

**QUALTERS MIDDLE SCHOOL
STUDENT HANDBOOK
ACKNOWLEDGE FORM 2008-2009**

Please complete form and return to your homeroom teacher.

Student Name (please print)

Grade

Our signatures indicate that we have received, read, and understand the 2008-2009 Student Handbook.

Student Signature

Date

Parent/Guardian Signature

Date

240 East Street
Mansfield, MA 02048
Telephone: (508) 261-7530
FAX (508) 261-7535

Student Handbook 2008 – 2009

Administration

Mary Ellen Mega
Daniel Etter
Kerri Sankey

Guidance

Sue Fitzgerald
Grace Schairer
Kathy Manganaro

This Student Planner belongs to:

Name: _____

Phone: _____

Address: _____

Grade: _____

Homeroom: _____

Qualters Middle School Student Handbook

YOUR HANDBOOK

We put this handbook together to tell you and your parents about your school, what its values and traditions are, and how to follow some of the simple rules that are needed when so many people go to school in the same building. We hope that it will be helpful to you and your parents. You also need to read the “MPS Common Handbook” that all students in grades 6 through 12 receive so that you will understand what is expected of students in the Town of Mansfield.

This handbook, as well as the Common Handbook for the Mansfield Public Schools, Grades 6 – 12, has been prepared to create a better understanding among students, parents, and teachers. These documents combine to serve as a reference on the basic policies governing the operation of Qualters Middle School.

No handbook can completely explain all the policies and practices of a school. This does not diminish its usefulness. It merely takes notice of the fact that the school is obligated to treat every student as an individual and assess every situation in the light of how it affects the education and development of the individual student. The administration reserves the right to alter any of the recommended policies or procedures within this student handbook. When applying the policies and regulations of the school, students will always be accorded their due process. Massachusetts General Law supersedes the provisions of this handbook, to the extent that any provision of this handbook is in conflict with the law.

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POLICIES AND PROCEDURES

HAROLD L. QUALTERS

Our middle school was formed in 1969 and was known as the Mansfield Middle School. The name was changed in 1972 to the Harold L. Qualters Middle School in honor of Harold Qualters. Mr. Qualters contributed over 35 years of service to the Mansfield school system, starting back in 1934 when he taught Math and English. He became Junior High Principal in 1946, Principal of the Park Row School in 1954, and the High School Principal in 1957. In 1967, Mr. Qualters was appointed Assistant to the Superintendent, a position he held until his death on April 25, 1971.

OUR CORE VALUES

The Qualters' School community is committed to being a place where:

- ◆ Students develop positive self-esteem in a climate of high expectations.
- ◆ Everyone recognizes that mutual respect is a cornerstone to a sense of belonging to the school community.
- ◆ Students develop a strong work ethic and leave QMS as confident, caring, responsible learners who are capable of tackling new challenges.

AS A STUDENT YOU HAVE A RIGHT:

- ◆ To be treated with the same respect that all people should have.
- ◆ To do your work without being disturbed by others.
- ◆ To have your personal property rights respected for items that are normally accepted in school.
- ◆ To ask questions when you don't understand something.
- ◆ To get a good education and do your best work.
- ◆ To have and express your own opinion provided you do so in a respectful manner.
- ◆ To know how you are doing in your schoolwork.
- ◆ To be safe from someone hitting or harming you.
- ◆ To speak and listen to language that is appropriate for school.
- ◆ Not to be teased.
- ◆ Not to be harassed physically or verbally.

THE QUALTERS IDEAL

The Qualters Ideal is not that we will all
Agree with each other,
Or even like each other,
Every minute of the day.
It is rather that we will
Respect each other's rights,
Especially the right to be
Different,
And that, at the end of the day,
We will understand
That we are one people, one school
And one community.

ANNOUNCEMENTS

In the morning, we will conduct opening exercises and pledge our allegiance to the flag. After this, the announcer for the day will make the announcements that are important for that date. We expect you to be courteous, respect and attentive to the announcements each morning.

ABSENCE FROM SCHOOL

When you are absent from school for any reason you must present a note to your homeroom teacher on the day of your return to school. Your note should be written by the adult that you live with and give the reason and date(s) of your absence. If you have no note upon the first date of your return, your homeroom teacher will send you to the attendance desk where you will be issued an admittance slip. You must now remember to bring the note to the attendance desk the next day or you could receive an office detention. You will continue to receive an office detention for each day that you fail to bring in a note. In lieu of an absence note, your parent/guardian may call the QMS main office to report your absence.

