

# FULLER MIDDLE SCHOOL Parent-Student Handbook

**2011/2012**

*where  
Respect,  
Responsibility  
and  
Results  
are  
Core Values*



## **NONDISCRIMINATION STATEMENT**

The Framingham School Committee is committed to a policy of nondiscrimination in relation to race, national origin, religion, gender, age, sexual orientation, or recognized disabilities. In keeping with the requirements of Federal and State laws, the Framingham School district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students; in their assignment to schools and classes; and in their discipline; in location and use of facilities; and in educational offerings and materials. The Framingham School Committee encourages its staff to improve human relations within the schools, and to establish channels through which citizens can communicate their concerns to the administration.

M.G.L. Ch. 76, S.5 and  
Title IX, U.S. Dept. of Health, Education and Welfare

# Fuller Middle School

31 Flagg Drive  
Framingham, MA 01702  
(508)620-4956  
Fax : (508) 628-1308  
<http://www.framingham.k12.ma.us/fuller.cfm>

**Principal:** Mr. Juan Rodriguez

**Vice Principal:** Mr. John Maynard

**Fuller Middle School** is one of three middle schools in Framingham. The school's diverse body is composed of 6th, 7th, and 8th graders. The school schedule is according to a six-day rotation. Students are grouped in academic teams, identified by color. Teachers on each team work together to meet the various needs of their children.

All students participate in a wide range of special area classes that include Art, Health Education, Physical Education, Technology Education, and Music, which may be Band or Chorus or Strings.

It is because of Framingham's diverse population, that Fuller Middle School has such a rich culture. The school serves many children for whom English is a second or even third language. For these students, classes are conducted by teachers specially trained to assist them in their academic growth while gaining proficiency in English.

Students with Individual Education Plans are served at Fuller through thanks to special educators available for resource support in and out of the inclusion classroom.

## **The History of Fuller Middle School**

Fuller Middle School was established in September of 1994. The school is named in honor of Dr. Solomon Fuller, a psychiatrist, and his wife, Meta Fuller, a sculptor. The Fullers, a pioneering African-American family, lived on Warren Road near the current location of Fuller Middle School during the early part of the twentieth century. Dr. and Mrs. Fuller were leaders in their professions and in the Framingham Community during their lives. The roles they played during their lifetimes serve as models for the students of the school named in their memory.

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Added at the back: *Official Legal Student Discipline Policies and Issues*  
*FPS School Calendar, Fuller Building Map, Internet Usage Guidelines, Student,*  
*Support Services CR10, Media Permission form & Handbook Sign-off*

## Letter To Parents and Guardians of Fuller Middle School Students:

### **WELCOME TO FULLER MIDDLE SCHOOL!**

We look forward to working with you and your child during Fuller Middle School's eighteenth year. We are a school dedicated to the core values of respect, responsibility and results. We view this handbook as a part of our responsibility to inform you and your child about the school's operation and the ways in which we can work together to make the coming year a successful one. Please keep this handbook as a reference source to assist you and your child throughout the school year.

Please be an active participant in Fuller Middle School. We (and your child) want you to know what is happening at Fuller, and have several ways of keeping you informed. This includes a calendar of upcoming events as well as a report on school activities both within and outside the classroom. Another way to keep informed is by visiting the Fuller Middle School web page at [www.framingham.k12.ma.us/Fuller](http://www.framingham.k12.ma.us/Fuller).

Other routine communications are in the form of mid-trimester progress reports and report cards, parent-team meetings and our annual Open House night. Schedules dates for these events will appear on the monthly calendars that are sent home. When the grade reports arrive home, please go over them with your child, sign the appropriate form and return it to school immediately so we know that you have received this communication. In addition to scheduled reports to parents, Fuller teachers often telephone or e-mail parents to inform them of achievements and/or discuss concerns.

Please do not hesitate to initiate contact with school when you have questions or comments relative to your child's well being at (508) 620-4956.

*A value is something you believe in deeply.*

*A value influences all that you do.*

*Stated below are values that the teachers, parents and community of Fuller Middle School want you to learn while you are here.*

*They are the Core Values of your school.*

***THE CORE VALUES of  
THE FULLER MIDDLE SCHOOL***

***Respect***

**to hold oneself in high esteem  
to appreciate our similarities and the differences in others  
to value education**

***Responsibility***

**to be accountable for one's own behavior  
to care for the school and community environment  
to be an active participant in the learning process**

***Results***

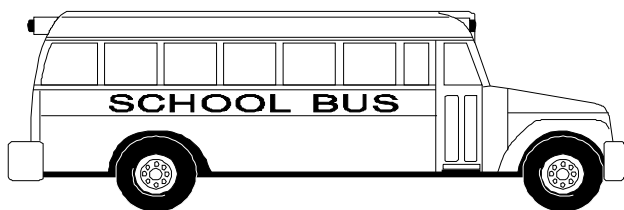
**to make learning a lifelong process  
to become an ethical decision maker  
to strive toward academic excellence  
to have and hold high expectations for oneself**

## **BUILDING SECURITY**

- Fuller staff and other Framingham Public School personnel maintaining Fuller offices must wear ID badges at all times.
- All Guests/Visitors must sign in with either a Guidance or Main Office secretary and wear an ID badge obtained from an administrator.
- All Guests/Visitors are escorted by a Fuller staff person at all times (PPS staff will primarily assist on this task)
- All Substitute teachers must wear the ID badge assigned to them upon daily sign-in/arrival to our building each day.
- All student guests must be detained in the Main Office until an administrator approves their visit; with approval, a non-Fuller student may be issued an ID badge while moving, fully escorted, within the building.
- Teachers need pre-approval by administration before confirming plans involving student visitors to their classes (i.e. speakers, observations).
- Staff needs to confirm with Administration in advance, when possible, if they plan to have personal family members on site.
- Under no circumstances are Fuller students to be unsupervised in the classrooms at any time; there are no approved programs that would include a teacher surrendering his/her class to a non-Fuller individual.
- The side doors will be locked after homeroom period, except for the Buildings & Grounds door. This will force all visitors to use the main entrance near the Guidance office.
- All anticipated deliveries must be reported to the Office; in those instances when a delivery person is needed in order that the delivery is made to another part of the building, a Fuller staff person must escort him/her to the delivery destination.

## **SEARCH AND SEIZURE**

**The school retains joint custody of desk and student lockers and these areas are subject to search by the school officials at any time but primarily will occur if there is a relevant circumstance. School officials will conduct a search if they have reasonable grounds for suspecting it will turn up evidence that student in question has violated or is violating the law or rule of the school.**



## **SCHOOL DAY: ARRIVAL TIMES**

*The school doors open at **8:00 am** each morning. A warning bell rings at **8:05 am** for homeroom.*

*All students must be in homeroom at **8:10am**.*

Students are to enter through one of the three front doors. The building doors on either side of the building are not entrance doors for students. Students who eat breakfast at school are to report directly to the cafeteria to eat, and then proceed to their lockers. All other students are to go directly to their lockers and homeroom.

