

CARVER MIDDLE HIGH SCHOOL

2017 - 2018

STAFF HANDBOOK

Carver Public Schools

VISION STATEMENT

All Carver Public School students will respect the rights and diversity of others, think creatively and critically, learn continually, and contribute to their community. The students will be challenged by a purposeful and relevant curriculum, one that is essential to the human experience. Staff, parents, community members and businesses will join in a partnership committed to high standards and dedicated to continuous improvement.

MISSION STATEMENT

The mission of the Carver Public Schools is to provide a challenging, comprehensive education in a safe environment where all students are respected as individuals.

BELIEFS

We believe:

- School, home, and community partnerships are vital for continuous learning and growth.
- Decisions should be made in the best interest of students.
- Every student is important and deserves to be treated with dignity and respect.
- All students can be successful learners in an appropriate setting that meets their learning style.
- Learning is ongoing and life-long.
- Individual creativity is fostered by providing students access to athletics, arts and music.

CARVER MIDDLE HIGH SCHOOL

CORE VALUES AND BELIEFS

As partners with the community in the evolutionary process of education we believe in our students' importance as individuals and their capacity for future success. We will:

Provide a safe environment with challenging, diverse, and increasingly complex learning opportunities.

Recognize the unique intellectual, social and emotional needs of all our students.

Inspire our students to become respectful and responsible citizens.

Develop relationships with the community through service and by sharing our academic, athletic, and artistic accomplishments.

Empower our students to be life-long learners and successful in an ever-changing world.

CARVER MIDDLE HIGH SCHOOL

21ST CENTURY LEARNING SKILLS – est. APRIL 2010

Students Will:

1. Apply a variety of critical reading and comprehension skills to multiple formats.
2. Access and select information critically and ethically to construct knowledge, make decisions, solve problems, and create new ideas.
3. Use collaboration skills effectively in a variety of settings.
4. Write with clarity, purpose and understanding of audience.
5. Present with clarity, purpose and understanding of audience.

SOCIAL EXPECTATIONS - est. FALL 2010

Students will:

1. Treat all members of the school community with respect.
2. Participate in the school community beyond the classroom.

CIVIC EXPECTATIONS - est. FALL 2010

Students will:

1. Be respectful of the individual and cultural differences of all members of the global community.
2. Contribute to the community through service to others.
3. Use school equipment and facilities responsibly.

DIRECTORY

CARVER SCHOOL COMMITTEE

James O'Brien – Chair
4 Great Meadow Dr

Andrew Soliwoda – Vice Chair
14 Gate St

Stephanie Clougherty
26 Russell Trufant Rd

Andrew Cardarelli
19 Popes Point Rd

Gina Marie Hanlon-Cavicchi
11 Wade St

The Carver School Committee regularly meets on the second Monday of each month. Meetings are posted in the Superintendent's Office, Carver Town Hall and in all public school buildings.

MHS SCHOOL COUNCIL 2016 – 2017

Janelle Holley, Principal

Jasvir MacIntosh, Faculty

Jeffrey Gray, Parent/Guardian

Mary Willett, Faculty

Debra Colon, Parent/Guardian

Kelly Garrett, Student

Michele Robbins, Parent/Guardian

Christopher Howard, Student

Brenda Preston, Parent/Guardian

Nathan Miller, Student

Jacqui Perkins, Faculty

Priya Tait, Student

CARVER SCHOOL DEPARTMENT 508-866-6160

Scott Knief	Superintendent	866-6160
Karen Teichert	Director of Special Education	866-6190
Brad Brothers	Chief Operations and Finance Officer	866-6110
Meredith Cargill	Director of Curriculum, Instruction & Technology	866-6172
Michelle Taylor	Director of Literacy	866-6222
Maureen Siedentopf	Director of Transportation	866-9627
David Siedentopf	Director of Facilities	866-6106

MIDDLE HIGH SCHOOL ADMINISTRATION

Janelle Holley	Principal	866-6141
Christine Cabral	Assistant Principal	866-6132
Mark Souza	Assistant Principal	866-6142
Michael Schultz	Assistant Principal	866-6193

COUNSELORS

Kimberly Duane	Director of Guidance Adjustment Counselor	866-6186
Christina McKenna	HS Guidance Counselor, A – K	866-6188
Christina Nolan	HS Guidance Counselor, L – Z	866-6187
Patricia Winslow	MS Guidance Counselor	866-6195
Melissa Leary	School Psychologist	866-6174
Sara Charbonneau	Adjustment Counselor	TBD
Sean Sullivan	Adjustment Counselor	866-6196
Sean Vance	Adjustment Counselor	866-6342
Tammy Miller	Career Services Counselor	866-6189

MEDIA

Liza Bertram	Library Media Teacher	866-6156
Jean Wallace	Library Media Aide	866-6155

ATHLETICS

Michael Schultz	Director of Athletics Comprehensive Health	866-6136
Tyler Whelan	Athletic Trainer	TBD

HEALTH

Karen Showan, R.N.	School Nurse	866-6145
Lorraine Leahy	Health Assistant	866-6116

FOOD SERVICES

Kathleen Farrar	Director of Food Services	866-6137
Eileen Walling	Food Services Manager (6-12)	866-6192

TECHNOLOGY

Stephen Mahoney	Chief Technology Operator	866-6180
Candy Barrie	Technology Support	866-6242
Brian Mahoney	Technology Support	866-6242
Kim Feeley	Information Services Coordinator	866-6166

