law and may result in referral to the courts. In the interest of safety, when a student is to be absent, parents should call the Main Office. Also, upon his/her return to school, the student **must present** a **WRITTEN EXCUSE**, to his/her homeroom teacher stating the reason for the absence.

UNAUTHORIZED ABSENCE (BUNKING) is considered a *SERIOUS SAFETY MATTER* and requires a meeting with the student, parent/guardian, and the Assistant Principal. The student will receive a minimum of 5 hours of After School Detention. Continued violations will be referred to the School Districts Attendance Officer for other necessary action(s).

EARLY DISMISSAL: Students must bring a written request signed by the parent/guardian to their Homeroom Teacher 8:10 a.m. The exact time of dismissal is required on the request. Final dismissal is to be in the main office. ***Only those persons whose name appears on the students file will be allowed to take the students from school.***

HOMEROOM: All students are required to be in their HOMEROOM by 8:10 am. Promptness is a matter of student responsibility. After 8:20am, students are tardy and must sign in at the main office.

- After **5 tardies** -the student will receive one night detention with his/her Assistant Principal, for ***each day tardy.***
- **10 or more tardies-** A mandatory parent conference and a report to the School's District Attendance Officer for possible truancy court referral will be made.

THE ONLY EXCUSED TARDINESS: Doctors visits verified with signature.

VISITORS

All visitors to the school **MUST SIGN IN** at the Main Office upon arrival. The visitor must sign a register and receive a "Visitors Pass", which must be worn for the duration of his/her school visit.

TRUANCY COURT

Truancy is a violation of Rhode Island Law and may result in a referral to the courts. In the interest of safety, when a student is to be absent, parents need to call the main office or your student's house secretary at 435-7819. Also, upon his/her return to school, the student must present a **WRITTEN EXCUSE**, to his/her homeroom teacher stating the reason for the absence. Any student who is repeatedly truant to school will be assigned nights of detention.

SCHOOL PROPERTY AND PRIVATE PROPERTY

Any student who attempts to damage or intentionally damages any school property may be suspended up to 5 school days **AND** will be required to make monetary restitution as well.

Due to the school having carpet throughout the building, **GUM CHEWING** is not allowed. It is extremely difficult, if not impossible to get gum off/out of the carpet.

The school is **not responsible** for lost private/personal property brought to school by students (ex: CD's, CD Players, walkmans, cell phones, clothing, iPods, etc...).

It is a risk one takes when bringing personal belongings to school. The school cannot be held liable for misplaced/damaged belongings.

RADIOS, CD PLAYERS, WALKMANS, CELL PHONES, BEEPERS, OR ANY OTHER ELECTRONIC EQUIPMENT

Radios, cassettes, CD Players, pagers, laser lights, cell phones, or any other electronic equipment are NOT ALLOWED in the school building. (SEE General Laws of RI 16-21.2-11). They are a distraction and a disruption in the educational learning process.

If they are seen or heard by faculty or staff they will be confiscated and *only* returned to a parent or legal guardian.

LATE BUS POLICY

There is only one Late Buses available for students to take home in the afternoon.

It is a privilege to ride on this bus and if conduct on the bus is inappropriate, the privilege will be taken away. Transportation home from detention or afterschool activities *will then be* the student/parent/guardians responsibility.

LATE BUS @ 3:45PM: Students are allowed to take this bus if they have stayed after school for Detention with a Teacher or Assistant Principal or for AFTER SCHOOL CLUBS. Any student who is riding this bus must have his/her name given to Ms. Guerra for permission to ride on the bus. ** Students MUST PRESENT THEIR REGULAR BUS PASS when boarding the bus.

CODE RED PROCEDURE

The East Providence School Department, in conjunction with the Rhode Island Emergency Management Agency (RIEMA) and the City of East Providence, has developed a *CODE RED* procedure. In the event that RIEMA declares a *CODE RED* situation, all public schools will shelter students within the school setting, lock all doors, close all windows and turn off all ventilation systems.

A *CODE RED* is often referred to as a "Lock Down".

During the *CODE RED*, no one will be allowed to enter or exit the school site until an "All Clear" has been issued by RIEMA. This procedure will be rehearsed by all administrators, faculty, staff, and students much in the same way as we practice other emergency protocols, such as fire drills, etc.