## **HOMEROOM**

Every student is assigned to a homeroom. The teacher you have for homeroom will probably be one of your classroom teachers as well. Your locker will be located near your homeroom. Homeroom is where you go at the beginning each morning, and your homeroom teacher will be in charge of many of the special announcements, reports etc. that you will receive throughout the year. When you arrive in your homeroom in the morning, you should have all the materials you will need for your first two classes. Once you enter homeroom, you are not to leave. The homeroom time is an opportunity to get yourself organized for the day; it is not a time to wander in the corridors. If you must leave, get a pass from your homeroom teacher.

**Announcements:** At approximately 8:10 am, the Pledge of Allegiance, a moment of silence, and announcements for the day will be presented over the intercom. It is your responsibility to be silent during this time so that you, your classmates, and teacher can hear special instructions or announcements that may include information concerning after-school activities.

**Absences / Tardies:** If you arrive at school after the 8:10 am bell has sounded, report directly to the school office. You will be given an admittance pass to class. Without this pass, a teacher will not accept you into class when you arrive.

**Excused Tardies:** You must have your parent or guardian accompany you into the office or you must have a written excuse, signed by your parent or guardian explaining why you are late to school.

**Unexcused Tardies:** If you arrive late for school without a note from your parent/guardian, your late arrival is unexcused. If you accumulate three unexcused tardies, you will be assigned an office detention. You are responsible for arriving at school on time.

It is important that you attend school each day, and arrive on time. School is your "job," and like all jobs, you can only do your best when you are present and arrive on time.

### **PLEASE REMEMBER TO CALL THE SCHOOL TO NOTIFY US OF AN ABSENCE!**

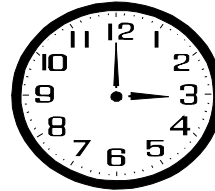
*Absences are to be called into school before 9:00 am on the morning of the absence by your parent /guardian. **The number to call is 508-620-4957.***

*An answering machine will record the reason for your absence.*

*Calls will be placed after 9:30am to ensure the safety of your child.*

**Dismissal:** Normal dismissal time is 2:25 pm. You are dismissed directly from your last class.

**Early Dismissal:** If you must leave school early for a medical appointment or other special reason; bring a note from your parent / guardian stating the reason for early dismissal. Bring the note to the office before 8:10 am and give it to the attendance secretary. She will give you an early dismissal slip, showing the time you are permitted to leave class. When that time arrives, show the dismissal slip to your teacher, go to your locker and report to the office to meet your parent / guardian. You are not allowed to leave the building on your own. If you return to school, have your parent / guardian come in to the office with you to be signed back into the building.



**Lockers:** Your homeroom teacher will assign you a locker on the first day of school. You will learn how to work a combination lock if you do not already know how to do so. Memorize your combination, and do not share the combination with anyone, even your best friend, other than your homeroom teacher. If you forget your combination, or have trouble working it during the first days of school, your homeroom teacher will help you. When you close your locker, give the dial a spin. This makes sure that it cannot be opened by anyone else

Do not share your locker with anyone. If a lock is lost, you are responsible for the cost of its replacement. **THE COST FOR THE REPLACEMENT OF A LOCK IS \$5.00.**

Your locker is large enough to hold your books, notebooks, coat and book bag. It is important that you keep it clean as the year progresses so that you do not damage books by forcing them into a too full locker, or have the lock jam because clothing or book bag straps are caught in it.

### **TEXTBOOKS**

The books you receive to use in your classes are loaned to you by the Framingham Public Schools, just as a library book is loaned to you by the library. Your teacher will then record the number of the book and its condition when you received it. The textbook is now yours for the year.



It is your responsibility to care for the book so that it is returned at the end of the year in the same condition it was given to you. Cover the book, and take care not to force it into your locker or book bag. Lost books are your responsibility. Look in all places you have been where it might have been left. Speak to your teacher about the lost book. You will be provided with a replacement book if possible, but you are responsible for the cost of replacing the lost book.

### **DAILY SCHEDULE**

<b>Entry bell:</b>	8:00 am
<b>Warning bell:</b>	8:05 am
<b>Tardy bell:</b>	8:10 am
<b>Homeroom:</b>	8:10-8:15 am

2011-12 SCHOOL WIDE SCHEDULE

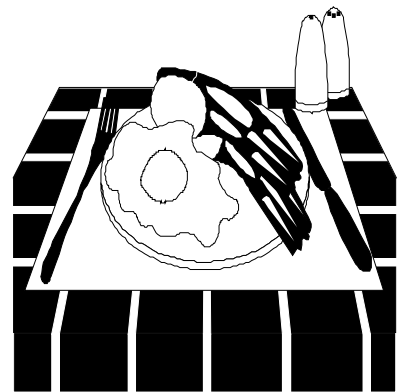
Home room 8:10

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5	DAY 6
8:15-9:01 (46)	A	B	C	D	F	G
9:02-9:48 (46)	B	C	D	F	G	A
9:49-10:35 (46)	C	D	F	G	A	B
10:36-11:22 (46)	D	F	G	A	B	C
11:22-12:52 (includes lunch) (58)	E	E	E	E	E	E
12:52-1:38 (46)	F	G	A	B	C	D
1:39-2:25 (46)	G	A	B	C	D	F

Lunch: 11:22-11:52  
11:52-12:22  
12:22-12:52

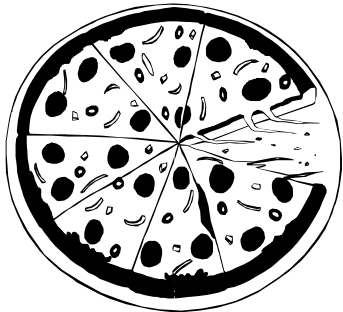
## Lunch!

There are several choices available in the Food Court. Students can bring their own lunch from home, purchase a hot lunch (daily menus are listed on the school's web page, cable TV, and the Metrowest Daily News), purchase a deli lunch (deli sandwich of your choice, fresh fruit, juice and milk) or add to any other lunch from the snack line. The cost of a regular lunch has been \$2.50; there may be a small increase during this school year. Students are encouraged to eat a nutritious lunch. Food from the snack line or vending machines alone is not a healthy lunch. **No soda is allowed.**



All students are expected to keep the Food Court clean. You are responsible for placing any waste paper, food remains, etc. of your own into the appropriate waste receptacles. If trash is on the floor or table near you and a teacher asks you to pick it up, please do so. The Food Court is for all students, and everyone must share the responsibility for keeping it clean.

Eight students may sit at each table in the Food Court. Once you are seated, you are to remain seated except to throw away the remains of your lunch. The guidelines for participation in the Food Court highlight our core values and require everyone's best efforts. Those students who are unable to maintain the courtesy and cooperation expected at lunch may be asked to sit in a "silent lunch" location of the cafeteria or, in some cases, may be assigned a "restricted lunch."



There is no provision for charging lunch. If you forget money for lunch or forget your lunch at home, the food service staff will provide you with a peanut butter & jelly sandwich and milk for the day. You must pay for the lunch the following day. Plan ahead before going to lunch. If the class you have immediately following lunch is near the food court (P.E.), it makes sense to take the supplies you need for that class rather than going back across the building to your locker again after lunch. It is your responsibility to arrive on time to all classes, including the one immediately following lunch.