ARRIVALS

School officially begins at 7:25. The school is open at 7:00. Please do not arrive before that time. If you arrive between 7:00 and 7:15 you must report to the Cafeteria (Grade 6 & 7) or the Gymnasium (Grade 8) and must remain there until you are dismissed. If you arrive at school between 7:15 and 7:25, you should go to your locker and then to your homeroom. If you arrive after 7:25 you are late and must go to the attendance desk for a late pass.

ASSEMBLIES

From time to time, you will have an opportunity to attend an assembly. During assemblies you should show your respect by being attentive, courteous, and reasonably quiet at all times.

ATTENDANCE

In order to learn and get good grades in school you need to be here. While all of us occasionally get ill, we should all work hard to be in school everyday. Please urge your parents to plan family trips around the school calendar.

BUS POLICY

Grade 6 students who live two miles or further away from the school are eligible to ride the bus free. All other students in Grade 6 and **ALL** 7th and 8th graders must apply for space on the bus and pay a yearly fee that is set by the School Committee. The school bus riding form is sent home each spring. If you need another form or have any questions on bus transportation call the School's Transportation Office at 261-7503. Students will be given bus passes during the second week of school and are expected to carry these with them each day.

For safety reasons, any carry-on items other than backpacks and lunch boxes are not allowed on the bus unless the object is small enough to be placed under the seat in front of you or on your lap.

COMMUNICATION

- **PARENTS TO SCHOOL**

You can communicate with QMS personnel in writing or by phone. Please use the QMS address at 240 East Street, Mansfield MA 02048 for all written communication.

- **HOME LOGIC**

Home Logic is our way of communicating with parents via the Internet. It is an effective method of letting parents know their child's assignments, final term grades, class events, schedule, and attendance record. Teachers update assignments and events on a daily basis.

Parents can obtain a username and password for their student(s) by contacting the Main Office or downloading a Home Logic Form from the QMS web site and returning it to the Main Office. Once a parent has secured his/her username and password, the Home Logic site can be accessed from QMS's homepage. To find the site, click the tab to the left side of the QMS homepage that says, "Logic Users." Once there, you must click on the Home Logic picture in the upper right-hand corner. Enter your student's username and password. This will bring you to your student's Home Logic homepage.

The Home Logic homepage provides an "at-a-glance" look at assignments, attendance records, and events for the current week. A parent can click on any assignment to bring up a full description of that assignment. One can also look ahead to see what is due the next week and so on. Parents can access more information about assignments, final term grades, class events, the schedule, and attendance records by utilizing the menu to the left of the screen. The Mansfield Schools' homepage can also be accessed from that menu.

For urgent communication, you may call the middle school office directly at (508) 261-7530.

You may also communicate with your school through the School Council or the Parent Advisory Council (PAC). In order to have input into the larger issues affecting QMS, we urge you to join these groups or to communicate your feelings by speaking to someone who is a member. You can request more information about these parent groups by calling the school.

- **SCHOOL TO PARENTS**

No matter how hard everyone tries there never seems to be enough communication between school and home and home and school. In an ideal world every parent would like to hear daily how their child did in school. But reality tells us that the average middle school teacher has four classes each day with approximately 23 students in each class. Every 22 school days the teacher does a written report to all 100 families on each child's progress (for a total of 920 reports per year). This is in the form of a progress report or a report card. In addition, teachers devote three evenings and two in-service afternoons to discuss program and individual student issues.

As parents we want to know if our child is starting to go down in his/her grades as soon as possible. Obviously, we cannot expect teachers to send home reports every 11 days. So how can we keep on top of things? First, it's reasonable for parents of middle school children to expect them to be honest and forthright with information about school. If you haven't already, begin the daily tradition of asking about the details of your child's school day. Be specific and persistent. "Tell me two things that you did in science class today. What's the best thing that happened in school today? What is the worst thing?" It can be tough some days to get kids to talk but it's important to keep trying and to let them know that you're still interested.