It is the intention to practice these procedures in the least disruptive manner so as to reduce student anxieties during the process.

Students are to follow the direction of the staff member(s) that they are with during the *CODE RED* Lock Down. No student is to exit the building during the lock down.

An actual *CODE RED*, (not a drill) WILL BE a serious event. There must be a serious approach to the situation by all students. Announcements concerning an emergency of this nature will be broadcast on local television and radio stations:

Channel 6 (ABC 6)	WPRO 630AM; 92.3 FM, LITE ROCK 105 FM
Channel 10 (NBC 10)	WHJJ/WHJY (920 AM; 94.1 FM)
Channel 12 (CBS 12)	WSNE (93.3 FM)
Fox 64	B101 (101.5 FM)

Parents should not come to school to pick up students as the schools will be locked and sealed. Parents should avoid calling the school; lines must stay open for emergency communication. Schools will be open as soon as the "All Clear" is given. Emergency officials indicate that sheltering should last no more than a matter of hours. Natural air movement should clear the threat from the area.

DISCIPLINE AND SUSPENSION POLICY

In accordance with the East Providence School Department, East Providence, Rhode Island DETENTION POLICY

- Detention may last up to ONE FULL HOUR (ending no later than 3:45pm) for any teacher or Assistant Principal.
- The Assistant Principals' detention is held daily in the Cafeteria for exactly 1 hour.
- Bus students will be given a 24 Hour Notice of their Assigned Detention unless parent/guardian approval of immediate consequences has occurred.
- Students reporting for detention MUST stay in their Homeroom until 2:35pm, and then immediately report to their assigned detention with his/her Teacher or Assistant Principal.
- There is a 3:45pm Late Bus (Mondays - Thursdays ONLY) for those students who are after school for Detention.
- A student CANNOT board this bus if he/she did not stay after school with a teacher!

DRESS CODE

The following dress code is not meant to be restrictive, but is intended to guide students and their parents/guardians in choosing clothing which is safe, appropriate and not distracting to wear in school.

NO EXTREMES of dress and grooming will be tolerated. Parents will be notified of any inappropriate dress. The Assistant Principal and/or Principal will be the authority in such cases.

The following is a list of inappropriate dress for students:

- No "SAGGING" of pants. Pants should be worn with proper fit.
- No LOW CUT PANTS or Pajama bottoms should be worn.
- No Spaghetti Strap Tops, Half Shirts (showing ones midriff), or Low Cut blouses/shirts.
- No SEE THROUGH clothing is to be worn.
- No articles of clothing with obscene/vulgar words, words referring to illegal substances (alcohol & drugs), words and/or pictures depicting acts of violence are allowed.
- Shorts and skirts must be no shorter than one inch above the knee. (even if tights are worn under)

- No **Coats/Jackets** are to be worn within the school during the school day. (**This is a Health precaution.**)
- No **BANDANAS** or headgear (ex: hats, do-rags, sports head bands, etc.) may be worn during the regular school day.
- No Pajamas
- No Chains, collars, bracelets with studs, etc ...

SUSPENSION AND EXPULSION

The term "**suspension**" means the denial of school privileges by the Assistant Principal and/or Principal or his/her designee for not more than 10 consecutive school days. Suspendable actions by students require a mandatory meeting of the student, parent/guardian, Assistant Principal/Principal.

The term "**expulsion**" means the exclusion or suspension from school by the School Committee for more than 10 consecutive school days. Neither a suspension nor an expulsion shall extend beyond the end of the school year.

A student may be suspended and/or expelled for breaches of conduct that occur at/or on school time, school property, school transportation, a school sponsored activity/event or for breaches of conduct which occur at such other time, place/event where there is a connection with the school.

The following is a list of some of the actions that may result in suspension from school by the Assistant Principal and/or Principal:

- Any abusive, obscene, or profane language or gestures.
- Any disrespect, refusal to obey authority (teacher, administrator, adult sponsor, chaperon, or school staff member).
- Striking, assaulting, threatening, intimidating or blackmailing another person (student, teacher, etc.)
- Any student actively engaged in fighting.
- **BULLYING** of other students.
- Smoking in or on school grounds.
- Any student in possession, distribution or consumption of illegal drugs, medication, or alcohol, including being under the influence of drugs or alcohol, or any other violation of the School Department's **ZERO TOLERANCE** Policy regarding drugs and alcohol.
- Destruction or mutilation of property.
- Engaging in sexual harassment. (see definition on following pages)
- Theft
- Any other conduct which is a violation of the law, a violation school policy, or which is prejudicial to teaching, learning or the safety
- of the school, its students, teachers, administrators and personnel.