**Lunch outside of the food court is not allowed.** If you are to meet with a teacher to make up work or to work on a special project during lunchtime, you must have a pass from that teacher before you will be permitted to leave the food court.

All students are assigned a Personal Identification Number (PIN) to be used in connection with the computerized system Food Services has in place. Once a student receives this PIN, it is not to be shared with anyone else.

## LUNCH ROOM REGULATIONS

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1. All lines are to be single file. If you cut in line, you will be asked to go to the end of the line.
  2. Once seated, remain at that table and do not "visit" from table to table.
  3. Tables are set up to seat eight students.
  4. When finished with lunch, put waste in receptacles provided and leave tables and floor area around the tables clean.
  5. ANY STUDENT may be requested to help straighten up the Food Court by lunch supervisors.
  6. Borrowing/loaning of monies is strictly prohibited.
- 

**Dismissal** from lunch will be by individual tables. Teachers will go from table to table and dismissing students when their tables are clear of all refuse. Walk quietly to your locker and class. Your quiet

and orderly passing in the corridor is important because other grades have classes in session while you pass from lunch.

**Silent Lunch** is assigned to students who do not follow rules of conduct in the food court. If a supervising teacher in the food court determines that your conduct is inappropriate, you will be seated away from other students for the remainder of the lunch period that day (or for additional days), in seats near the windows of the food court.

**Restricted Lunch** is assigned to a student who has that s/he cannot be successful within the large cafeteria and will eat lunch in the office for an individually determined period of time.

### **END OF THE SCHOOL DAY**

Shortly before the final bell of the day sounds at 2:25 pm, afternoon announcements may be made over the school-wide intercom. As with the morning homeroom announcements, it is important that you listen closely for information involving afternoon activities or information pertaining the following day.

**Dismissal** takes place at 2:25 pm. At that time, you promptly go to your locker and collect all those items you will need to complete assignments for the following day, along with your coat/jacket and book bag. If you are going home immediately, go directly out of the closest front door and board your bus or begin your walk home.

If you have ridden your bicycle to school, ride it directly off of school grounds. If you are being picked up by a parent / guardian, exit the building through one of the front doors and meet them at the east end (Mass Bay Community College side) of the building in the parking lot.

### **STAYING AFTER SCHOOL**

If you are staying after school for extra help, an activity, or detention, take all of the things you need from your locker to be prepared to go home, and report directly to your after school activity. A Co-Curricular Activities Listing will be published early in the school year with all of the information about after school activities for the year.

Do not exit the building if you intend to remain at school for any reason. All students are to have cleared the corridors by 2:35 and be with their supervising teacher. Once you have arrived at the activity, you are not to be in the corridors without a pass.

### **TRANSPORTATION**

**You can call the school department transportation office directly at 508-626-9179.**

The Framingham Public Schools provide bus transportation for students who live two miles or more from the school. The bus vehicle and bus stops are an extension of the school, and the behavioral rules are the same. Misconduct on the bus can lead to suspension from school, loss of bus privileges or other disciplinary actions at school. To help ensure safety, students are to know and follow these bus regulations:

# Bus Regulations

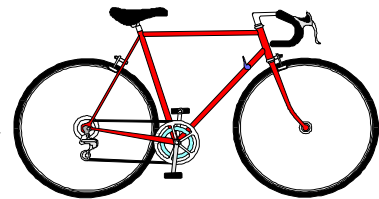
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1. **Be respectful of neighborhood property.**
2. **Be respectful of other students and the bus driver.**
3. **Enter and leave the bus slowly and courteously. Do not push.**
4. **Get on and off the bus only at your assigned stop.**
5. **Go immediately to a seat and remain seated until you reach your stop. No student is to be standing or in other than a seated position while the bus is in motion.**
6. **Obey and respond quickly to the driver's instructions.**
7. **Keep your hands and arms inside the bus.**
8. **Littering or throwing things inside or out of the bus window is not allowed.**
9. **Use the emergency exit only for emergencies.**

*Students who abuse these regulations will be reported to the school administration and have their bus privileges suspended.*

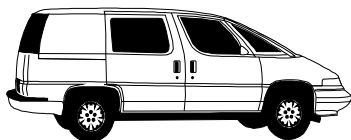
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**Bicycles** may be ridden to school and parked at the bicycle rack near the main entrance of the school. A lock must be provided by the student to secure the bicycle to the rack. Bikes are to be ridden to the rack before school and locked in place; at the close of school they are to be ridden directly off of the school grounds. They are not to be ridden in school parking lots or across the school yard.



**Skateboards, Scooters and Roller Blades** are discouraged as transportation to school. Their use on school grounds is prohibited.

**Parent Pick-up / Drop-off** before and after school is to be done from the parking lot on the east (Mass Bay Community College) side of the building. Students should exit from a front entrance and walk to the east side parking lot to meet or wait for parents picking them up.



## Activities

Activities that take place outside of the regular school day are part of what makes school a very special and exciting place. After-school activities are an excellent way to meet other students whom you would not meet through your classes. Especially at the middle school level, students are encouraged to explore many different activities that they may want to pursue further.

Activities available to students at Fuller Middle School include: Math Club, Student Council,

***Respect, Responsibility, and Results Are Our Core Values!***

Yearbook Staff, Literary Magazine Staff, Spring Musical, Winter One-Act Plays, Drama Club, Intramural Basketball, Intramural Soccer, Volleyball, Track, Jazz Band, Orchestra, Jazz Chorus, Garden Club, and Partnership Activities. Please note that the list varies from year to year. A school year co-curricula directory will be distributed to all students within the first months.

Announcements concerning where and when activities will take place are made over the intercom during homeroom each morning. Eligibility for certain after-school activities is dependent on keeping all grades at the passing level. Activities usually end to coincide with departure of the late buses, which are discussed on pages 12 and 13 of this booklet.

## **ACADEMIC PROGRESS**

It is your responsibility to keep track of your progress in each class. Keep an assignment notebook so that you know what work is assigned and when it is due. Keep track of your grades so that you have a good idea of how you are progressing. Be sure you understand the requirements for grades in each subject. For example, physical education requires appropriate clothing and active participation to receive a passing grade. If you do not understand something or feel you need extra help, speak to your teacher. All teachers are available after school to provide additional help.

**Mid-trimester Progress Reports** will be completed by your teachers half way through each term. These reports tell if you are doing well, or need to work harder to improve in some area. Take the advice they provide and let it help you. If the report is unclear to you, ask your teacher to help you understand.

**Report Cards** are sent home with you three times during the school year shortly after the close of each trimester. The final report card will be mailed to your home within two weeks of the close of school. The report cards will show a letter grade for each class you are taking.

**Honor Roll:** Students who achieve all "A's" on their report cards are named to "High Honor Roll". Students who achieve all "A's" and "B's" on their report cards are named to the "Honor Roll." Do your best to have your name on these lists!

**Parent Signatures on Response Forms for Mid-trimester Progress Reports and Report Cards** are to be returned to your homeroom teacher within two school days of the time they are distributed. Mid-trimester Reports and Report Cards are the school's way of advising your parent/guardian about your academic progress. Their signature is the school's way of knowing they received the report. If you do not return a parent signature within the time provided, you may be kept for detention after school on a specified afternoon and your parents will be notified.

