

***Edward R. Martin Middle School  
Student Handbook  
2018-2019***



*“Just Can’t Hide That Wildcat Pride”*

**111 Brown Street  
East Providence, RI 02914  
(401) 435-7819**

**Bill Black  
Principal**

**Shane Messier  
Assistant Principal**

**Richard Small  
Dean of Students**

**Our Core Values are:**

***Respect, Organization, Achievement, Responsibility & Safety***

## Phone & Email Directory

**Main Office: (401) 435-7819**

Individual teacher email addresses are the teacher's first initial followed by last name @epschoolsri.com (e.g. [jtownie@epschoolsri.com](mailto:jtownie@epschoolsri.com)). See the Martin Middle School website for a directory of teacher email addresses.

Position	Name	Email Address
Principal	William Black	wblack@epschoolsri.com
Assistant Principal	Shane Messier	smessier@epschoolsri.com
Richard Small	Dean of Students	rsmall@epschoolsri.com
Secretary	Filomena Cunha	fcunha@epschoolsri.com
Secretary	June Marchall	jmarshall@epschoolsri.com
School Nurse	Katherine McKinnon	kmckinnon@epschoolsri.com
Guidance Department Coordinator	Robert Anastasi	ranastasi@epschoolsri.com
Guidance Counselor	Gary Faragalli	gfaragalli@epschoolsri.com
Guidance Counselor	Colleen Murphy	cmurphy@epschoolsri.com
Guidance Secretary	Donna Briggs	dbriggs@epschoolsri.com
ELA Department Coordinator	Kelley Richardson	krichardson@epschoolsri.com
Social Studies Department Coordinator	Robert Hanlon	rhanlon@epschoolsri.com
Mathematics Department Coordinator	Patricia Usenia	pusenia@epschoolsri.com
Science Department Coordinator	Pam Thacker	pbthacker@epschoolsri.com
Special Education Department Coordinator	Marianne Walsh	mwash@epschoolsri.com
Librarian	Rosemary Driscoll	rdriscoll@epschoolsri.com
Library Secretary	Marta Monteiro	mmonteiro@epschoolsri.com
School Psychologist	Lucia Frantantaro	lfrantantaro@epschoolsri.com

School Social Worker	Debra McCarty	dmccarty@epschoolsri.com
School Resource Officer	Cheri Almeida	calmeida@epschoolsri.com

## 2018-2019 SCHEDULE

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
7:45 – 8:00 (15 min)	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom
8:00 – 8:45 (45 min)	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
8:45 – 9:35 (50 min)	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>
9:35 – 10:25 (50 min)	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>	<b>2</b>
10:25 – 11:15 (50 min)	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>
11:15 – 11:40 11:45 – 12:10 12:15 – 12:40 (85 min)	<b>5</b>	<b>6</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	1 <sup>st</sup> Lunch: 6th 2 <sup>nd</sup> Lunch: 8th 3 <sup>rd</sup> Lunch: 7th	1 <sup>st</sup> Lunch: 8th 2 <sup>nd</sup> Lunch: 7th 3 <sup>rd</sup> Lunch: 6th	1 <sup>st</sup> Lunch: 8th 2 <sup>nd</sup> Lunch: 7th 3 <sup>rd</sup> Lunch: 6th	1 <sup>st</sup> Lunch: 7th 2 <sup>nd</sup> Lunch: 6th 3 <sup>rd</sup> Lunch: 8th	1 <sup>st</sup> Lunch: 7th 2 <sup>nd</sup> Lunch: 6th 3 <sup>rd</sup> Lunch: 8th	1 <sup>st</sup> Lunch: 6th 2 <sup>nd</sup> Lunch: 8th 3 <sup>rd</sup> Lunch: 7th	1 <sup>st</sup> Lunch: 6th 2 <sup>nd</sup> Lunch: 8th 3 <sup>rd</sup> Lunch: 7th
12:40 – 1:25 (45 min)	<b>6</b>	<b>7</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

1:25 – 2:10 (45 min)	7	1	2	3	4	5	6
2:10-2:15	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom	Homeroom

## General Information

**School Hours are 7:55am-2:15pm.** The doors to MMS open at 7:45. Students enter the building through the Brown St. entrance and report directly to homeroom. Attendance for the day will be submitted at 8:00am. Any student who arrives after 8:00am must enter through the Main Office entrance and sign in at the Main Office.

**Drop-Off Procedures.** Parents or guardians who choose to drop off students at Martin Middle School are asked to please follow safety procedures and pay attention to traffic patterns and signage when entering the Martin Middle School property. Drivers are asked to drive right through the outside circle at the Main Office entrance and pull as close as possible to the flagpole when dropping off or picking up students. In the event that a driver of a car has to come into the school, their car must be parked in a parking spot. Cars should not be left parked in front of the Main Office entrance. Also, cars are not allowed in the bus drop off areas in the driveway parallel to Brown St..

**Student Planners:** Each student is provided a planner notebook at the beginning of the school year. The planner is a useful organization tool . Students should use the planner to organize homework, test, quiz and project due dates.

## Attendance Information

### **E.P. School Committee Policy: V.A.8. ATTENDANCE POLICY**

*While encouraging school attendance is a multi-prong effort, it is the responsibility of the parent/guardian first and foremost to encourage and monitor their children's attendance, report absences and work cooperatively with School Administration to resolve any attendance or truancy issues.*

*Attendance at school is mandated by the Rhode Island General Law 16-19-1 and School Committee Policy for all students who have not reached their eighteenth (18<sup>th</sup>) birthday. Maintaining regular school attendance is necessary in order to achieve the goal of an educated citizenry. Consistent with research and national standards, the East Providence School Department asserts that the minimum rate of attendance necessary to meet these goals is ninety-five percent (95%). In order to be eligible to receive grades, Carnegie units, or be promoted, all students are expected to be present in school a minimum of 171 days per school year.*

*General Requirement: Regular, prompt attendance is a District requirement for each and every student enrolled in district schools as it is essential for the students' academic success. It is the responsibility of the Superintendent/designee to assign students to their community schools. However, exceptions could be made based on the following:*

- *equalize class sizes*
- *English Language Learners/special education needs*
- *transportation efficiency/economics*

**Residency:** *All students attending East Providence public schools must be residents of the City of East Providence. Verification must be provided each year. Please refer to Residency Verification Procedure.*