Anti-Bullying District Policy (SC Policy V.A. 19.)

The East Providence School Department affirms the principle that its students, faculty and staff have the right to study and work in a school community free from bullying and intimidation. **It will be the responsibility of all supervisory and professional personnel to report any perceived acts of bullying immediately to their administrative superiors.**

1. Prohibition against Bullying: Bullying prohibited in the public schools of East Providence, RI. [R.I.G.L. 16-21-26]. The prevention of bullying is part of the East Providence school district's strategic plan. [R.I.G.L. 16-7.2-2(e)] and school safety plan [R.I.G.L. 16-21-24].
2. Definition of Bullying:
 - Bullying occurs when a student, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, or taunts another student.
 - Verbal abuse to include teasing, name-calling and harmful gossip.
 - Emotional abuse to include humiliation, shunning and exclusion.
 - Cyber bullying/harassing through any means or electronic communications. "Electronic" communications shall include any verbal, textual or graphic communication of any kind effected, created or transmitted by the use of any electronic device, including, but not limited to, a computer, telephone, cellular telephone, text-messaging device and/or personal data assistance device.
3. At School: In the context of these regulations, the phrase **at school** includes the following places and situations:
 - In a classroom
 - Elsewhere in the school
 - On school property
 - Immediately adjacent to school property
 - On a school bus or other school vehicle
 - At school bus stops
 - While students are walking to or from school
 - At any school-sponsored activity or event, whether or not held on school premises.
4. Disciplinary Sanctions: Disciplinary sanctions for bullying may include:
 - Loss of the opportunity to participate in extracurricular activities
 - Loss of the opportunity to participate in school social activities
 - Loss of the opportunity to participate in graduation exercises
 - Loss of school bus transportation.

- Transfer to another school
 - Verbal reprimand followed by parent conference
 - Assignment of community service
 - Short term school suspension [10 or fewer days of suspension] or long term school suspension [suspension for more than 10 days]
 - Expulsion
5. Reporting Bullying: The principal of each school in the East Providence School District shall establish, and prominently publicize to students, staff, volunteers, and parents how a report of bullying may be filed and how this report will be acted upon. The victim of bullying, anyone who witnessed the bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

ZERO TOLERANCE

ZERO TOLERANCE - VIOLENCE

Incidents of violence will not be tolerated in any form by the School Department. This includes acts of violence against any student, staff member, or any visitor to a school or property or at any school sponsored activity, on or off school grounds. Violators of this section shall be subject to a suspension and/or expulsion hearing.

The Memorandum of Understanding between the East Providence Police Department and East Providence School Department outlines an agreement between the school department and the police department to maintain an open line of communication to deal with and prosecute those persons who pose a threat to the safety of students and staff in school.

ZERO TOLERANCE - WEAPONS

The possession of a weapon or dangerous instrument on school property or at any school sponsored event will be grounds for suspension and/or expulsion hearing.

A weapon or dangerous instrument is defined as, but not limited to:

Firearms, guns, imitation guns, explosives, acid, air-guns, blackjacks, slingshots, billy clubs, metal knuckles, bludgeons, so-called Kung-Fu weapons, knives, daggers, stilettos, swords, razors, bows, arrows, etc.

ZERO TOLERANCE - DRUGS AND ALCOHOL

The use and possession of illegal drugs and alcohol, by students, will not be tolerated. All students have the right to attend school in a drug and alcohol free environment. Students shall NOT use, possess, sell, distribute, or transfer illegal drugs, drug paraphernalia, unauthorized medication or alcohol, and they shall not be under the influence of drugs or alcohol prior to coming to school, at any time during the school day, on or off school premises, or at any school related/sponsored event. Violators of this policy shall be subject to suspension and/or expulsion. Violators may also be referred for drug/substance abuse counseling, and may be required to submit to drug testing as a condition of being readmitted to school. Furthermore, whenever there has been a violation of the law, law enforcement agencies shall be immediately notified.