Work with us on educating your child on how to use his/her agenda book. Every assignment, every test and every project date should be listed. If the agenda book is not being filled out create logical consequences. The understanding should be that there are consequences for all of us if we don't do our job. If organization is a real issue with your child create the office type calendar in your kitchen where every due date is listed along with the appropriate prompts indicating that the project needs to be worked on.

In an effort to support parents in improving the quantity and quality of homework, teachers have made the commitment to post each day's assignment on their bulletin boards as well as on Home Logic. If the agenda book says that there is no homework in math you might want to discretely check Home Logic and make sure. If you find that your child has not been honest with you regarding their work make a big deal out of it. "This is about honesty and character! This is about trust and love! In this family, we never lie to each other-----". A small lesson made now may pay great dividends in the future.

Teachers need to hear from you if there are problems or issues that may affect your child's schoolwork. Please send in a note when appropriate. All teachers can be reached by e-mail. Use their first name dot with their last name, i.e. **john.doe@mansfieldschools.com**. If an issue is personal or sensitive please call one of our counselors. The counselors are all trained and sensitive to the social and emotional issues that are common to most middle school children.

Please remember that teachers are available for after school help sessions on Monday through Thursday. The purpose of these sessions is to allow teachers to work with small groups of youngsters to add clarity to specific topics. When a child goes to a teacher for "extra help"

he/she should be able to answer the following question. “What do you need help in?” When you tell your child to stay after school for “extra help” please help him/her to focus on the area(s) that they need assistance. This is not a place to be doing tonight’s homework. Our library, however, is open every afternoon and is a great place to sit and begin one’s homework.

CORRIDOR TRAFFIC

With over 1300 students and staff in our building it is necessary to have some simple rules to follow in the hallways. These will help us to avoid confusion, injury and tardiness to class. Please do the following in the corridors:

- Stay to the right. Keep moving to your next scheduled class or activity. Do not hang around, talk too loudly, run, shove, or push anyone. Passing time is limited.
- Carry all necessary books with you when you have several classes that are near each other. Do not go back to your locker between each class.
- Be alert to the traffic around you and follow all directions given by teachers/staff during passing time.
- Pass to classes in a safe and responsible way.

DISMISSAL

If you are going to be dismissed from school during the school day, you must bring a note to your homeroom teacher who will then send you to the attendance desk with it. This note must be written by your parent/guardian. In lieu of a note, you may also be dismissed if your parent/guardian comes into the office and signs you out. At the time of your dismissal, you must report to the office to check out before leaving the building. A parent/guardian needs to come into the office to accompany you out of the building. If you return that same day, you must check into the main office. It will not be necessary to have your parent come into the office.

EVACUATION OF THE SCHOOL

If it is necessary to evacuate the building, you must follow the directions of the adult in charge. If you are not with an adult when the building is being evacuated, leave by the nearest exit. We expect you to follow all of the established procedures for a fire drill if we must evacuate the building in an emergency. In the event of a reverse evacuation, you must follow the instructions of the teacher in charge.

FIRE

If you discover a fire, follow these rules:

- Never try to put it out.
- Report the fire to the nearest adult.
- Follow the directions of the adult and the procedures established for fire drills.
- If no one is around, pull the nearest fire alarm, leave the building, and be ready to tell the firemen the exact location of the fire when they arrive.

FOOD & DRINK

You must consume food and beverages only in the cafeteria. You may not eat or drink in any other part of the school without the express permission of the teachers on your team. This will help us keep our school neat and clean. Only the cafeteria workers are allowed to sell food or drinks in school.

Selling of fundraising items during the school day is NOT permitted.

Reminder: Gum is NOT allowed at any time or in any place within our school.

HOMEWORK

Homework is an extension of learning at school. Homework provides practice and drills that reinforce classroom learning, as well as opportunities for independent study, research, and creative thinking. Parents can help their children by seeing that assignments are completed.

When you are absent from school you are expected to makeup homework and classwork that you missed. It is the student's responsibility to get assignments from their teachers after class or after school. Parents may call the office early on the second day of an extended absence to make arrangements to pickup makeup work in the office after 2 pm.

SOCIAL EVENT REGULATIONS

When you attend an after-school party or a dance, you are participating in a social event. We hope you do attend social events. If you do, we expect you to follow these rules:

- Only you as a QMS student may attend school social events. You may not bring an outside guest.
- You must follow all rules that would apply during a normal school day at all school functions.
- You must behave in a courteous, responsible, and respectful manner.
- You may not leave a social event before it is over unless an appropriate adult picks you up.