### **Definitions**

**Absence:** *A student who has attended school for less than half of a day.*

**Excused Absences** *include but are not limited to a student's participation in an approved, school-sponsored activity, suspension days, religious holidays, documented college visits, driver's license road examination, bereavement, family emergency, a brief illness (under 5 days, and accompanied with a parent note upon the student's return), and a doctor-excused illness or injury, (a doctor's written excuse after a 5 day consecutive period must be submitted upon return to school), court appearance, and military deployment. Excused absences do not count toward attendance policy limits.*

*When a large number of students are to be excused from class for reasons such as participating in school-approved events, the teacher in charge shall publish the fact and include the names with the daily absence list on the day of the event. In all cases students will be given the opportunity to make up assignments and tests.*

**Unexcused Absences** include but are not limited to any absence in which the student and/or parent/guardian fails to comply with the District's attendance procedures, and includes any and all absences not listed as an Excused Absence. Unexcused absences count toward attendance policy limits.

The only exception to the attendance policy shall be the enumerated extenuating circumstances that are verified by school personnel.

Extenuating circumstances which may be presented to an Administrator for consideration:

- Extended/chronic personal, physical, or emotional illness as verified by the treating physician or dentist;
- Extended hospital stay as verified by the treating physician or dentist;
- Extended recuperation from an accident or surgery, and as verified by the treating physician or dentist; and
- For any other extenuating circumstances, the student's parent/legal guardian must make a formal appeal to the principal or his/her designee.

For purposes of this policy, extended shall be defined as "more than ten (10) consecutive school days".

For purposes of this policy chronic shall be defined as "more than five percent (5%) of each quarter, or semester or school year".

**Tardiness:** it is important for all students to learn to be punctual and consistent in their attendance. Being tardy is defined as any student who arrives after school begins. Students arriving by bus and are delayed are not considered tardy. Parents/guardians, as well as students should know the start and end time of their respective school day.

**Early Dismissal** is considered any time when the student is not able to complete the full day of school. Extenuating circumstances may exist such as but not limited to illness, or valid family emergencies.

**Truancy:** a student is considered truant when he/she purposely is out of school without cause.

Each school shall provide a program of interventions designed to assist students and/or families that are experiencing attendance problems which are consistent with the District's Response to Intervention (RTI) procedures. Interventions shall encourage the school and the family to work together, utilizing a problem solving approach, and shall incorporate actions consistent with the maturity of the student and the seriousness of the problem.

#### **All Students/Parents Right to Appeal:**

Any student and/or his parent/guardian who believe they have been aggrieved because of action taken as a result of any section in this attendance policy, may appeal said action to the school administration level at which this action was taken. Further appeals may be taken to the Superintendent, and finally to the School Committee. Further appeals after the School Committee decision may be taken through the process defined in Title 16 of the General Laws of Rhode Island,

#### **Secondary**

A full day is considered 6 hours

A ½ day is considered 3 hours

< ½ day is considered an absence

Credit will be given for classes attended

- 1) All absences and tardiness is recorded and reported as unexcused until notification is made to the main office.
- 2) It is the parent/guardian's responsibility to notify the school regarding the absence prior to the start of school on the day of the absence. Additionally, should a pattern of absences develop, medical documentation will be required – otherwise absences remain unexcused.
- 3) Parents will receive a call from school personnel regarding absences if the school is not contacted.
- 4) Five (5) unexcused absences prompts a phone call and a written letter to the parent/guardian requesting an explanation. An internal review by the Principal and support staff may occur.
- 5) Following ten (10) unexcused absences and/or tardiness the Principal will make a referral to the Attendance Officer (which may result in a referral to the RI Truancy Court system).
- 6) Students absent due to illness, suspension or any unexcused absence on the day of a school based activity (dance, sporting event, play) **may not attend the activity.**
- 7) Parent/guardian will be notified if promotion is impeded by attendance.
- 8) Each school shall implement attendance procedures that include both incentives and penalties. These procedures shall be uniform throughout the District. The incentives utilized in each school will be consistent with the maturity of the students in order to provide the desired outcomes sought by the school department. Penalties will include the removal of student social privileges, when appropriate.
- 9) Family vacations during school time are strongly discouraged. When it is absolutely necessary to remove a student from school for this purpose, students will be responsible for all assigned work while absent. These will be counted as unexcused absences. Teachers are not required to assign work in advance. Teachers are responsible for coordinating a mutually agreeable time frame with parent/student for work completion.
- 10) Parents should schedule medical, or dental appointments outside the school day.

In the event of being tardy, the parent/guardian should escort the child to school and sign him/her in to school.

**Early Dismissal** is strongly discouraged for any purpose, including weekly after school extra-curricular activities as it cuts into the student's instructional time.

**No changes to the school dismissal time will be accepted for any reason other than extreme emergency and must be made 30 minutes prior to the end of day.**

However, in the event an early dismissal is granted by the school administrator, a written request for the dismissal signed by the parent/guardian must be submitted to the main office on the day prior or the day of dismissal. Telephone calls and emails are strongly discouraged for security/safety reasons.

**Make up Work/Tests:** The responsibility for makeup work due to absence/tardy is the responsibility of the student to seek out teacher for assignments. The teacher and student will decide on a mutually agreeable timeline for the work to be completed. Assignments can also be obtained on line.

Unless otherwise arranged the student is allowed one (1) day for each day absent or tardy to submit the work or complete test.

Students with a pass will be allowed to enter without consequence, unless there is a disruption to the class time.

**Bunking School/Cutting Class:** East Providence High School takes attendance very seriously. Any student choosing to bunk/skip school or cut class (not attend) for any reason will be suspended. The School Administration cannot and will not be held responsible for any student choosing to make an unsafe decision to not attend class and/or leave school grounds without approved permission.

**Co-curricular Activities Participation:** student must be present during the day. Exception for any absence, tardy, dismissal on these days must have prior approval by School Administrator, and must be in compliance with the RI Interscholastic League Rules and Regulations Advisors/AD/Coaches are responsible for monitoring students' attendance to determine eligibility for participation. Anyone arriving later than ½ day will not be able to participate.