SEXUAL HARASSMENT

SEXUAL HARASSMENT - STUDENTS

It is the policy of the East Providence School Committee that all students have the right to work and learn in an environment free from all forms of discrimination and harassment. This right is granted, first and foremost, by the Constitution of the United States and is supported by Federal and State laws. In light of this policy, the East Providence School Committee is committed to ensuring that the learning environment shall be free from behavior which can be considered harassing, coercive, or disruptive.

Sexual harassment is defined as unsolicited remarks, gestures, or physical contact, display of or circulation of written materials or pictures derogatory to either gender, sexual advances and/or requests for sexual favors. In addition, other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to maintain employment and/or specific grade; or
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment or achievement; or
3. Such conduct or communications have the purpose or effect of substantially interfering with an individual's employment or learning and/or creating an intimidating, hostile, or offensive environment.

The above definition also includes sexual innuendoes, jokes, comments, pictures, epithets, derogatory slurs and/or questions which are offensive or objectionable to the recipient. The School Committee wishes it understood that this policy applies equally to both genders.

What one person may consider acceptable behavior may be viewed as sexual harassment by another person. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to verbal or physical sexual behavior or conduct, which is not welcome, is personally offensive, makes a student feel confused, angry, guilty, helpless, frightened, and/or alone; and, therefore, interferes with a student's learning. Sexual harassment is a behavior which will not be tolerated by the East Providence School System and which will result in disciplinary action up to and including suspension and/or expulsion.

FAILURE IN SUBJECTS

If a student fails 16-31 points for their final grade, he/she must attend summer school for one of those classes.

If he/she fails a total of 32 points or more on their final grade, he/she will not be promoted.

<u>SUBJECT</u>	<u>GRADES</u>	<u>POINTS</u>
English/Language Arts	6,7,8	8
Social Studies	6,7,8	8
Math	6,7,8	8
Science	6,7,8	8
Foreign Language - for a Full Year	8	8
Exploratory Foreign Language - (5 weeks)	7	1
Physical Education	6,7,8	2
Health	6,7,8	2
Reading (PLP)	6,7,8	2
Computers	6,7,8	2
Keyboarding	6	2
Intervention	6,7,8	1
Art	6,7,8	2
Robotics	6,7,8	2
Bridges and Levers	6,7,8	2
Chorus	6,7,8	2
Band	6,7,8	2

PRIMARY DUTIES AND RESPONSIBILITIES OF A SCHOOL RESOURCE OFFICER

School Resource Officers are responsible for all of the police related activities at the school where they are assigned. They establish rapport with students, faculty, and the community. The officer will act as liaison between the school and the police department.

The officer has the responsibility of dealing with campus related problems that range from crime prevention to law enforcement, investigative follow-up, individual and group counseling, and delinquency. A working knowledge of the community's social service agencies and the adult and juvenile justice system is essential. The school resource officer will be a referral source for various social service agencies.

The school resource officer must interact with area residents and businesses to form partnerships in crime prevention and controlling or redirecting illicit youth group activity. He or she must regularly participate in meetings and committee work within the officer's assigned school and occasionally communicate with the media whenever possibly.

Sheri Almeida,

School Resource Officer

PTO INFORMATION

President: Kelly Cipriano

Secretary: Erin Tewksbury

Treasurer: Patricia Buteau

The first PTO meeting will be held on Wednesday, September 21st at 6:30pm.

* We strongly encourage participation in our PTO!!!

SCHOOL-HOME COMMUNICATION

The Administration Office of this School (Principal & Assistant Principal) must make all appointments with parents regarding faculty-student relationships. This policy is necessary for the satisfaction of all individuals concerned. Parents are encouraged to make appointments if they feel they are necessary. (435-7819)

Please list on the attached forms the name of your employer, phone number and extensions at which you can be reached. It is absolutely necessary that we have this information for the safety and welfare of the student. *****If there is any change in the information during the school year, please notify the Assistant Principal and/or Secretary as soon as possible in order to ensure the necessary corrections can be made.**

The following pages

must be

SIGNED & RETURNED

No later than

Thursday, September 15, 2011

2011-2012
ACKNOWLEDGEMENT OF RULES AND REGULATION

IMPORTANT: PLEASE SIGN THIS FORM AND HAVE YOUR STUDENT RETURN IT TO HIS/HER HOMEROOM TEACHER. THE COPY OF THE HANDBOOK IS KEPT BY YOU, THE PARENT/GUARDIAN. YOUR SIGNATURE ON THIS PAGE DOES NOT NECESSARILY IMPLY APPROVAL OF THE RULES, BUT RATHER AN ACKNOWLEDGEMENT OF THEIR EXISTENCE. YOUR SIGNATURE ALSO INDICATES THAT YOU HAVE RECEIVED AND READ THE ATTACHED SCHOOL COMMITTEE POLICY ON DISCIPLINE. THANK YOU.