## FIRE DRILLS

In each classroom you will see a sign telling you where to go in case of a fire drill or other emergency evacuation of the building. Your teachers will go over the route you are to use to leave the building from each room.

Some basic rules apply no matter what room you are in when a fire drill takes place. They are:

1. Leave the room quickly and quietly and in single file. Do not run.
2. Stay with your group once you are outside; remain quiet and orderly.
3. You must move well away from the building once outside (between sidewalk and street in the front).
4. All driveways around the building must be clear for fire trucks to pass. Stay away from them.
5. Do not reenter the building until your teacher gives permission.

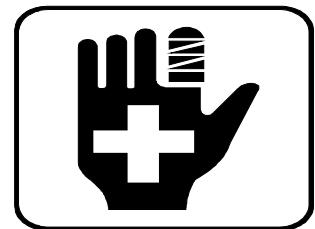


*If there is a fire or suspicion of a fire any place in the building, report it to the nearest teacher at once. It is against the law to set a false alarm.*

## IF YOU NEED HELP

There are a number of people in the building who are here especially to provide special help to students when it is needed.

**Medical Office:** Nurses are available in the medical office throughout each school day. If you feel ill during the school day, you must get a pass from your classroom teacher before going to the medical office. The nurses will not allow you to be in their area if you do not have a pass from your teacher. If you must take medication during the day, the medicine must be delivered to one of the nurses by your parent/guardian. Students are not to carry any type of medication with them. At the time you are to take the medicine, you will be excused to go to the medical office. It is your responsibility to go there quickly and quietly and to return promptly to class in the same manner. If you take medication at lunch time, stop at Medical on your way to or from lunch. If necessary, you can arrange with the administrator supervising your lunch period to leave the cafeteria a minute early to go to Medical.



**Guidance Counselors** are assigned to each class of students. They are available to help you with academic and/or personal concerns. To meet with a counselor, you must have an appointment. Make an appointment by entering the Guidance Office from the Broadway door, fill out an appointment slip and place it in your counselor's mailbox. Both the appointment slips and the mailboxes are easily visible when you enter the Guidance Office. The counselors and the groups they serve this year are:

**Grade 6, 7, 8** Purple and Bronze Team Jean Nolan

**Grade 6** Magaly Rivera

**Grade 7 A – L** Rebecca Harrington

**Grade 7 M – Z** Magaly Rivera

**Grade 8** Rebecca Harrington

**Multi-Grades**

Aqua 6, 7, 8

Spanish speakers: Magaly Rivera

Portuguese speakers: Dr. Luciana Glazier

**Social Worker:** A social worker is available to students who need special assistance. A counselor, teacher or administrator usually refers students to the social worker.

**School Psychologist:** The school psychologist is available to assist students through referral from counselors, administrators or teachers.

**Mediation:** If you have a conflict with another student such as name-calling, bullying, or rumor-spreading, and need assistance in settling the problem, contact a teacher, your counselor, an administrator or the social worker. They will arrange for mediation, a process by which you talk through your problems with the other student and come to an agreement.

It is important to settle small problems before they grow to become large ones so that you can focus on your work as a student. Learning to settle disagreements with words rather than by physical means (fighting) is one of the most important lessons you can learn in middle school.

**You can still look cool...just follow the rules!**

## **Clothing Guidelines**

### **WHAT TO WEAR:**

The way you dress and groom yourself affects the way you feel and the way the world perceives you. When you come to school, you are dressing for your job as a student. Your clothing should be clean, neat, simple and comfortable so that you can do your best work while in school. Clothing that is disruptive to the educational process is not acceptable at school. This includes clothing that causes other students to be distracted or offended. Students may not wear clothing that advertises alcohol, drugs, or depicts vulgarity. Students' shirts should extend to the waistline and hips and may not be transparent. Students are not allowed to wear tank tops, straps of less than 1-1/2-inch width, or spandex shorts unless layered.

If questions regarding the appropriateness of clothing occur, teachers will ask students to see an administrator in the main office. The principal or a vice-principal will make a final decision about school appropriate clothing.

Hats, coats, vests and all other outer clothing are to be placed in your locker when you arrive at school. It is not to be worn during the school day. If you find you are sometimes cold at school, keep a sweatshirt or sweater in your locker to wear when needed.

All book bags are to be stored in lockers and not carried during the school day.

### **PETITIONS**

- ◆ Students are allowed to develop, circulate and sign petitions in schools as long as they do so in a manner that does not materially and substantially disrupt the work and discipline of the school. This right is guaranteed under the First Amendment. This means that students should not circulate a petition when class is in session. They may discuss, read or circulate a petition before class actually begins or after the class has ended.
- ◆ Petitions are not reviewed before circulation. To do so would be a form of censorship.
- ◆ For more details on this topic, review the U.S. Supreme Court decision in the case of Tinker v. Des Moines Independent School District.

## PHYSICAL EDUCATION LOCKERS



Lockers for your belongings are available in the physical education dressing rooms. During your gym class, place clothing, books and other possessions in a locker. It is strongly recommended that you bring a combination lock of your own to secure your belongings while you participate in gym class. Following class, remove the lock along with your possessions and take it with you. (If the lock is not removed, it will be cut off of the locker at the end of the day.). Bring the lock along with you each time you attend gym class. Any especially valuable items should be given to your Physical Education teacher for safe keeping.

## DISCIPLINE

*The Rules.*

### *A Code of Cooperation*

In order to work well together, there is a small but clear set of school rules which help us to function as a community and allow students and teachers to feel safe and secure in the school. The rules are based on common courtesy and common sense.

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**Rule 1: Students are not allowed to have drugs, alcohol, cigarettes or nicotine products in their possession on the school grounds at any time for any reason. In addition, students are not to have, display or attempt to sell any substance made to appear as a drug or illegal substance as defined above.**

**Reason:** It is against state and local laws and it is bad for your health.

**Corrective Action:** Students are sent to the office, parents are notified, the police may be contacted and suspension occurs.

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**Rule 2: Fighting is forbidden.**

**Reason:** Fighting never solves differences between people. There are better ways to solve differences. It is every student's right to feel safe at school.

**Corrective Action:** Depending upon degree of involvement, a student may be suspended for being in a fight, or receive office detentions, as determined by administrators who investigate the fight. Parents will be notified.

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**Rule 3: Students may not leave school grounds without permission from proper school authorities.**

**Reason:** The school is responsible for students during school hours.

**Corrective Action:** Students are assigned to office detention, parents are notified, and suspension may occur.

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**Rule 4: Students are not permitted to possess any item that can be interpreted as a weapon. This includes, but is not limited to dangerous items such as matches, fireworks, guns, knives, chains, laser pointers, etc.**

**Reason:** These items can be dangerous and someone could get hurt. The Framingham School Committee Policy prohibits any weapons in the school.

**Corrective Action:** The item will be taken away and parents will be notified. Police may be notified, and student may be suspended, until an exclusion hearing can be scheduled. (See School Committee Policy at end of this book.)