### ***Attendance Policy Procedure reflects the expectations and consequences of the District***

**Absence, Late to School and Early Dismissal Procedures.** In the event that a student is absent from school, s/he must present a written excuse to the MMS Main Office stating the reason for the absence and signed by the parent/guardian. This will count as an excused absence. A phone call made to the MMS Main Office does not constitute an excused absence as it must be made in writing. In the event that a student is absent for more than five consecutive days, a note from a physician is required in order for the absence to be considered excused. In the event that a student is late to school due to a medical or dental appointment, the student must present a note from a medical office at the time of arrival to MMS in order for the tardy to be excused. Please refer to the East Providence School Department Attendance Policy for more information.

In the event that a student must be dismissed early from school, a written request signed by the parent or guardian should be presented to the MMS Main Office. The time of dismissal is required on the request. Students will be dismissed through the MMS Main Office when the parent or guardian arrives. Students are not allowed to come to the Main Office until they are called from class. For safety reasons, **Only individuals whose name appears on the student's file will be allowed to take a student from school and proper photo identification must be presented to the Main Office.** Parents are encouraged to keep emergency contact forms and Skyward information current.

## **Breakfast and School Lunch Information**

**Lunch Program:** The East Providence Public Schools and East Providence Dining Services both encourage parents to pre-pay meals for their children. Prepayments for lunch and breakfast can be made through the [www.MySchoolBucks.com](http://www.MySchoolBucks.com) website. Parents are strongly encouraged to submit free/reduced lunch application forms yearly as well as whenever their household information or income changes. Applications can be submitted at any time and are available during registration or through East Providence Dining Services and at individual schools. All outstanding balances are the responsibility of the parent/guardian and must be paid within two (2) days of requesting a meal without funds to pay for it. Parents of students whose balances exceed \$10.00 will be notified and parents will have ten (10) days to pay or make arrangements to pay outstanding student balances. For additional information, please refer to the Food Service Program Meal Charge Policy (V.A.10a.)

**Breakfast Protocol:** Any Martin Middle School student may participate in the breakfast program, but only students purchasing food from Chartwells may be in the MMS Cafeteria in the morning. It is not a time to socialize and students may not bring in food from home. Students must first check in to homeroom and then report to the cafeteria for breakfast

by 7:50 am. Students are expected to behave properly and only two students may sit at a table during breakfast. All food purchased in the cafeteria must be paid for at the time of purchase. Please refer to Food Service Program Meal Charge Policy (V.A.10a.) for more information.

**Lunch Protocol:** The cafeteria at Martin Middle School is a busy place and students are asked to follow all rules and protocols in order to promote the smooth running of the lunch program. Students are asked to enter the cafeteria in an orderly and calm manner and sit in the seat or section that has been designated to them. There are three sections of the cafeteria, designated by color (brown, red, and yellow) and only six (6) students may sit at each table. There are three lunch periods. In the cafeteria, a different section will be called up first each day, so students need to pay attention to directions. Students are expected to behave properly and stay at their tables when not in line for food or throwing out trash. In the event that a student does not follow the rules of the cafeteria, s/he may be designated a seat in a different part of the cafeteria. Food and drink must be paid at the time of purchase. Please refer to the Food Service Program Meal Charge Policy (V.A.10a.) for more information. At the end of the lunch period, students will be dismissed in an orderly fashion.

## **Bus Transportation**

**Bus Transportation.** Students who are eligible to take a bus to school (as determined by the East Providence School Department) will be dropped off in front of Martin Middle School between 7:30am and 7:45am. Bus stops and schedules will be published in local newspapers prior to the start of the school year and also on the website of the East Providence School Department ([www.epschoolsri.com](http://www.epschoolsri.com)). At the beginning of the school-year, students will be issued a bus pass that they must present to the bus driver upon entering the bus. Students are expected to adhere to school rules while riding the bus and if conduct on the bus is inappropriate, the privilege may be revoked. Students are not allowed to ride any bus other than their assigned one and guests are not allowed on the bus. Requests for changes in bussing are made through the Transportation Office at (401) 431-4632.

**Late Bus.** Students who stay after school to work with a teacher, to participate in a school activity such as a club, or to stay after school for detention may take the late bus. The late bus is only available to students who live within the district approved bussing area. The late bus arrives at MMS at 3:30 pm and makes stops throughout the bussing area. Teachers or staff members who coordinate after school activities will provide students with a late bus pass and students must present the bus pass before boarding the late bus.

### **VA.11. Transportation**

*Transportation for all public and private/parochial school children residing in the City of East Providence shall be provided in accordance with state laws, and shall be under the direction of the Superintendent of Schools. The Superintendent shall make rules and regulations to insure the safety, health and welfare of all students is upheld. The School Committee has established the eligible riding distance as follows:*

Pre K	Door to Door	Grades 6-8	distance > 1.5 miles
Grades K-5	distance > 1.0 mile	<b>Grades 9-12</b>	distance > 2.0 miles
<i>All Regional 3 Schools (in and out of East Providence) per RI General Laws 16-21.1-2</i>			

*Exceptions will be made for reasons of safety. The District reserves the right to change any or all of the distances mentioned above.*

*Transportation appeals may be submitted for valid medical reasons, or for reasons of hardship.*

*Supporting documentation, such as but not limited to a physician's note, executed release of information, and any other documentation the Superintendent and/or his or her designee deem appropriate.*

**Bus Idling Policy** applies to the operation of every district-owned and/or contracted school bus, and to eliminate all unnecessary idling by East Providence school buses such that idling time is minimized in all aspects of school bus operation. Maximum idling time is 5 (five) minutes.