STUDENT'S NAME _____ GRADE _____ HOUSE _____

STUDENT'S ADDRESS/ZIP _____

HOME PHONE NUMBER _____ CELL # _____

FATHER/LEGAL GUARDIAN'S NAME _____

ADDRESS _____ HOME PHONE # _____

WORKPLACE _____ WORK PHONE # _____ CELL# _____

MOTHER/LEGAL GUARDIAN'S NAME _____

ADDRESS _____ HOME PHONE # _____

WORKPLACE _____ WORK PHONE # _____ CELL# _____

BROTHERS/SISTERS ATTENDING MARTIN MIDDLE SCHOOL

NAME _____ GRADE _____ HOUSE _____

NAME _____ GRADE _____ HOUSE _____

****WHO DOES YOUR CHILD LIVE WITH?** _____

PARENT/LEGAL GUARDIAN SIGNATURE _____

OTHER RESPONSIBLE ADULTS WHO MAY BE CONTACTED INCASE OF AN EMERGENCY

NAME _____ PHONE # _____ CELL # _____

NAME _____ PHONE # _____ CELL # _____

Thank you for your cooperation. ****If you would like MMS School & PTO "UPDATES" through E-Mail, please supply us with your email here:** _____

**Martin Middle School
111 Brown Street
East Providence, RI 02914**

Dear Parent/Guardian:

Children need healthy meals to learn. **Martin Middle School** offers healthy meals every school day. Breakfast costs \$1.25; lunch costs \$2.50. Your children may qualify for free meals or for reduced price meals. Reduced price is .30 for breakfast and .40 for lunch.

1. Do I need to fill out an application for each child? No. Complete the application to apply for free or reduced price meals. Use one Free and Reduced Price School Meals Application for all students in your household. We cannot approve an application that is not complete, so be sure to fill out all required information. **Return the completed application to: Martin Middle School 111 Brown Street, East Providence, RI 02914.**

2. Who can get free meals? Children in households getting Food Stamps or TANF and most foster children can get free meals regardless of your income. Also, your children can get free price meals if your household income is within the free limits on the Federal Income Guidelines.

3. Can homeless, runaway and migrant children get free meals? Please call **435-7819** to see if your child(ren) qualify, if you have not been informed that they will get free meals.

4. Who can get reduced price meals? Your children can get low cost meals if your household income is within the reduced price limits on the Federal Income Chart, shown on this application.

5. Should I fill out an application if I got a letter this school year saying my children are approved for free or reduced price meals? Please read the letter you got carefully and follow the instructions. Call the school at **435-7819** if you have questions.

6. I get WIC. Can my child(ren) get free meals? Children in households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.

7. Will the information I give be checked? Yes, we may ask you to send written proof.

8. If I don't qualify now, may I apply later? Yes. You may apply at any time during the school year if your household size goes up, income goes down, or if you start getting Food Stamps, TANF or other benefits. If you lose your job, your children may be able to get free or reduced price meals.

9. What if I disagree with the school's decision about my application? You should talk to school officials. You also may ask for a hearing by calling or writing to: **Martin Middle school, 111 brown St. East Providence, RI 02914**

10. May I apply if someone in my household is not a U.S. citizen? Yes. You or your child(ren) do not have to be a U.S. citizen to qualify for free or reduced price meals.

11. Who should I include as members of my household? You must include all people living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children who live with you.

12. What if my income is not always the same? List the amount that you normally get. For example, if you normally get \$1000 each month, but you missed some work last month and only got \$900, put down that you get \$1000 per month. If you normally get overtime, include it, but not if you get it only sometimes.

13. We are in the military, do we include our housing allowance as income? If your housing is part of the Military Housing Privatization Initiative, do not include your housing allowance as income. All other allowances must be included in your gross income.