Your parents must provide transportation for you to get home at the immediate close of the social event.

TELEPHONES

QMS has two pay telephones. One is near the main lobby. The other is outside the gym. Please carry change with you every day in case you need to make a call. You might want to carry a phone calling card or call collect.

With such a large school population, the office can not accept a telephone message for you unless it is an emergency.

CELL PHONES\ELECTRONIC MEDIA

Cell Phones and other electronic media may be brought to school, but must be turned off and secured during the school day. Students who do not adhere to this policy will have their device taken away. The student may retrieve the device from an administrator after school. Subsequent violations will require the device to be picked up by a parent/guardian and the student may face disciplinary action as stated in the MPS Common Handbook.

TEXTBOOKS

When you are issued a textbook, you must cover it to prevent it from being damaged. Place your name and homeroom number inside the front cover so that if you lose it, it will be returned. We ask you to take good care of all books and treat them as if they were your own. If you lose any books or equipment, or if it is damaged while signed out to you, you will have to pay to replace them. You won't be given a new book until you have paid for the lost or damaged one.

If at a later time, your book is found, you will be given back the money that you paid.

VACATIONING STUDENTS

The most important aspect of learning is the interchange of thoughts, ideas and facts among teacher, student and peers. No amount of reading or writing assignments can replace this process. When parents find it necessary to take their child on vacation during the school year the following policy will be adhered to:

- Teachers will inform the student of the Unit(s) that will be worked on while the child is away.
- If possible, teachers will give the student the anticipated homework assignments in advance. Many teachers will be unable to do this however since assignments are frequently determined by the pace of the day's lesson and the needs of the students. It is therefore recommended that parents log onto Home Logic to retrieve assignments.
- Parents should expect to review the schoolwork with their child and assist them with their home study.
- When students return it will be their responsibility to ask, at an appropriate time, what work needs to be made up.
- Students will have the equivalent number of days that they were absent to make up missing work (labs, oral presentations, homework, tests, etc.) However, if the work is given ahead of time, it is expected to be completed upon the student's return.
- Students who are out of school at the end of the marking term may receive an incomplete on their report card. If the work is made up in the appropriate amount of time the grade will be changed but will not be officially reflected until the next report card.

VISITORS

We welcome adult visitors during the school day, but we request that they enter the building through the front lobby doors, sign in and out at the front office, and wear a tag during their stay at QMS. Student guests are not allowed.

PROGRAMS

ACADEMIC PROGRAMS

You will receive information about your academic program from the Principal, the Assistant Principals, and the teachers at the beginning of the school year. We cordially invite parents to attend the Curriculum Open House night held for each grade level in September. On this night parents will get an overview of the year's academic programs and a chance to meet teachers, assistant principals, and the principal.

ENRICHMENT

The school has a variety of after-school activities in which we encourage all students to get involved. Please check the QMS website to learn more about these activities.

GUIDANCE

The people who staff the Guidance Office at QMS are there to help you with decisions you may have to make, or with problems.

Counselors strive to help you decide what you feel is the best decision for you to make. If you wish to see a counselor, just stop by the guidance office and tell the secretary. If your guidance counselor is not available right then to arrange an appointment time, she will leave a request for your guidance counselor who will be in touch with you.

Your teacher will excuse you to keep the appointment if there is no conflict with testing or other important class work. If the teacher feels that the appointment has been scheduled during a critical class time, you must remain in class and set up another appointment. If you have an urgent need to see someone in Guidance right away, please say so.

The people in the Guidance Office will make every effort to see anyone who wishes to make an appointment in the quickest possible manner.

Some things that guidance people can help you with include the following:

- Deciding how to get along with your classmates, how to make new friends, and how much friends should influence you.
- Making choices about tobacco, alcohol, and drugs.
- Deciding how to learn to be independent of your parents' control and how to depend on their help and support when you need it.
- Deciding how to adjust to your body as you change from a child to a young man or young woman.
- Learning how to see yourself as an individual with the potential to do and be many things.

- Making decisions about what courses to take in high school, what high schools you may be able to attend, and what the criteria is for admittance to these high schools.
- Learning how to accept reasonable controls on your own freedom for the good of all those in school.