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**Rule 5: Students may not have nuisance items such as water pistols, stink bombs, silly strings, etc. while on school grounds.**

**Reason:** These items can be dangerous; they are unnecessary and cause disruption to the educational process. School Committee Policy prohibits these items in the schools.

**Corrective Action:** The item will be taken away, parents will be notified, and student may be suspended.

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**Rule 6: Students are expected to be in school and to class on time.**

**Reason:** Each student must accept responsibility for being on time for school and for classes.

**Corrective Action:** If students are continually late to school they will be assigned an office detention. The third time a student arrives at school after 8:05 without a parent note of excuse, s/he will be assigned a one-hour after school detention. Each succeeding unexcused tardy will result in one hour of after school detention.

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**Rule 7: Students are not to take anything that does not belong to them.**

**Reason:** It's stealing and it's against state and school laws.

**Corrective Action:** Parent notification, suspension, and, in more serious cases, police involvement.

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**Rule 8: Students are not to misbehave, i.e. run, push, shove, etc. while in the corridors or at lunch.**

**Reason:** Someone could get hurt.

**Corrective Action:** Office Detention.

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**Rule 9: Students are not to misbehave while riding school buses.**

**Reason:** Someone could get hurt; the bus driver must concentrate on driving.

**Corrective Action:** Office detention, loss of bus privileges, parent notification and student must pay for any damage done.

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**Rule 10: Students are not to engage in vandalism or damage school property.**

**Reason:** School property belongs to us all and should be cared for by all.

**Corrective Action:** Office detention or suspension, notification of parents, and payment for any and all damages.

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**Rule 11: Gum chewing is not permitted.**

**Reason:** Noises associated with gum chewing, or inappropriate disposal of gum be a distracting influence within the classroom.

**Corrective Action:** Continued violations will result in teacher or office detention.

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**Rule 12: Students assigned a detention will attend that detention.**

**Reason:** Students have been assigned a detention because of some misbehavior. Students who believe the detention was unfair should speak to their teacher and then a counselor.

**Corrective Action:** If student cuts a detention, they will be assigned two office detentions.

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**Rule 13: Students are not allowed to be absent from a scheduled class without permission.**

**Reason:** The school is legally responsible for your attendance. The school must be able to reach you in case of an emergency.

**Corrective Action:** Consequences will be given at the discretion of the administration.

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**Rule 14: Cell phone use is not permitted during school hours.**

**Reason:** Cell phones create a distraction in a learning community. Additionally, staff are unable to take responsibility for the safekeeping of this personal item. The use of cell phones during school hours is not necessary since students have access to phones in the Main Office for legitimate reasons with teacher permission.

**Corrective Action:** Cell phones may be held securely in the office until the end of the day when it is returned to the student. If this is a repeated offense, the cell phone will be returned to the parent.

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**Rule 15: Unethical student decision, such as cheating, plagiarism and inappropriate Internet use, are not permitted.**

**Reason:** These are violations of our core values.

**Corrective Action:** Administrative response may involve in-house suspension.

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**Rule 16: No Bullying.**

**Reason:** In an effort to maintain a safe and secure environment for all students, bullying, in any form, will not be tolerated.

**Corrective Action:** To be determined by the administration

## Bullying

### **Bullying is defined as:**

- Repeated conduct
- Physical or emotional harm or
- Damage to a victim's property
- Hostile environment at school for the victim
- Infringes on the rights
- Materially and substantially disrupts the education process or the orderly operation of a school

### **Off-school grounds bullying may be dealt with at school when:**

- If it creates a hostile environment at school for the victim or
- Materially and substantially disrupts the education process or the orderly operation of the school

Bullying is unacceptable in the school and will be dealt with on a case-by-case basis. Students will be informed at the beginning of the school year about the anti-bullying behavior and how they are expected to conduct themselves. Teachers and adults in the building will report any bullying activities to the administration when it is observed. All bullying behavior will be dealt with and a log discussing the incident and follow-up meetings will be recorded. Discipline may be taken with aggressors and parents will be notified.

### **What is bullying?**

1. *The behavior must be repeated.* If a behavior occurs only once, it may constitute harassment, but it is not bullying.
2. The behavior must be unwanted, offensive, threatening, insulting, humiliating, or causes the target to feel so stressed, injured or threatened that it interferes with his/her educational performance.
3. There must be an imbalance of power between the victim and the aggressor.

“Bullying is systematically or chronically inflicting physical hurt or psychological distress on one or more students or employees. Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening/intimidating behavior
3. Stalking or cyber stalking
4. Cyber bullying
5. Physical violence
6. Theft or destruction of school or personal property
7. Sexual, religious, or racial harassment
8. Public humiliation
9. Social exclusion, including incitement and/or coercion
10. Rumor or spreading of falsehoods

**Here are some differences between bullying and other forms of conflict:**

<b>Rough Play</b>	<b>Fighting</b>	<b>Bullying</b>
Usually friends; often will do the same things again	Usually not friends; typically not repeated	Not friends, but will be repeated
Power not an immediate issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bully is trying to hurt, humiliate
Effect is friendly, mutual	Effect is negative, angry	Effect varies between the victim and bully

**How do I file a report of bullying?**

There are several methods for reporting suspected bullying incidents:

- You can contact the school by phone and report it to school personnel
- You can make a report in person
- You can complete the Bullying and/or Harassment Form

**What happens next?**

- Administrators will acknowledge receipt of your report
- A preliminary review of the incident may be conducted to determine need for investigation
- If warranted, an investigation will be conducted and completed
- Parents of the victim and bully will be notified of the results and the school will take appropriate action

**Brief information about bullying:**

A leading Norwegian researcher, Dr. Dan Olweus identifies three critical aspects of bullying:

1. Power: The power relationship is inherently unequal. Frequently the bully gains more power and influence among others from his behavior.
2. Frequency: Bullies target children for a number of reasons, often because they can. However, they generally do not stop this behavior with particular children unless adults intervene. It is a recurring, often constant problem for the victim.
3. Intent: bullies mean to do what they do; they intend to harm, embarrass, or victimize.

Bullying can take many forms; boys and girls tend to bully differently, for example, and generally their methods target whatever the bully's group values the most. Boys are often physical and threatening; girls will attempt to alienate the victim from their social groups. Harassment is any action that can be reasonably interpreted to make a person fearful. It can be a one-time incident.

## **Causes**

In general, bullies are using behavior that they have determined will gain them status and feelings of control. They usually seek out victims they can successfully bully. Victims do not “ask for it” but there is a group of victims who are not socially successful, and may annoy others, perhaps in an attempt to gain attention from their peers. Bullies use this annoying behavior to justify their own actions. To many bullies, their victims were “asking for it.”