If you have other questions or need help, call **435-7819**.

Si necesita ayuda, por favor llame al teléfono: 435-7819.

Si vous voudriez d'aide, contactez nous au numero: 435-7819.

Sincerely,

**Glenn Piros,
Principal**

INSTRUCTIONS FOR APPLYING

If your household gets FOOD STAMPS OR TANF, follow these instructions:

- Part 1:** List child(ren)'s name, school, grade, and a Food Stamp or TANF case number.
Part 2: Check the appropriate box, if any.
Part 3: Skip this part.
Part 4: Skip this part.
Part 5: Sign the form. A Social Security Number is not necessary.
Part 6: Answer this question if you choose to.

Check the appropriate box and contact [your school, homeless liaison, migrant coordinator].
Fill out application by following instructions for ALL OTHER HOUSEHOLDS.

If you are applying for a FOSTER CHILD, follow these instructions:

- Part 1:** Use a separate application for each foster child. List the child's name, school, and grade.
Part 2: Skip this part.
Part 3: Check the box and list the child's personal use monthly income, if any.
Part 4: Skip this part.
Part 5: Sign the form. A Social Security Number is not necessary.
Part 6: Answer this question if you choose to.

ALL OTHER HOUSEHOLDS, including WIC households, follow these instructions:

- Part 1:** List each child's name, school, and grade.
Part 2: Check the appropriate box, if any.
Part 3: Skip this part.
Part 4: Follow these instructions to report total household income from last month.
Column 1–Name: List the first and last name of **each** person living in your household, related or not (such as grandparents, other relatives, or friends). You must include yourself and all children living with you. Attach another sheet of paper if you need to.
Column 2 –Gross income last month and how often it was received. Next to each person's name list each type of income received last month, and how often it was received. For example, *Earnings from work:* List the **gross income** each person earned from work. This is not the same as take-home pay. **Gross income is the amount earned before taxes and other deductions.** The amount should be listed on your pay stub, or your boss can tell you. Next to the amount, write how often the person got it (weekly, every other week, twice a month, or monthly). *All other income:* List the amount each person got last month from welfare, child support, alimony, (second column) pensions, retirement, Social Security (third column), and ALL OTHER INCOME SOURCES (fourth column). In the All Other column, include Worker's Compensation, unemployment, strike benefits, Supplemental Security Income (SSI), Veteran's benefits (VA benefits), disability benefits, regular contributions from people who do not live in your household, and ANY OTHER INCOME. Report net income for self-owned business, farm, or rental income. Next to the amount, write how often the person got it. If you are in the Military Housing Privatization Initiative do not include this housing allowance.
Column 3–Check if no income: If the person does not have any income, check the box.
Part 5: An adult household member must sign the form and list his or her Social Security Number, or mark the box if he or she doesn't have one.
Part 6: Answer this question if you choose to.

FREE AND REDUCED PRICE SCHOOL MEALS FAMILY APPLICATION

Part 1. Children in School (Use a separate application for each foster child)

Names of all children in school (First, Middle Initial, Last)	School Name	Grade	Food Stamp or TANF case # (if any). Skip to Part 5 if you list a Food Stamp or TANF case #

Part 2. If the child you are applying for is homeless, migrant, or a runaway check the appropriate box and call [your school, homeless liaison, migrant coordinator at phone #401-433-6200.

Homeless Migrant Runaway

Part 3. Foster Child

If this application is for a child who is the legal responsibility of a welfare agency or court, check this box and then list the amount of the child's personal use monthly income: \$ _____. Skip to Part 5.

Part 4. Total Household Gross Income—You must tell us how much and how often

1. Name (List everyone in household) <i>(Example)</i> <i>Jane Smith</i>	2. Gross income and how often it was received <i>Example: \$100/monthly \$100/twice a month \$100/every other week \$100/weekly</i>				3. Check if NO income
	Earnings from work before deductions	Welfare, child support, alimony	Pensions, retirement, Social Security	All Other Income	
	\$200/weekly _____	\$150/weekly _____	\$100/monthly _____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>
	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	\$ ____ / ____	<input type="checkbox"/>

Part 5. Signature and Social Security Number (Adult must sign)

An adult household member must sign the application. If Part 4 is completed, the adult signing the form must also list his or her Social Security Number or mark the "I do not have a Social Security Number" box. (See Privacy Act Statement on the back of this page.)