HEALTH

QMS has a school nurse. One job of the school nurse is to do hearing, vision, and postural (spine) screenings. She will do this to make sure that you do not have a condition that will negatively impact your ability to do school work.

The school nurse is also available throughout the school day in case you need to see her for illness or other concerns.

- You must get a pass from your teacher to go to the Health Office.
- Please do not stop in the nurses' office between passing. Teachers need to know where you are, so go to your classroom teacher first and get a pass to go to the nurse.
- If the nurse is not in her office, and it is an emergency, please report to the main office.
- If you are sick, only the nurse can call your parents to have you dismissed.

If you have to take any medication during school hours, you must bring the medication to the nurse in the health office. You may not carry any medications at any time in school without the nurses' permission. You must also have written permission from your parents and your doctor to have medication at school.

Please understand that the school nurse is not allowed to diagnose or prescribe treatment. She is on duty to give immediate and temporary treatment in case of accident or sudden illness. In some cases, she may call your parents and suggest you see your doctor.

LIBRARY USE

During your years at Qualters Middle School, you will visit the library for a wide variety of reasons—researching and working on school projects, doing homework, reading newspapers and magazines, learning about and working on computers, and taking out, renewing and returning books.

The QMS Library is open for student use from 7:15am to 2:45pm. Before Homeroom, students are encouraged to use the library to return, take out or renew books. During the day students may use the library with their class or with a pass from one of their teachers. After school the library is a quiet place to work.

Guidelines

- Students may have a total of two books signed out at one time. Books are signed out for two-week time periods with unlimited renewals, unless someone is waiting for the book. Longer sign-out times are often available for classroom projects, providing the teacher coordinates this with the librarian in advance.
- The use of the library is an important part of your education here at QMS. Every student should have equal access to the library and all its learning tools. We encourage you to be a responsible library patron so that other students may also benefit from our resources. Please return books on time and in good condition and respect other students' rights to enjoy and use the library.
- As a QMS student you may participate in many projects in the library. We hope that you will use the library for your own "projects"- - reading books, magazines and newspapers or participating in activities.

MARKING TERMS

Presently QMS has four marking terms. At the approximate halfway point of each marking term your teachers will issue a team mid-term progress report to let you and your parents know how you are doing in all of your classes. At the end of each marking term you will receive a report card to let you and your parents know the final mark for each term.

You must bring your progress reports and report cards home to be signed by your parents and you promptly return them to your homeroom teacher. Students who continue to forget to return these may have to stay after school.

The exact dates of marking terms, progress reports, and report cards will be posted on the QMS web site.

PARENT-TEACHER CONFERENCES

QMS holds formal parent conferencing opportunities in the first half of the year. The dates of these conferences will be posted on the QMS web site. Some of the conferencing time is set aside for scheduled team/parent conferences that the team teachers feel they need. Other time is set aside for individual parent/teacher conferences at the parents' request. You will receive more

specific information from the school as to when these conferences will be held and how you can sign up.

Parents also may to contact their child's team at any time if they need a conference. These will be arranged during the school day.

At the midpoint of each of the four marking terms, your teachers will issue a mid-term progress report. On this report your teachers will inform you and your parents about your progress in each of your classes. Your mid-term progress report is a very important document because this one report tells you how you are doing in all of your subjects. The progress report is one good way for your teachers, you, and your parents to communicate about how you are doing in each subject. The progress report provides you with an opportunity to seek extra help in areas where you may need it and to find out if you can make up any work.

QMS HONOR ROLL POLICY

The honor roll is computed at the end of each term on the basis of grades earned in **all** subjects. Students with incomplete or failing grades will not be eligible for honor roll status.

The honor roll will be based on the grades for the 5 academic subjects (Math, Science, Language Arts, Social Studies and Foreign Language for grades 7 & 8), as well as the Specialist classes taken during that term.

Students who elect to take Band or Orchestra will also receive a grade.

Students who are pulled from class due to band or orchestra rehearsals will be graded on a pass/fail basis for the class from which they are pulled. Students will not be responsible for work assigned or completed during the periods they spend in rehearsals.