The following list contains the specific infractions of school rules for which consequences will be given:

Arson, bomb threat, false alarm	Leaving school grounds
Assault and battery on a staff member	Possession of a gun in school
Assault and battery on another student	Possession of a weapon in school
Bus Violations	Possession of alcohol in school
Charged with or convicted of a felony	Possession of dangerous items
Cheating	Possession of drugs in school
Cutting a class	Possession of fireworks, firecrackers
Damaging personal property of staff	Possession of nuisance items
Disrespect of a staff member	Repeated tardiness to class
Disrupting a class	Repeated tardiness to school
Distribution of alcohol/controlled substance	Serious offense determined by Principal
Dress guidelines disregarded	Smoking on school grounds
Extortion	Swearing
Fighting	Theft
Graffiti on any school property	Truancy
Harassment	Vandalism
Hazing	Violation of school rules
Lack of cooperation: refusal to respond to a request	

The following list of consequences may be implemented in response to infractions:

Conferencing, Student Contract, Detention, Exclusion, External Suspension, Internal Suspension, And other responses such as Community Service, Time-out and Mediation.

### **Various Ways To Interact Personally With The School:**

**Call your child's guidance counselor (508-620-4956).**

**Call your child's grade administrator (508-620-4956)**

**Request a meeting with your child's team of teachers  
(scheduled through guidance: 508-628-4956)**

**FAX (located in the main office): 508-628-1308**

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It is vital that you make an appointment when you wish to meet with any school personnel. We want to give you our undivided attention, and have the information we need for a productive conference readily available, and can only do so if we have the opportunity to plan in advance.

### **Valuable Items in School- Use Caution**

Students are encouraged NOT to bring valuable personal items such as Cell Phones, IPODS, MP3 players, large amounts of cash, jewelry, etc. to school. They are not needed for classroom use and they invite being broken, misplaced, accidentally lost or stolen. Often these items, in addition to being expensive to replace, have personal value that cannot be measured in terms of dollars and cents. There is an increase in incidents during and after the holiday season. While we at Fuller Middle School have a safe and secure environment, you can help us maintain that environment by:

1. Discouraging your child from bringing valuables to school.
2. Reminding your child to keep his/her locker locked at all times.
3. Remind your child to inform their homeroom teacher if their locker will not lock or is broken.
4. Reminding your child to bring any valuables to the office for safe storage during the school day.

Should a valuable item be lost or stolen there are steps that should happen immediately:

1. Report any loss immediately to the main office.
2. Give the main office a detailed description of the item.
3. If the item has special and personal value that makes the loss especially difficult, discuss the matter with your guidance counselor.

## **Academic Honesty, Cheating & Plagiarism**

Academic honesty is an important core value at Fuller Middle School. Cheating and plagiarism are unacceptable and will be addressed by the staff and administration. Cheating and plagiarism consist of taking another person's work in any way and putting your name on it, calling it your own or passing it in as your own and/or in general taking an advantage that is not allowed. Examples include but are not limited to: 1. Copying another person's test or homework. 2. Using notes or other aids that are not allowed during a test. 3. Talking to or collaborating with another student during a test. 4. Copying, cutting & pasting from the Internet or other electronic sources without properly citing the sources. 5. Using technology (computers, cell phones, etc.) to share information during or about a test.

The consequences are:

1. All instances of cheating and plagiarism must be reported to the administration.
2. Teachers are to have a conference with the student(s) followed by a meeting with the administration and/or counselor.
3. A parent conference will be called.
4. The student's grade/test/assignment will be adjusted to reflect the plagiarism and cheating.
5. After school detention or one day in school suspension will be assigned.
6. Repeated incidents will result in more serious consequences.

To avoid even the appearance of cheating and plagiarism, students must listen to and follow the directions of your teacher on all tests and assignments. Be sure to use quotation marks, and to paraphrase or summarize in your own words, and always properly credit sources. If you have any questions about an assignment or expectations relative to working with other students, sharing information, etc. talk to and consult your teacher.

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### ***Photo Release***

***Photos and videos of students participating in school activities are frequently taken--eventually some are used in publications. If you prefer that school photos or videos including your child NOT be published, please complete the form at the back of this handbook OR send a letter to that effect to the school to be kept on file; send to:***

***Attn: Attendance Secretary  
Fuller Middle School  
Photo Restrictions  
31 Flagg Drive  
Framingham, MA 01702***

## Fuller Middle School Parent-Teacher Organization (PTO)

On behalf of the Fuller Middle School PTO, we welcome you to the 2011/2012 school year. As we begin this year, we would like to continue to build upon the past years' PTO successes. Several extremely successful fundraisers have enabled us to offer financial support to Fuller in many ways – programs brought in for the students, the purchase of supplies, books and equipment, field trips, team money, and the monthly Fuller Family Folders. **Fuller student will be provided with an assignment notebook on the first day of school.** The publication of the Parent\_Press on a bi-monthly basis, along with the distribution of the folders, has been a successful tool in increasing communication between the school and the parents.

There are numerous ways in which every parent can become involved. As well as your financial support through yearly dues and our fundraising activities, your "*person power*" is welcome and needed in many ways: library help, computer skills, phone calls . . .

Come and learn about your PTO and how you can make a difference at Fuller Middle School by attending our first meeting in the school library. We always welcome suggestions and new ideas to enhance PTO's agenda. Please feel free to call or e-mail us.

PTO Chairperson: Mrs. Ellen Mainzer  
ellenmainzer@aol.com

### PTO Calendar of Events

PTO meetings are held at 7:00 p.m. in the Fuller Library.  
Specific meeting dates for the PTO will be announced once the school year begins.

Mark your calendar now for SCHOOL PICTURE DAY on September 22, 2011.

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### NO SCHOOL ANNOUNCEMENTS.....

... occur when weather conditions would make travel to and from school unsafe for students and faculty. The Framingham School District provides an automated phone call alerting families of no school days. You can also listen to one of the following radio or television stations for news of school closings. **Do not call the school.**

WBZ- 1030 AM	WBUR-90.9 FM
WCLB-105.7 FM	WKOX-1200 AM
WRKO-680 AM	WSRO-1470 AM
WSRS-96.1 FM	WTAG-580 AM
WXLO-104.5 AM	Television Channels 4, 5, 7

## 2011-2012 MCAS Testing Schedule

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Grade 6	Reading Comprehension Mathematics	March 20-April 2 May 7- May 22
Grade 7	ELA Composition Reading Comprehension ELA Composition Make-Up Mathematics	March 20 March 20-April 2 March 29 May 7-May 22
Grade 8	Reading Comprehension Mathematics Science and Tech/Eng.	March 20-April 2 May 7 - May 22 May 8 - May 22

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# Open House Date: Wednesday, September 21, 2011 7:00-9:00 pm

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### Fuller School Council

October 18, 2011  
November 15, 2011  
December 13, 2011  
January 10, 2012  
February 7, 2012  
March 6, 2012  
April 3, 2012  
May 1, 2012  
June 5, 2012

BOOK FAIR – September 13 – 22, 2011  
OPEN HOUSE – Wednesday, September 21, 2011  
PICTURE DAY – September 19, 2011

ROTARY AUCTION-December 6 & 7, 2011  
SCHOOL DRAMA – December 1,2, & 3, 2011  
FULLER VARIETY SHOW – Friday, March 2, 2012  
SCHOOL MUSICAL-May 3, 4 & 5  
INSTRUMENTAL CONCERT- May 30, 2012  
CHORAL CONCERT- June 06, 2012  
8<sup>th</sup> GRADE DANCE- June 13, 2012  
8<sup>th</sup> GRADE RECOGNITION ASSEMBLY-June 14, 2012

## **2011-2012 Release Days and Schedules**

Students are dismissed at 11:25 on Early Release Days following final announcements from the office. Neither breakfast nor lunch is served on these days.