## **Bus Discipline/Procedure**

*The Superintendent is directed to establish an Administrative Procedure/Regulations for students to include disciplinary action for failure to adhere to the approved regulations.*

*The following are regulations for all school bus passengers. In the event, these regulations set herein are not adhered; the consequence of being in violation of the Code of Conduct is set forth in the East Providence Informational Student Handbook and the Transportation Policy V.A.11 of the School District Policies.*

1. *The bus driver is in full charge of the bus and all passengers will obey the driver's directions, and/or instructions;*
2. *Should the need for the monitors and aides to ride the bus, passengers will obey their direction and/or instructions as well;*
3. *Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities;*
4. *Except by written permission of school authorities and parents, no student will leave the bus until his/her stop;*
5. *Students should view the bus as an extension of the classroom, outside of ordinary conversation, classroom conduct will be obeyed on the school bus;*
6. *Students should assist in maintaining a clean bus and keeping all waste off the floor;*
7. *Students will refrain from throwing refuse out the window;*
8. *There is no eating or drinking on the bus at any time;*
9. *No person will smoke, or light matches on the bus;*
10. *There is no possession and/or consumption of alcohol on the school bus;*
11. *There is no possession of any controlled substance (with the exception of medical approval), on the school bus;*
12. *No person will extend his/her head, hand, arms, or legs out of the windows at any time regardless of whether or not the school bus is in motion or not;*
13. *No windows will be opened without the permission from the driver, aide or monitor;*
14. *All personal belongings will be kept out of the aisle and away from exit doors;*
15. *Large items, or other items not needed in the course of a regular school day, will need prior approval by school administration;*
16. *No passenger will speak to the driver more than necessary while the bus is in operation;*
17. *Students are to remain seated while the bus is in motion, and will not get off or on the bus until the bus comes to a complete stop;*
18. *Students need to exit the bus in an orderly manner, and obey all orders of the bus staff. When boarding or exiting the bus, students need to be in full view of the driver at all times. Crossing the road if applicable, can only be done after the buss staff gives direction to do so;*
19. *Students will not stand or play in the roadway while waiting for the bus, and should arrive at the bus stop prior to bus arrival;*
20. *Self-discipline should be exercised by all students in the loading area, both at the bus stop and at school. There will be no pushing, or shoving-personal space shall be respected;*
21. *There will be no throwing of objects in, out, or at the school bus;*
22. *There will be no use of foul language at any time, by any passenger;*
23. *Parents/Guardians of students causing damage to the school bus will be responsible for proper reimbursement to the school bus contractor; Student misconduct on any bus will be disciplined as follows:  
Each offense will be reviewed on an individual basis as to the severity of the offense. Severe disregard for one or more of the 24 regulations could result in disciplinary action being implemented at any of the actions listed below, including suspension for any part of the remainder of the year.*

**First Offense:** *A warning will be issued to the student, and a conduct report written out.*

**Second Offense:** *A conduct report is written out. The School Administrators (Director, Principal and/or their designee), as well as Parent/Guardian will be notified at this time, and appropriate disciplinary action could be administered by the School Administrator;*

**Third Offense:** *A letter, along with a copy of all conduct reports accumulated to date during the current school year will be sent home to the parent or guardian. Student(s) shall be automatically suspended from riding the bus for two (2) days. Principal shall notify parent and follow school procedure as is done with any discipline problem;*

**Fourth Offense: Elementary** - *Suspension of five (5) school days from bus privileges, conference with School Administrators, Contractor, and parent. **Secondary** - Student(s) shall be suspended from riding the bus for two (2) weeks; and*

**Fifth Offense:** *Suspension for the remainder of the school year.*

*Conduct reports are maintained from year to year and could be used in the decision process of suspension.*

24. *Students riding the bus through the Appeal process, and attend East Providence schools are subject to the aforementioned;*
25. *Students riding the bus through the Request for Transportation process and attend private, parochial or charter schools are subject to the guidelines 1-24 found herein.*

**East Providence School Committee**  
**Revised Policy Adopted 2/11/14**



## Cancellation of School

Shall school be cancelled for any given reason, please be sure to receive notice around 6:30am and thereafter, by any of the following:

**Phone:** School Phone Message to Parents (please be sure to keep us updated with current phone #'s)

Media School Announcements:

**Radio:** 630AM, 920AM, 92.3FM, 93.3FM, 94.1FM, 105FM

**TV:** Channels 6(ABC) – 10(NBC) – 12(CBS)

When a storm hits our region, the Superintendent of School has the option to delay the opening of school for one or two hours. In that event, students SHOULD NOT arrive to school at the usual time. Supervision at school may not be available, due to road conditions that keep personnel from arriving before school begins. Please arrive at the appropriate time, depending on the "start" of school for the given day.

## 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 that is safe, appropriate, and not distracting to wear in school. Parents will be notified of any inappropriate dress. The Assistant Principal, Principal, or Dean of Students will be the authority in such cases. Any student who is in violation of the Dress Code protocol, will not be allowed to return to class until changing into appropriate clothes. In the event that a student does not have appropriate clothes, a parent/guardian will be called to provide a change of clothes or student may be asked to wear something to cover or replace the clothing item that violates the protocol. The following is a list of inappropriate dress for students:

- No "sagging" of pants. Pants should be worn with proper fit above the hip. No low-cut pants should be worn. No undergarments should be visible.
- No spaghetti strap tops, racer-back tops, halter tops, off-the-shoulder tops, tube tops, half shirts (showing one's midriff), or low cut blouses/shirts. No undergarments should be visible.
- No sheer or see-through clothing is to be worn. This includes **clothing with cut-outs**.
- No articles of clothing or accessories with obscene/vulgar words, words referring to illegal substances (alcohol, tobacco, and/or drugs), and/or 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/leggings are worn under).
- Leggings require a top/shirt long enough to reach mid-thigh.
- No coats/jackets may be worn or carried during the school day. Students may wear sweatshirts, sweaters or a lightweight fleece jacket.
- No headgear (e.g. hair picks, bandanas, hats, do-rags, hoods, etc.) may be worn during the regular school day.
- No pajamas pants and/or tops.
- Proper footwear is expected. No slippers.
- No chains, collars, rings, bracelets with studs or spikes.
- Proper hygiene is expected.

## Extra-curricular Activities

**Clubs.** Art Club, Robotics Club, Chess Club, Gaming & Animation Club, Homework Club, RAPP (for English Language Learners), Guitar Club, Student Council, Yearbook Club, MMS Theatre

**School-Sponsored Events.** Autumn, Winter and Spring Dances, Skate Nights, Dodgeball Tournament, Chorus Concert at Rhode Island State House, Walk-a-thon, Alton Jones Field Trip, Philadelphia Trip, Boston Field Trip, 6 Flags Concert for Band and Chorus, Field Days

**Athletics. Fall:** Girls Soccer, Boys Soccer, Cross Country **Winter:** Girls Basketball, Boys Basketball, Wrestling **Spring:** Unified Basketball, Softball, Baseball, Track & Field

## Grading and Report Card Information

Achievement is one of the core values of Martin Middle School and students are expected to put their best effort into assignments and assessments. Teachers set requirements and grading procedures in their classes. Students who receive all A's (Summa Cum Laude) or A's and B's (Magna Cum Laude) are added to the quarterly honor roll and are recognized in local media. Letter grades are as follows: A=90-100 B=80-89 C=70-79 Failing=69 and below

**Skyward Access.** Students and parents can monitor academic progress on Skyward, the school information system. A link to the Skyward login is located on the school district website [www.epschoolsri.com](http://www.epschoolsri.com). Guidance counsellors can provide Skyward access information to students and parents.