I certify (promise) that all information on this application is true and that all income is reported. I understand that the school will get Federal funds based on the information I give. I understand that school officials may verify (check) the information. I understand that if I purposely give false information, my children may lose meal benefits, and I may be prosecuted.

Sign here: X _____ Print name: _____ Date: _____
 Address: _____ Phone Number: _____
 Social Security Number: ____ - ____ - _____ I do not have a Social Security Number

Part 6. Children's racial and ethnic identities (optional)

Mark one or more racial identities: Mark one ethnic identity:

Asian American Indian or Alaska Native Hispanic or Latino

White Native Hawaiian or Other Pacific Islander Not Hispanic or Latino

Black or African American Other

Don't fill out this part. This is for school use only.

Annual Income Conversion: Weekly x 52, Every 2 Weeks x 26, Twice A Month x 24 Monthly x 12
 Total Income: _____ Per: Week, Every 2 Weeks, Twice A Month, Month, Year Household size: _____
 Categorical Eligibility: ___ Date Withdrawn: _____ Eligibility: Free ___ Reduced ___ Denied ___ Reason: _____
 Temporary: Free ___ Reduced ___ Time Period: _____ (expires after ___ days)
 Determining Official's Signature: _____ Date: _____
 Confirming Official's Signature: _____ Date: _____ Follow-up Official's Signature: _____ Date: _____

SHARING INFORMATION WITH MEDICAID/SCHIP

Dear Parent/Guardian:

If your children get free or reduced price school meals, they may also be able to get free or low-cost health insurance through Medicaid or the State Children's Health Insurance Program (SCHIP). Children with health insurance are more likely to get regular health care and are less likely to miss school because of sickness.

Because health insurance is so important to children's well-being, **the law allows us to tell Medicaid and SCHIP that your children are eligible for free or reduced price meals, unless you tell us not to.** Medicaid and SCHIP only use the information to identify children who may be eligible for their programs. Program officials may contact you to offer to enroll your children (Filling out the Free and Reduced Price School Meals Application does not automatically enroll your children in health insurance).

If you do not want us to share your information with Medicaid or SCHIP, fill out the form below and send in (Sending in this form will not change whether your children get free or reduced price meals).

No! I DO NOT want information from my Free and Reduced Price School Meals Application shared with Medicaid or the State Children's Health Insurance Program.

If you checked no, fill out the form below.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____ Address: _____

For more information, you may call **Glenn Piros** at **435-7819**.

Return this form to: 111 Brown Street, East Providence, RI 02914] by September 15, 2011.

SHARING INFORMATION WITH OTHER PROGRAMS

Dear Parent/Guardian:

To save you time and effort, the information you gave on your Free and Reduced Price School Meals Application may be shared with other programs for which your children may qualify. **For the following programs, we must have your permission to share your information. Sending in this form will not change whether your children get free or reduced price meals.**

No! I **DO NOT** want information from my Free and Reduced Price School Meals Application shared with any of these programs.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.

Yes! I **DO** want school officials to share information from my Free and Reduced Price School Meals Application with **[name of program specific to your school]**.

If you checked yes to any or all of the boxes above, fill out the form below. Your information will be shared only with the programs you checked.

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Child's Name: _____ School: _____

Signature of Parent/Guardian: _____ Date: _____

Printed Name: _____

Address: _____

For more information, you may call **Martin Middle School** at **435-7819**
Return this form to: 111 Brown Street, East Providence, RI 02914 by **9/15/11**.

**PARENT PERMISSION FOR OVER THE COUNTER MEDICATION
SCHOOL 2011 - 2012**

I give permission for the School Nurse/Teacher to administer the following medication(s) to my child _____ as ordered and signed by the school physician and updated yearly: (Please check all that apply)

- _____ Tylenol (acetaminophen): One only weight/age appropriate dose for headache, menstrual cramps, or musculoskeletal pain
- _____ Advil or Motrin (ibuprofen): One only weight/age appropriate dose for headache, menstrual cramps, or musculoskeletal pain
- _____ Antacid medication:
Administer one only weight/age appropriate dose for heartburn
- Neosporin or Bacitracin ointment to abrasions or small lacerations after thorough cleansing
- Robitussin or similar lozenge for minor sore throat pain and cough:
Administer one dose as needed.