<b>Day</b>	<b>Date</b>	<b>Topic</b>
Thursday	September 22	Early Release/Prof. Dev.
Thursday	October 27	Early Release/Parent Conf.
Wednesday	November 23	Thanksgiving
Thursday	February 2	Early Release/Prof Dev
Thursday	May 10	Early Release/Prof. Dev.

## **Marking Schedule: Discuss Student Reports With Your Child**

Students are responsible for carrying mid-term and trimester reports home to their parents and for returning (with a parent signature) to their homeroom teacher within two school days. A parent signature is the school's way of knowing the report was received. If a parent signature is not received within a number of days, the student may be kept for detention and parents contacted by telephone.

Please help your child respond promptly when report cards or mid-trimester reports are sent home by:

- (1) anticipating their arrival and asking for the reports**
- (2) reviewing them immediately**
- (3) signing and placing the return form with his/her school materials for the next day.**

### **Report Cards and Mid-Trimester**

#### **First Trimester – 60 days August 29 – December 1, 2011**

Mid-trimester ends	Friday, October 14, 2011
Mid-trimester reports go home	Friday, October 21, 2011
First trimester closes	Thursday, December 1, 2011
First trimester reports go home	Friday, December 9, 2011

#### **Second Trimester-60 days December 2, 2011 - March 13, 2012**

Mid-trimester ends	Tuesday, January 24, 2012
Mid-trimester reports go home	Tuesday, January 31, 2012
Second trimester closes	Tuesday, March 13, 2012
Second trimester reports go home	Tuesday, March 20, 2012

## Third Trimester – 60 days March 14, 2012 -TBA

Mid-trimester ends	Thursday, May 3, 2012
Mid-trimester reports go home	Friday, May 11, 2012
Third trimester closes	to be adjusted based on “snow days”
Third trimester reports mailed home	to be adjusted based on “snow days”

(The dates for distribution of reports *may* be revised during the school year due to snow cancellations.)

### HOMEROOMS: 2011-2012

Aqua	A6	tba	Tangerine C1	Ms. Reed	Green	B45	Mr. Cardarelli	
Aqua	A8	Ms. Clinton	Tangerine C2	Ms. Salmonsens	Green	B41	Ms. Winer	
Lime	B11	Ms. Rogan			Green	B43	Ms. Cormier	
Lime	A18	Ms. Bucci			Green	B37	Mr. Bergeron	
Lime	B18	Ms. Schecter	Platinum C9	Mr. Paquette	Green	B44	Ms. King	
Lime	B16	Ms. Caggiano	Platinum C10	Ms. Karidoyanes	Blue	B38	Ms. Sullivan	
			Platinum C11	Mr. Faller	Blue	B42	Ms. Fine	
Opal	B15B	Ms. Benabdallah	Platinum C12	Ms. Basiri	Blue	B35	Ms. Cogliandro	
Opal	B15A	Mr. Rasmussen	Platinum C14	Ms. Virdinlia	Blue	B40	Ms. Gallagher	
Opal	B17	Ms. Seiders			Blue	B39	Ms. Russell	
Opal	B19	Ms. Fanning			Bronze	B27	Ms. Robbins	
Bronze	B28	Ms. Cercone	Purple	B29	Ms. Swallow	Purple	B30	Ms. Stever
Purple	B31	Ms. Slason	Bronze	B27	Ms. Robbins			

## MISCELLANEOUS INFORMATION



# Change of Address or Phone Number

**If your address or telephone number changes during the school year, please call the school office at 620-4956 to notify the attendance secretary of the change. It is essential that the school always has the ability to contact you in case of emergency.**

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## HEALTH AND MEDICAL OFFICE PROCEDURES

### HEALTH SERVICES

Registered nurses are available in the Medical Office to assess illness and/or injury and to provide emergency care. Throughout the school year the nurses provide instruction and guidance to students and their families as needed, and work with other health care professionals to help ensure a healthful learning environment for the entire student population.

When a student has severe cold symptoms, fever, gastrointestinal problems or other acute complaints, parents are asked not to send him/her to school. If illness symptoms arise at school, the nurse will evaluate the situation and decide if the student should remain or be sent home. Parents or authorized persons listed on the emergency card will be expected to pick up the student in the Medical Office and sign the student out.

Students may be dismissed from school for medical reasons only by the nurse. Students with a medical problem are not to contact parents directly for dismissal without the nurse's assessment. Students must have a pass from their teacher before going to see the nurse.

### CONTAGIOUS DISEASES

Contagious diseases such as chicken pox, hepatitis, meningitis or other communicable diseases are controlled by the Board of Health and must be reported to them 508- 620-4827. Students who have had a communicable disease cannot be readmitted to school without a release card from the Board of Health. Spread of disease is prevented by excluding ill students when indicated and maintaining current, up-to-date immunization records.

### INJURIES

In the event of injury, the student will be maintained at the school if at all possible, until parents or an emergency person is contacted and arrives. In the event of a 911 emergency, an ambulance will be called and the student will be accompanied by an administrator to the local hospital.

#### P.E. EXCUSE

Doctor's notes must be given to the nurse specifying the nature of the injury, dates for gym exclusion, and any special considerations (crutches, etc.). Students will be given a pass to go the Library during gym classes. Students face possible failing grades in Physical Education if they do not provide proper medical documentation.

#### PROLONGED STUDENT ILLNESS

If parents expect their child to be absent for an extended period of time due to illness or injury, please notify his/her guidance counselor.

#### MEDICATION PROCEDURE

All medications required by students during the school day must be brought to the medical office by a responsible adult. No student is to carry medication of any sort.

Students will be allowed to go to the Medical Office at the appropriate time(s) to take medications. Students are not allowed to carry any medication on their person. A parent or responsible adult can make arrangements with the school nurse to pick up unused medications by the last week of school. Any medication not picked up by that time will be destroyed.

#### PARENT REQUESTS FOR STUDENT WORK DUE TO ILLNESS

Parents may request homework after a child has been absent for **three** (3) consecutive school days by calling the guidance counselor. Teachers will be given 48 hours to comply with this request. Assignments and all necessary papers will be placed on the front office counter (near faculty mailboxes) under a paper bearing the student's name.