Honor roll status will be determined as follows:

1. The academic subject averages will be calculated.
2. The average of the two specials taken during a designated term will be calculated and used as a single average.
3. The student's overall average will then be calculated.
4. Students will be assigned to the honor roll according to the overall average.
5. Administration will review any narratives in order to determine honor roll eligibility.

High Honors – average of all grades is **90% or above**

Honors – average of all grades is **85% to 89.99%**

REPORT CARDS

In addition to mid-term progress reports, you will receive computerized quarterly report cards listing the grade for each subject your child took during a designated term. This will include the five academic subjects (math, science, social studies, language arts & foreign language). In addition, your child will receive a grade for the specialist classes (art, music, physical education, technology, theater, etc.). Students who participate in band or orchestra will also be graded. The specialist class from which they are pulled will be graded as pass/fail. All subjects will be graded as follows:

Work of outstanding quality	90 - 100
Work of very good quality	80 - 89
Work of acceptable quality	70 - 79
Poor work, but passing	60 - 69
Poor work, not passing	below 60
Incomplete work due to absences	
P = Pass	
F = Fail	
N = Narrative Attached	
M = Medically Excused	

STUDENT OF THE MONTH CRITERIA

The purpose of this program is to recognize the efforts of students on each team who “stand above the crowd”.

Each team teacher puts forward the name of a student on a monthly basis. The team selects one of these students by consensus. These students demonstrate the following characteristics:

Show good effort	Show leadership
Respectfulness	Show perseverance
Consideration	Participate in acts of kindness
Well-roundedness	Other considerations that the team may find appropriate

EXTRA HELP

You may take advantage of special help sessions, which occur Monday through Thursday from 1:49 to 2:15. If you are not doing as well as you would like to, if you are having trouble understanding something in one of your classes, if you have something to make up due to absence, or if you would like assistance from your teacher when you work on a particular assignment or a special project, you should stay for extra help. It is your responsibility to make arrangements with your teacher ahead of time if you want to stay after. If you are a bus student you may take the late bus if you stay for extra help, but you must get a pass from the teacher you stay with and bring it with you to the cafeteria where you will receive a bus pass. If you are not a bus student yet wish to take the late bus frequently you may purchase a late bus pass. Information is available in the school office.

STUDENT CONDUCT

Following this handbook is the “MPS Common Handbook”. Please be sure and review this with your parents. It contains all of the rules and regulations that every student is expected to follow. In addition to that booklet there are a few other simple rules that you as a member of the middle school are expected to follow.

ABSENCES FROM SCHOOL THAT ARE UNEXCUSED

Truancy (skipping school) is a very serious violation of the State’s attendance laws. If you are reported truant, you will be referred to the school’s attendance officer. The consequences for being truant the first time are 10 one-hour office detentions. If you are truant a second time, you will be placed on in-school suspension and you may face court action.

ABSENCES FROM CLASS THAT ARE UNEXCUSED

The adults in this building are responsible for you while you are here at school. If you fail to report to your assigned class or other activity without permission, if you leave the room where you are assigned to be without permission, or if you refuse to report to the office when you are directed to do so by a teacher, you may be suspended.

BACKPACKS

Students are welcome to use backpacks to carry materials to and from school, but backpacks are to be stored in lockers during the day.

CORRIDOR TRAFFIC

- Stay to the right. Keep moving to your next scheduled class or activity. Do not hang around, talk too loudly, run, shove, or push anyone. Passing time is limited.
- We have a hands-off policy at QMS. Physical contact with another student should always be avoided.
- Carry all necessary books with you when you have several classes that are near each other. Do not go back to your locker between each class. Please follow your teams policy about when to go to your locker.
- Be alert to the traffic around you and follow all directions given by adults during passing time.
- Pass to classes in a safe and responsible way. Students who do not do this will face disciplinary action.

DETENTION FOR A TEACHER

Teacher detention is usually held in the room of the teacher issuing the detention. Such detentions begin at the close of the school day.

Although the teacher assigning the detention will establish the guidelines for students serving his/her detention, generally speaking, the same rules that apply for office detention will apply unless otherwise established by the teacher. Teacher detentions must be served before office detentions. If you have an office detention on the same day it will be moved to the following day.