**Report Cards.** Report cards will be sent home at the end of every Quarter (every 10 weeks). Parents/Guardians may keep the report card but must sign the label on the brown envelope. The signed envelope must be returned to the student's homeroom teacher. If a parent/guardian does not receive a report card at the designated time, please contact a guidance counselor.

**Make up work.** Students who are absent are encouraged to contact their teachers through their school email on the day of their absence. The student is responsible for completing and submitting missed work after his/her absence. Students should plan to see teachers after-school to collect or hand in missed assignments.

## Loitering

Loitering is NOT allowed at any time throughout the school day in the school bathrooms, classrooms, hallways, hallway intersections, lockers, stairwells, against walls, etc. Students are expected to remain moving in the halls while passing to their next class.

**Students are NOT to be on campus before or after school hours unless they are under DIRECT SUPERVISION of a teacher, coach or administrator.**

**\*\*Coaches of athletic teams will designate specific areas for athletes to report to *immediately* at 2:15.**

**\*\*Clubs and/or Tutors will designate specific areas/classrooms for approved participants to report to *immediately* following the last period of the day.**

Students found loitering on school grounds before, during or after school hours, are subject to receiving consequences of, but not limited to: Loss of Privilege(s) – Detention – Suspension – etc.

## Nurse's Office

The school nurse is available to students who are ill or who are in need of specific, physician-approved medications during the day. Students are only allowed to visit the nurse **if they have a pass** signed by a teacher or staff member. Students may not visit the Nurse's Office between classes without a signed pass unless it is an emergency. Parents should contact the school nurse at the beginning of the school year to arrange individual student medication needs. Students who need to go home during the school day due to illness are dismissed through the nurse's office.

## **Positive Behavior**

**ROARS.** The Martin Middle School Core Values are *Respect, Organization, Achievement, Responsibility & Safety*. Behavioral expectations are explained to students through these Core Values.

**How Will Students Learn About Behavioral Expectations?** Expectations will be taught and modeled throughout the school year, in all settings by all staff members. Students at Martin Middle School will receive intermittent positive reinforcement for following our school-wide expectations. Any staff member who observes a student demonstrating a desired behavior may give that student a "paw." Students who receive a "paw" will be entered into a weekly raffle to win a prize. A chart with the MMS School-wide Expectations can be found at the end of this handbook.

Administration and guidance will be holding monthly assemblies to remind students of our behavioral expectations and issue positive challenges to our students.

## **Safety**

### **Fire Drills, Evacuations, Shelter in Place, and Lockdowns**

Teachers & students are to assume that all fire alarms or announcement indicate an actual safety concern exists, unless told otherwise by administration.

During an evacuation, students are to file out of the building quickly and quietly, with the teacher they are presently designated to. Teachers will review evacuation procedures with students at the beginning of the year. Teachers & students are to remain in the assigned area unless instructed to do otherwise by administration. Instructions and expectations given to students by the administrator/teacher are expected to be followed.

## **School Property, Private Property and Cell Phones**

The East Providence School Department provides a facility, property and education items for the safe and proper use of our students. Students are encouraged to leave non school-related property such as money, iPods, extra clothing and accessories, and tablets at home as Martin Middle School will not be responsible for the loss or theft of these items. Any item brought into school that disrupts the learning environment will be confiscated and returned only to a parent or legal guardian.

**Lockers.** Each student will be assigned a locker. Students should not share their locker or the combination with another student. Student lockers are the property of the school department and are subject to inspection if circumstances warrant. If a student forgets his/her locker combination, s/he should see a guidance counselor. During physical education class or at athletic team practices, students should be sure to secure all personal items in a locked locker.

**Damage to School Property.** Any student found willfully Defacing/Damaging or Destroying School/Private Property is subject to consequences which may include, but are not limited to any/all of the following:

Loss of Privileges – Social Probation - Suspension – Community Service – Replacement/Repair Fees – etc.

Examples are as follows: writing on walls, mirrors, or desks; damaging another's clothing or property; and graffiti/tagging.

**Selling Or Trading of Personal Items.** Students are not allowed to sell or trade personal items at Martin Middle School.

**Cell Phones.** The use of cell phones by students is not allowed during school hours of 7:45am-2:15pm. Students are expected to turn off and store their cell phones when they enter Martin Middle School. Students may also be instructed to put their phones away during school related activities after regular school hours. Martin Middle School is not responsible for any lost or stolen cell phones. It is the student's responsibility to hold onto his/her valuables at all times. **If a cell phone, electronic device, or accessory (Headphone/earbuds...)** is seen or heard during the school day by a Martin Middle School staff member, the device will be turned into the Main Office and recorded by the secretary. The first time this happens, the student may pick up and sign for the phone at the end of the school day. If a student's phone is turned into the Main Office a second time, a parent will be required to come into MMS and pick up the phone.

**Headphones:** Are not allowed to be seen outside of the classroom. This includes hanging from shirt, pockets, or in students ears. If they are seen, it will be treated as an electronic offense and will have to be turned into the office.

## **Student Discipline**

**Classroom Detention:** Students who do not follow classroom rules, as established by teachers, may be assigned a classroom detention. The length of the detention is determined by each individual teacher and a parent will be informed of the detention. If a student fails to stay for classroom detention, the student will be referred to the Dean of Students for **an additional** office detention. **Students will still be responsible to serve the original classroom detention.** and the student will be subject to consequences related to Social Probation.

**Office Detention.** Students whose behavior or actions result in a disruption of the learning environment may be referred to the Dean of Students who will assign an after-school detention. Detention is held Monday-Thursday from 2:30-3:30 in the cafeteria. Students will be given a 24-hour notice of their assigned detention and a parent will be informed. Students assigned detention who take a bus to and from school may take the late bus that arrives at MMS at 3:30pm.