## **Personnel Listing By Department, 2011-2012**

### **Principal**

Juan Rodriguez

### **Vice Principal**

John Maynard

### **Art**

Nancy Campbell A12

### **English as a Second Language/ Transitional Bilingual Education**

TBA	B7
Megan Quinlan	B32
Simone Clinton	A8
Tanea Cezar	B5
Vanda Figueiredo	C25
TBA	B16
Susan King	B44
Lisa Shluger	B8
TBA	A6

### **Gifted and Talented**

Robin Ciporkin B10

### **Health and Physical Education**

Lisa Chitvanni	Fitness/Wellness Center
Kevin Gill	Fitness/Wellness Center
Caitlin Stempleski	C15

### **Language Arts/English**

Allison Benabdallah	B15B
Kate Bucci	A18
Susan Basiri	C12
Heather Sullivan	B38
Lauren Salmonsens	C2
Kerry Winer	B41

### **Library**

Deborah Germain, Library Aide Library

## **Literacy/Math Specialists/Curriculum ELL**

TBA	Literacy Center- D36
Dianne Fleming	B23
Barbara Rappaport	C6, B34

## **Mathematics**

Anthony Cardarelli	B45
William Paquette	C9
Lauren Caggiano	B16
Rebekah Seiders	B17
Lisa Cogliandro	B35
Stacey Reed	C1

## **Medical**

Katherine Ehrlich, R.N.	Medical Office
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## **Music**

Louis Fazio	C13/A26
Andrew Jasinski	C20/A26

## **Pupil Personnel Services--all located in Guidance Office Area**

Peter Szuch, Psychologist  
Luciana Glazier, Psychologist  
Jean Nolan, Social Worker  
Magaly Rivera, Guidance Counselor  
Rebecca Harrington, Guidance Counselor

## **Science**

William Faller	C11
Michelle Gallagher	B40
Janice Vinacco-Cormier	B43
Lowell Rasmussen	B15A
Joanne Rogan	B11
Stacey Reed	B43

## **Technology Aide**

Melanie Goddard	A25
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## **Secretarial Staff**

Marlene Chaplin, Administrative Secretary, Main Office  
Laura Slason, Attendance Secretary, Main Office  
Soledad Ordovas, Guidance Secretary, Guidance Office

**Social Studies**

Carol Virdinlia	C14
Allison Benabdallah	B15B
Barbara Fine	B42
James Bergeron	B37
Lauren Salmonsens	C2
Kerri Winer	B41

**Special Education**

Emily Frank, Department Head	
Jennifer Bremer	B36
Joseph Ciavarini	B37A
Rachel DeRochea	Purple
Kerry Fanning	B19
Mary Jean Flanigan	B36
Amy Karidoyanes	C10
Alison McDonough	D1
Nancy Petersen	D38
Sarah Rzasa	Purple
Joanna Robbins	B27
Grace Russell	B39
Michele Schecter	B18
Nicole Slason	B31
Cara Cercone	B28
Amy Swallow	B29
Wendi Stever	B30
Mary Ann Turiano	A22
Ana Rosario	Bronze
Kathy Gagen	Bronze
Marianna Schack	Bronze

**Technical Education**

Philip Reitz	A7A, A7
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**World Language**

Virginia Catanese	B25
Susan Brush	B24
Am Cecil Fuoti	B20

# Middle School Promotion and Retention Requirements

Middle school students will be promoted from one grade to the next when they receive final passing grades in language arts, math, science, and social studies. Whenever a middle school student receives a final failing grade in one or more of the above subjects, assignment to next grade may subject to the following conditions.

1. If a student fails one (1) of the above academic subjects, the student will be assigned to the next grade with a recommendation that the subject be repeated in the Framingham Secondary Summer School.
2. If a student fails two or more (2) of the above academic subjects, the student will be retained in the present grade.
3. The final decision in respect to any questionable assignment of a student to the next grade is left to the discretion of the building principal, after consideration is given to the recommendations of teachers, guidance counselors, special educators and parents of the student.

**JED-2**

## **FRAMINGHAM PUBLIC SCHOOLS POLICY ON STUDENT ABSENCES AND EXCUSES**

### **Observance of Major Religious Holidays**

1. Excused absences from school are allowed on major religious holidays so that students may freely participate in their religious activities without conflict with their school obligations. Due to differences in religious practices, observance by individual students will not be uniform. *Parents may, in writing, excuse their students from school for any religious days important to the child's religious beliefs.* In addition, schools will be closed for Yom Kippur, Rosh Hashanah, and Good Friday.
2. All students in the Framingham Schools are required to make up work covered and assignments made during their excused absence from school. This practice shall be applicable to students absent due to the religious observance. Such work shall be made up at the students' initiative without loss of credit no later than five (5) school days following their return to school after absence.
3. Reports or special projects due on a day of excused absence shall be turned in to the teacher not later than the second class meeting following the student's return to school without loss of credit.
4. New classroom work may be introduced on the day of a religious holiday, but consideration should be given to planning such new work around the holiday.
5. At a student's request, assistance in the introduction of new work for students absent on religious holidays will be afforded by the teacher concerned.
6. When school is closed for observance of a religious holiday on Tuesday, Wednesday and/or Thursday, no homework shall be assigned for the days school is not in session.
7. When a two-day religious holiday which is normally observed by the closing of school falls on both Saturday and Sunday of the same weekend, no homework shall be assigned for those days.

## Implementation of above Policy

1. Every member of the staff of the Framingham Public Schools will be given a copy of this policy.
2. At the beginning of the school year, every principal or superior will remind those staff members under his/her direction of this policy by written notice.
3. This policy shall be included in all teachers' handbooks.
4. Any complaints relative to this policy shall be directed to the principal of the particular school involved, specifying the teacher who has allegedly violated the policy.

F.P.

Revised: 2/2/93; 1/23/96

Revised: First Reading: November 8, 1999

Second Reading: November 23, 1999

# Truancy and Attendance Information for Parents and Guardians

There is no doubt that one of the keys to academic achievement is good attendance. Consistent participation in school and school-based activities is important for making a successful transition from youth to adulthood. Student tardiness and truancy are challenges that control many communications in Middlesex and across the state. Often, these behaviors are the first indicators that a student may be experiencing stress or other difficulties in his or her life.

The following is a summary of some of the Massachusetts General Laws pertaining to attendance:

## School Attendance

Chapter 76, Section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven-day sessions or fourteen half-day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents/guardians should be familiar.

## Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work, or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

## Who is a Supervisor of Attendance?

Chapter 75, section 19 of the Massachusetts General Laws states that each school committee must employ a supervisor of attendance. A supervisor of attendance has the power to apprehend and take to school any child who is truant and is required to investigate all cases where a child in the district fails to attend school.

## What is a CHINS?

A "CHINS" (Child in Need of Services) petition may be filed in court by a supervisor of attendance if a child between the ages of six and sixteen persistently and willfully fails to attend school or persistently violates lawful and reasonable regulations of his or her school. The Court's authority pursuant to a CHINS petition includes the power to place a child in the custody of the state agency known as the Department of Social Services.

## What is a 51A?

A 51 A is a report of suspected child abuse or neglect that is filed with the Department of Social Services. Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis.

## Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily. It is a crime for a responsible parent or guardian not to cause such a child to attend school. If a child fails to attend school for seven-day sessions or fourteen half-day sessions within any six-month period, the supervisor of attendance may file a complaint in court against the responsible parent/guardian.

## Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

*Please take the time to go over this handbook with your son or daughter, and keep it for reference as the school year progresses. Once you have reviewed the booklet, please sign the form below and have your child return it to his/ her homeroom teacher.*

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I HAVE REVIEWED THE FULLER PARENT-STUDENT HANDBOOK WITH MY CHILD

WHO IS IN HOMEROOM \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_