Parent/Guardian _____ Date _____

EAST PROVIDENCE SCHOOL DEPARTMENT
Acceptable INTERNET Use Policy Agreement Form

The following uses of school-provided Internet access are not permitted:

- a. To access, upload, download or distribute pornographic, obscene, or sexually explicit material
- b. To transmit obscene, abusive, sexually explicit, or threatening language.
- c. To violate any local, state or federal statute
- d. To vandalize, damage, or disable the property of another individual or organization
- e. To access another individual's password, materials, information, or files without permission; and
- f. To violate copyright or otherwise use the intellectual property of another individual or organization without permission.

Any violation of District policy and rules may result in loss of District provided access to the Internet. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

School _____ Grade _____

Student's Name _____

Student ID Number _____ Date: _____

I have received the East Providence School Department's Acceptable Use Policy and will follow all the rules governing the use of technologies in school. Failure to follow the rules may result in the loss of using the technologies.

Student's Signature _____

Parent's (or Legal Guardian) Signature _____

Acknowledgement of Receipt of EP School Department Acceptable Use Policy _____

Students have been instructed in school about correct use of the Internet.

A copy of this form will be kept on file at school.

PHYSICAL EDUCATION RULES, PROCEDURES, AND GRADING POLICY

RULES AND PROCEDURES

- All students must change for class. Students cannot wear what they wore to school as their phys. ed clothing. Shorts, t-shirts, sweatpants, swishies, and sweatshirts are acceptable. A locker and lock are provided by the school. Students should regularly bring their Phys. Ed clothes home to be washed. Any student who loses their lock will be charged \$7.00.
- Students who are not changed for class will be given a written assignment on a topic related to their activity or sport.
- Sneakers must be worn inside the gym. Boots, roller sneakers, or shoes are not acceptable.
- **Half-shirts, see-thru mesh shirts, and tank tops are not allowed.**
- Students need to dress appropriately if their class is scheduled to go outside. Any temperature above 40 degrees and students will be outside if designated.
- There is no food, candy, gum, or drinks allowed in the gym or locker rooms at any time.
- All students must report to the locker room at the beginning of class. Students are not to go into the gym unsupervised. Students, who arrive late, without a pass, will not be permitted to change.
- After "changing" in the locker rooms, students go into their gym and sit in their designated area and attendance spot.
- Students should not use equipment unless they are supervised or directed to.
- All students will be dismissed from the locker room area at the end of the period (bell).

GRADING

- Grading is based on attendance, participation, any written assignments or projects, and behavior.
- It is expected that students give their best effort daily, in the warm-up, stretch, and the class' planned activity.
- If a student is absent for 2 or more consecutive classes, a note is needed from home (parent, guardian, etc.)
- A zero will be given for each class that the student does not "change" or fully participate in. After the second zero, the student will receive 2 days of detention. One (1) detention will be with the student's phys. ed teacher, and the second (2) will be with Ms. Guerra.

PHYSICAL EDUCATION 2011 - 2012 CONTRACT

Dear Parents, Guardian and Students,

Attached you will find a copy of the MMS Physical Education Department Rules, Regulations and Grading Policies. Please be aware that Physical Education is a required course and all students must pass PE.

Our department goal is to encourage all students to learn the basics of Physical Education, while meeting expected PE Standards. We also want students to learn and appreciate the value of physical fitness now and for their future. In order for this to happen, we need all students to uphold the attached expectations. Students must be properly "changed" for each class in order for your child to succeed.

We have a great gym and it is very important that we all keep the gymnasium in this great condition. In order for this to happen, it is important that every student follow the attached rules/procedures in the PE area. Please remember there is no food, gum or drink allowed in this new gym or in the locker rooms.

By signing below, you are acknowledging that you have read and agree to follow the Rules, Regulations and Grading Policy of the MMS Physical Education Department. Please feel free to contact us if you have questions or concerns (435-7819).

Thank you,

MMS Physical Ed. Dept.
MMS Administration

I, _____ have read and understand the rules, procedures and grading Policies of
Print Student Name
the MMS Gymnasium and Physical Education Department. By signing this contract, I agree to follow the expectations given to all students.

Student Signature	HR	Date
Parent Signature	Date	Phone #

School Year Calendar