If a student receives a detention from more than one teacher for the same night, that student should report to the teacher who assigned the detention first and bring a note signed by that teacher to the second teacher to let him/her know that he/she is not skipping detention. If the student receiving the detention is a bus student, he/she will have a day to notify parents and to make necessary arrangements. If you fail to report to a teacher detention a second detention will be added. If you fail to go to these you will be referred to an administrator and may face suspension.

DETENTION FOR THE OFFICE

Office detention is held each day in the cafeteria. It begins seven minutes after the close of school and runs for 60 minutes. If you have detention you will need to follow these simple rules:

- Report to office detention on time.
- If you are absent, you will serve your detention on the first day that you return to school.
- Bring enough schoolwork to do for the allotted time of your detention or something appropriate to read.
- Bring everything you will need to take home that night with you. You may not go back to your locker. The teacher in charge of office detention will dismiss you and expect you to wait in a designated place or leave the building.
- If you have a teacher detention and an office detention on the same day, you must report to the teacher detention first and go to the office detention the very next day.
- If you misbehave or are in any way disruptive during office detention, the person in charge may send you to the office where you may be suspended.

DISCIPLINARY PROBATION

If you experience repeated disciplinary problems, it may become necessary to place you on disciplinary probation. If you are placed on disciplinary probation, you will not be able to enjoy the benefits of a student in good standing.

For example, you may not participate in school parties, dances, assemblies, field trips, or in intramural or interscholastic athletics, stinger events, or clubs.

GUM CHEWING

You may not chew gum in school. Gum chewing creates maintenance problems for custodians. Gum also ruins clothing. If you chew gum you may receive a teacher detention. If you chew gum chronically, you will be referred to an administrator.

RESPECT

Respect is a cornerstone of the QMS' core values. Our community is made up of people from various cultural, racial, religious, and personal backgrounds. We respect the dignity and worth of all the students and the adults in the QMS community and in return we expect them to respect us.

TARDINESS TO SCHOOL IN THE MORNING

If you are not in your homeroom by 7:25 you are tardy. A parent must telephone the school or excuse you for your tardiness in writing. If your excuse is written, it must include the date and the estimated time of your arrival at school, must be written by your parents or guardian, and must be signed by them.

You must bring a note to the office on the day that you are late.

Students who are habitually tardy, even with written excuses, may be subject to disciplinary action including involvement with administration and the attendance officer.

TARDY POLICY

- The Attendance Clerk will keep records of all students after 2 days tardy per semester.
- After the 3rd tardy a letter will go home indicating that detention will be assigned on each day that you are tardy for the remainder of the semester.
- Students who continue to be tardy will be subject to further disciplinary action including involvement with the attendance officer.

TARDINESS TO CLASS

You must arrive to your assigned class on time. If you are late without a pass or a reasonable excuse you may receive a teacher detention. You will not be allowed to leave class to go get a pass so, please, make every attempt to arrive on time.

UNAUTHORIZED ARTICLES

If you are observed having on you or using unauthorized articles (spitballs, water pistols, etc.) of a harmful or disruptive nature, you will be sent to the office immediately. Also, if you use common articles in a disruptive or harmful way (throwing food, etc.) you will be sent to the office immediately.

First Offense-----2 Office Detentions

Second Offense---4 Office Detentions

Third Offense-----6 Office Detentions

Fourth Offense----Suspension

Mansfield Public School System
Directory

Qualters Middle School

240 East Street
Mansfield, MA 02048

508-261-7530
Fax: 508-261-7535

Principal: Mary Ellen Mega
Assistant Principal: Kerri L. Sankey
Assistant Principal: Dan Etter

Mansfield High School

250 East Street
Mansfield, MA 02048

508-261-7540
Fax: 508-339-0259

Principal: Joseph Maruszczak Ext. 3102
Assistant Principals: Cynthia L. Davis Ext. 3103
Michael T. Connolly Ext. 3123
David Farinella Ext. 3110

Central Administration

Superintendent of Schools

Brenda J. Hodges 508-261-7500

Assistant to the Superintendent for Business Affairs

Edward Vozzella 508-261-7503

Director of Special Education

Patricia Cosgrove 508-261-7507

Director of Security

Peter Vargas 508-261-7530

Mansfield School Committee

Mike Trowbridge, Chair

Lisa Losiewicz, Vice Chair

Jean Miller

Steven Greenberg

Frank DeVecchio

Mansfield Web Site

Web Site www.mansfieldschools.com