**Progressive Discipline** - For students that continue to make the same poor choices and continue to threaten the safety of MMS or disrupt the learning environment, consequences may become more severe. Progressive discipline consists of but is not limited to, increased detentions, suspension, parental meeting, meeting with administrative team, meeting with counselor, referral to Student Support Team (SSP).

**Suspension and Expulsion.** The term **suspension** means the denial of school privileges for not more than 10 consecutive school days. Suspendable actions by students require a mandatory meeting of the student, parent/guardian and the Dean of Students and/or the Assistant Principal/Principal upon the return to school.

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 another time, place, or 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 Dean of Students, Assistant Principal and/or Principal:

- Any abusive, obscene, or profane language or gestures
- Any disrespect, refusal to obey authority (teacher, administrator, adult sponsor, chaperone, 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
- Engaging in harassment (i.e. cyber-, sexual-, and/or verbal-harassment)
- Smoking in or on school grounds
- Any student in possession, distribution, or consumption of illegal drugs, mind-altering substances, prescription or nonprescription medication, tobacco-related products 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
- Theft
- Any other conduct which is a violation of the law, a violation of school policy, or which is prejudicial to teaching, learning or the safety of the school, its students, teachers, administrators and personnel

**Social Probation.** When on social probation, a student will not be allowed to participate in any extracurricular (co-curricular) activities. The length of social probation will be determined by administration. Attendance and/or participation of extracurricular activities is a privilege. Students who are suspended or sent out of class more than 2 times will automatically be placed on social probation. Social probation status may also be affected if student have outstanding balances (ex. Lunch money, library fees, overdue books, athletic uniforms...)

**Field Trip Behavior Expectations.** A field trip is an extension of the school itself, whether on a bus to or from the site or while at the site itself. Expectations for student behavior and adherence to school rules apply on all field trips as they do at school. Students causing a problem on any field trip may be excluded from field trips for the remainder of the school year. Any student who has accumulated excessive absences may be excluded from participation in field trips. The administration may consult with all of the student's teachers prior to making a final determination on this matter. Students accepting the privilege of attendance on any field trip, do so with the knowledge that the school (through its teacher chaperones) has the right to search any student and/or his/her belongings.

#### **Academic Dishonesty.**

It is the student's responsibility to produce any and all work which is entirely his/her own. Supplying or receiving any work to be used deceitfully is considered to be cheating and/or plagiarism. Upon discovery of a purposeful misrepresentation via cheating and/or plagiarism behavior will result in disciplinary action as follows:

**1<sup>st</sup> Offense:** Parent(s) will be informed. Student(s) will have an opportunity to resubmit any work, under the discretion of the teacher, with a **maximum** grade of a 70.

**2<sup>nd</sup> Offense:** Parent(s) will be informed. Student(s) will receive a **0** for assignment, with no chance of recovery and possible suspension.

**Repetitive Offenses** will result in a mandatory parent meeting, possible course failure.

**Plagiarism.** Documentation of all sources is important to avoid plagiarism, which is stealing of another’s ideas, words, writing, or academic work, and implying that it is original. Both quoting and paraphrasing from an outside source, including any technology without crediting that source is a form of plagiarism.

## **School Resource Officer**

The Police Officer assigned to Edward R. Martin Middle School as a School Resource Officer (SRO) is a police officer employed by the East Providence Police Department. The SRO is responsible for all of the police-related activities at the school where they are assigned. They establish a rapport with students, faculty, and the community. The SRO will act as a liaison between the school and the police department. The SRO has the responsibility of handling 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 are essential. The SRO will be a referral source for various social service agencies. The SRO will interact with area residents and businesses to form partnerships in crime prevention and controlling or redirecting illicit youth group activity. He or she may participate in meetings and committee work within the officer’s assigned school.

## **Technology**

**School Email** - Students will receive an @epschoolsri.com email address and Google For Education account that they will keep through high school. This account will provide access to curriculum tools like Google Classroom. Students should only use this school account for education purposes and the East Providence Schools reserves the right to monitor the account use. Students are encouraged to communicate with teachers regularly through their @epschoolsri.com email account.

**Chromebook** - Each student will be issued a chromebook at the beginning of the school year that will be used throughout the school day and returned to homeroom before dismissal. These chromebooks are to be used for educational purposes only that have been approved by MMS teachers. Every student will sign a manual that explains the student’s responsibility to care and properly maintain their chromebook. Any technology use that is inappropriate or not school related will result in disciplinary actions.

## **EAST PROVIDENCE SCHOOL DISTRICT POLICIES**

### **Safe School Act: Statewide Bullying Policy**

*This Statewide Bullying Policy is promulgated pursuant to the authority set forth in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.*

**It will be the responsibility of all supervisory and professional personnel to report any perceived acts of bullying immediately to their administrative superiors.**

*Prohibition against Bullying: Bullying prohibited in the public schools of East Providence, RI. The prevention of bullying is part of the East Providence school district’s strategic plan and school safety plan.*

### **1. DEFINITIONS**

**BULLYING** means the use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as: Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression ormental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristic. **Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).**

**CYBER-BULLYING** means bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages or facsimile communications.

**Forms of cyber-bullying may include but are not limited to:**

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL** means:

- a. on school premises,
- b. at any school-sponsored activity or event whether or not it is held on school premises,
- c. on a school-transportation vehicle,
- d. at an official school bus stop,
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school despite having occurred outside of school hours.

## **2. SCHOOL CLIMATE**

Bullying, cyber- bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all schools that are approved for the purpose of the compulsory attendance statute (§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school.

## **3. POLICY OVERSIGHT and RESPONSIBILITY**

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

## **4. INFORMATION DISSEMINATION**

The school principal, director, or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy.

## **5. REPORTING**

The school principal, director, or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

## **6. INVESTIGATION/RESPONSE**

*The school principal, director, or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations.*

## **7. DISCIPLINARY ACTION**

*The disciplinary actions for violations of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyber-bullying or retaliation shall include, but not be limited to:*

- a. Admonitions and warnings*
- b. Parental/ Guardian notification and meetings*
- c. Detention*
- d. In-school suspension, if available*
- e. Loss of school-provided transportation, such as use of a bus, or loss of student parking pass*
- f. Loss of the opportunity to participate in extracurricular activities*
- g. Loss of the opportunity to participate in school social activities*
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities*
- i. Police contact*
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.*

## **Sexual Harassment Policy**

### **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.***

### **Zero Tolerance Policy**

#### **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, blow-darts, 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.*

<b>Minor Problem Behaviors</b> <i>Infrequent, low-intensity behaviors which are handled by the observing staff member</i>	
<i>Defiance/Disrespect /Non-Compliance</i>	<i>Verbal, gestural or facial action that communicates a lack of respect; failure to follow staff directions</i>
<i>Disruption</i>	<i>Action that results in a brief interruption of the school or classroom activity</i>
<i>Inappropriate Language</i>	<i>Name calling or put downs excluding vulgarity</i>
<i>Physical Contact/Physical Aggression</i>	<i>Uninvited or inappropriate touch that does not result in risk of injury</i>
<i>Property Misuse</i>	<i>Inappropriate use or damage to school or personal property that does not result in permanent damage</i>
<i>Tardy</i>	<i>Late to class beyond the arrival of the rest of the group</i>
<i>Technology Violation</i>	<i>Inappropriate use of the computer, cell phones, camera, or other electronic devices</i>
<i>Other</i>	<i>Any other minor problem behaviors that do not fall within the above categories</i>

<b>Major Problem Behaviors</b> <i>High intensity or frequent (3+) low-intensity behaviors that are managed by administration</i>	
<i>Abusive/Inappropriate Language/Profanity</i>	<i>Verbal or nonverbal language that includes vulgarity or abusive name calling</i>
<i>Defiance/Disrespect/Insubordination/Non-Compliance</i>	<i>Significant verbal, gestural or facial action that communicates a lack of respect; a refusal to follow staff directions resulting in significant disruption</i>
<i>Disruption</i>	<i>Action that results in a significant/sustained interruption of the school or classroom activity</i>
<i>Dress Code</i>	<i>Student chronically (3 or more incidents) wears clothing that does not comply with the dress code guidelines</i>
<i>Fighting/Physical Aggression</i>	<i>Actions involving serious physical contact where injury may occur</i>
<i>Forgery/Theft</i>	<i>Student signs another person's name or alters a document/student is in possession of or has passed along someone else's property without their permission</i>
<i>Harassment/Bullying</i>	<i>Verbal or nonverbal behavior toward another person that causes discomfort or humiliation (including but not limited to threats, intimidation, name calling, unwanted physical contact, pictures, written messages, exclusion)</i>
<i>Lying/Cheating</i>	<i>Student intentionally communicates a message that is untrue and/or deliberately does not follow the student handbook rules regarding academic dishonesty</i>
<i>Property Damage/Vandalism</i>	<i>Student deliberately impairs the usefulness of property or significantly and/or permanently damages school or personal property</i>
<i>Skippping Class</i>	<i>Unexcused absence from class or school activity</i>
<i>Use/Possession of Tobacco, Alcohol or Other Drugs</i>	<i>Use, possession, or transfer of illegal drugs/substances or related paraphernalia</i>
<i>Use/Possession of Weapons</i>	<i>Possession of a weapon, real or look-alike, capable of causing bodily harm</i>
<i>Other</i>	<i>Any other major problem behavior that does not fall within the above categories</i>

**MMS School-Wide Expectations - ROARS**

<i>All</i>	<i>Classroom</i>	<i>Hallway</i>	<i>Lockers</i>	<i>Cafeteria</i>	<i>Bus /Bus Stop</i>	<i>PE</i>	<i>Art</i>
<b><u>Respect</u></b>							
-Kind words  -Active listening	-Raise hand  -Listen to speaker	-Walk quietly	-Use quiet voices  -Be polite if people are in your way	-Respond to verbal and bell commands -Make sure everyone has a place to sit	-Use appropriate language -Listen to the bus driver and monitor	-Respond to teacher's verbal instruction  -Listens without disturbing others	-Listen to the speaker  -Use positive language to discuss peers artwork
<b><u>Organization</u></b>							
-Use planner with schedule throughout the day -Keep materials neat	-Bring required materials  -Take out materials upon arrival	-Stay to the right  -Remember your materials	-Keep organized for faster use	-Know which line to enter -6 students per table max -Stay in your own space	-Bring all personal belongings	-Bring appropriate clothing and footwear	-Store artwork neatly on class shelf -Complete artwork in a timely manner
<b><u>Achievement</u></b>							
-Give your best effort	-Stay on Task  -Ask for help when needed	-Arrive on time	-Post a copy of your class schedule	-Eat a nutritious lunch to keep production going	-Get to the bus stop on time with needed materials	-Always use skills taught  -Take a physically active part in the activity	-Use your own ideas -Try your best
<b><u>Responsibility</u></b>							
-Follow directions  - Acknowledge behavior and plan for improvement	-Return materials to where they belong  -Acknowledge behavior and plan for improvement	-Keep walking  -Hold your materials securely	-Collect all materials for upcoming classes -Keep locker clean -Keep combination to yourself	-Follow the routine -Quiet after the second bell  -Clean up and dispose of trash	-Maintain appropriate seat	-Arrive to class on time  -Change into a completely different P.E. outfit	-Bring pencil to class -Clean up after yourself  -Complete artwork in a timely manner
<b><u>Safety</u></b>							
-Seek help when needed	-Sit in seat  -Use materials appropriately	-Hands and feet to self	-Get your materials and move on -Maintain personal space	-Stay at your seat and table -Push in chair -Walk	-Keep hands and belongings inside the bus -Stay on sidewalk	-Follow rules and guidelines for use of the facility and equipment -Use quiet voices -Use your locker	-Use materials correctly  -Walk in the classroom

### Edward R. Martin Middle School Events 2018-2019

July 2018  
25: TweetChat Chapter 1 Mindset 4pm-5pm  
August 2018

February 2019  
1/7 - 2/15 Access Testing  
4: Team Assemblies

- 7: TweetChat Chapter 2 Mindset 4pm-5pm
- 24: Department Coordinator Meeting
- 27: Convocation - Teacher Orientation
- 28: 6th Students Open - 7th/8th grade Mindset PD
- 29: First Day of School - All Grades
- 30: PTA Fundraiser BEGINS

**September 2018**

- 3: Labor Day-No School
- 5: Meet the Teacher - Ice Cream Social 5:30-7:00
- 10: Team Assemblies
- Skate Party - USA Skates 6-8 p.m.
- 12: Primary Election Day - No School
- 19: PTA Meeting - 6:00pm-7:00pm
- 21: PTA Fundraiser ENDS
- 29: Committee Meetings - 2:30 p.m.
- TBA: Design Team - Student Shadows

**October 2018**

- 1: Team Assemblies
- 3: Design Team Meeting, 2:30 p.m. - 4:00 p.m.
- 5: Townie Pride Parade/8th Grade Band Night
- 8: Columbus Day—No School
- 10: Faculty Meeting, 2:30 pm
- 17: PTA Meeting - 6:00 p.m. - 7:00 p.m.
- Appy Hour - 2:30 p.m.
- 19: Picture Day
- 23: Career Day
- 24: Design Team Meeting, 2:30 p.m. - 4:00 p.m.
- 26: Fall Dance from 6-8 p.m.
- TBA: Design Team School Visits

**November 2018**

- 1: 1st Quarter Grades Close
- 2: BINGO Night 6-8 p.m.
- 5: Team Assemblies
- Skate Party - USA Skates 6-8 p.m.
- 6: Election Day, No School
- 7: PTA Meeting - 6:00 p.m. - 7:00 p.m.
- Committee Meetings - 2:30 p.m.
- 12: Veterans Day Observed - No School
- 14: Parent/Teacher Conferences/Faculty Meeting 2:30 - 3:30 p.m., 5:30 - 7:30 p.m.
- 15: Student Half Day - Student Dismissal 11:15am
- Parent/Teacher Conferences, 12:30 - 2:30pm
- 17: RIMEA All-State Auditions at Moses Brown
- 19: Uncle Tony's Night - PTA
- 21-23: Thanksgiving Recess
- 28: Design Team Meeting, 2:30 p.m. - 4:00 p.m.

**December 2018**

- 3: Team Assemblies
- 5: Band Winter Concert from 7:00 p.m.
- 12: Chorus Winter Concert from 7-8 p.m.
- Appy Hour - 2:30 p.m.
- 19: Faculty Meeting at 2:30 p.m.
- PTA Meeting - 6:00 p.m. - 7:00 p.m.
- TBA Chorus Performance at the State House
- 24-Jan. 1: Holiday Recess

**January 2019**

- 1/7 - 2/15 Access Testing
- 2: School Reopens
- 7: Team Assemblies
- 9: Faculty Meeting at 2:30 p.m.
- 16: CTC Visit for 8th Graders
- PTA Meeting - 6:00 p.m. - 7:00 p.m.
- 21: MLK Jr. Day-No School
- 22: 2nd Quarter Grades Close
- 25: Winter Dance 6:00 p.m. -8:00 p.m.
- 30: Committee Meetings - 2:30 p.m.
- TBA: Martin Play
- TBA: NAEP

Revised 7-26-18

- 6: PTA Meeting at 6:00 p.m.
- All-State Rehearsal (MMS & EPHS) 6-9 p.m.
- 11: Skate Party - USA Skates 6-8 p.m.
- 13: Department Meeting at 2:30 p.m.
- PTA Meeting, 6:00 p.m. - 7:00 p.m.
- 18-22: Winter Recess
- 27: All-State Rehearsal (MMS & EPHS) 6-9 p.m.
- Appy Hour - 2:30 p.m.
- TBA: NAEP

**March 2019**

- 4: Team Assemblies
- 6: PTA Meeting at 6:00 p.m.
- 7: EPMD Collaboration Rehearsal & Concert 6:30 p.m. at EPHS
- 13: Design Team Meeting, 2:30 p.m. - 4:00 p.m.
- 14: 5th Grade Students Visit MMS & Incoming 6th Grade Parent/Guardian Information Night from 6 - 7 p.m.
- 20: PTA Meeting, 6:00 p.m. - 7:00 p.m.
- 22: Spring Dance
- 27: Department Meeting - 2:30 p.m.(RICAS Training)
- 27/28: RIMEA Junior Band Festival @EWG
- 29: BINGO Night 6:00 p.m. - 8:00 p.m.
- TBA: NAEP

**April 2019**

- 1-26 RICAS ELA & Math Assessments
- 1: Team Assemblies
- Skate Party - USA Skates, 6:00pm - 8:00pm
- 2: 3rd Quarter Grades Close
- 3: PTA Meeting at 6:00 p.m.
- 9-10: RIMEA Junior Choral Festival at MMS
- 10: Faculty Meeting at 2:30 p.m.
- 15 - 19: Spring Recess
- 24: Secretaries' Day
- PTA Meeting - 6:00 p.m. - 7:00 p.m.
- Appy Hour - 2:30 p.m.
- 26: Spring Dance
- 27: RIMEA Junior Jazz Festival at Moses Brown
- TBA: BINGO Night

**May 2019**

- 1: MMS Band Concert 7:00 p.m.
- 2: May Breakfast - Morning
- Walk-A-Thon - Afternoon
- 6: Team Assemblies
- 6-10 Teacher Appreciation Week
- 8: Faculty Meeting at 2:30 p.m.
- 14 - 24: Grade 8 NGSS Science Assessments
- 15: Chorus Concert, 7:00 p.m.
- 22: PTA Meeting, - 6:00 p.m. - 7:00 p.m.
- Committee Meetings - 2:30 p.m.
- 23: Talent Show, 7:00 p.m.
- 27: Memorial Day - No School
- Band performs at Memorial Day Parade
- 29: Design Team Meeting, 2:30 p.m. - 4:00 p.m.
- 31: Band & Chorus 6 Flags Trip
- TBA: Martin Play

**June 2019**

- 3: Skate Party - USA Skates 6 - 8 p.m.
- Team Assemblies
- 4: 6th Grade Awards
- 5: PTA Meeting - 6:00 p.m.- 7:00 p.m.
- Faculty Meeting at 2:30 p.m.
- 7th Grade Awards
- 6: 8th Grade Honors Night 6:00 p.m.
- 7th Grade Field Day
- 7: EPHS Senior Class Graduation
- 6th Grade Field Day
- 10: 8th Grade Party from 5-7 p.m.
- 8th Grade Awards
- 12: 8th Grade Field Day
- Last Day of School/4th Quarter Grades Close
- TBA: 8<sup>th</sup> Grade Philadelphia Trip