SECRETARIES

Ashley Doyle	Administrative Assistant; Main Office	866-6117
Michelle Nickerson	Administrative Assistant; Main Office	866-6112
Gina Marie Rush	Administrative Assistant; Main Office	866-6111
Phyllis Bowie	Administrative Assistant; Athletic Office	866-6136
Amy Gould	Administrative Assistant; Guidance Office	866-6144

FACILITIES / GROUNDS / MAINTENANCE

Raymond Amaral	Walter Cole	TBD	MaryAnn Sherwood
Robert Burton		Diane O'Brien	Jesse Rezendes

TEACHERS

ART		MATH		SOCIAL STUDIES	
Susan Pasillo	866-6366	Dana Caldarone	866-6412	Mark Alessandri	866-6253
Jennifer Percel	866-6319	Stacey Carter	866-6390	Brendan Cully	866-6351
TECHNOLOGY		Jonathan Evans	866-6252	Susan Hiller	866-6320
Anthony Rota	866-6375	Teresa Fernandes-Payne	866-6298	Randall Kerwin	866-6337
COMPREHENSIVE HEALTH		Douglas Fies	866-6340	Brian Lamoureux*	866-6128
Leslie Ritz	866-6379	Vanessa Haen	866-6217	Jeff Mallon	866-6259
Sean Carey	866-6274	Tammy Johnson	866-6391	Paul O'Brien	866-6365
Michael Fraccalossi	866-6306	Amelia Kusins	866-6394	Christopher Tresca	866-6328
Michielle Robidoux	866-6409	Jasvir MacIntosh	866-6309	David Wechter	866-6318
Michael Santos	866-6364	Erin Young *	866-6191	SPECIAL EDUCATION	
Jennifer Wilson	866-6360	MUSIC		Dillon Antell	866-6372
CULINARY ARTS		Nicole Sjolun	866-6125	Matthew Cartmill	866-6397
Daniel Portelance	866-6264	Jeremy Teunis	866-6393	Elizabeth Gray-Guimaraes	866-6305
ENGLISH		SCIENCE		Annemarie Gallagher	866-6317
Morgan Bardetti	866-6381	Karen Booth	866-6261	Lindsay Gonsalves	TBD
Melissa Burridge	866-6355	Caitlyn Bryan	866-6325	Cathleen Laliberte	866-6284
Robert Ewell *	866-6148	Brian Claus	866-6291	Virginia Machado	866-6383
Rachael Kilnapp	866-6401	Tiffini Cornock	866-6363	Andrea Mooney	866-6354
Francesca Madeiros	866-6273	Michelle Littleton*	866-6118	Paula Murphy	866-6312
KeAndra Markram	866-6344	Sean Lyman	866-6336	Meredith Peterson	866-6369
Jacqui Perkins	866-6329	Amy Politano	866-6279	Nikki Picariello	866-6346
Elizabeth Reardon	866-6321	Stacy Waitner	866-6324	Roger Tait	866-6285
Paula Shaw	866-6380	Brian Witkowski	866-6402	Lauren Tiago	866-6339
FOREIGN LANGUAGE				Mary Willett	866-6114
Maria Calvo	866-6411			SPECIALISTS	
Julie Dore	866-6251			Christine Reilly	TBD
Tom McLean *	TBD			Angela Townsend	TBD
Susan Brien-Spillane	866-6268				

* Denotes Department Chair

JOB COACH / PARAPROFESSIONALS / MONITORS / SUPERVISORS

Darlene Aguiar	Peggy Foley	Jordyn Hardiman	Louis Langton	Brenda Robertson	Kayla Trudeau
Mimi Burns	Nancy Frazier	Kathy Hart	Eileen McPherson	Robert Rooney	Irene Turner
Jennifer Cabral	Anthony Fulmine	Carol Kelley	Pamela Reed	Holly Rudnik	Jean Wallace
Junie Coelho	Gayle Gorman	Roger King	Lindsey Rezendes	Janice Santos	Julie Wilde
Tracy Eldridge	Charles Green				

GENERAL SCHOOL INFORMATION

School hours for Grades 6 – 12 are from 7:25 A.M. – 2:05 P.M.

REGULAR BELL SCHEDULE

Period	Time	Day						
Homeroom	7:25 – 7:28	1	2	3	4	5	6	7
Period 1	7:32 – 8:30	1	2	3	4	5	6	7
Period 2	8:34 – 9:32	2	3	4	5	6	7	1
Period 3	9:36 – 10:34	3	4	5	6	7	1	2
Period 4	10:38 – 12:01	4	5	6	7	1	2	3
Period 5	12:05 – 1:03	5	6	7	1	2	3	4
Period 6	1:07 – 2:05	6	7	1	2	3	4	5

ONE – HOUR DELAY SCHEDULE

Period	Time	Day						
Homeroom	8:25 – 8:28	1	2	3	4	5	6	7
Period 1	8:32 – 9:10	1	2	3	4	5	6	7
Period 2	9:14 – 9:52	2	3	4	5	6	7	1
Period 3	9:56 – 10:34	3	4	5	6	7	1	2
Period 4	10:38 – 12:01	4	5	6	7	1	2	3
Period 5	12:05 – 1:03	5	6	7	1	2	3	4
Period 6	1:07 – 2:05	6	7	1	2	3	4	5

TWO – HOUR DELAY SCHEDULE

Period	Time	Day						
Homeroom	9:25 – 9:30	1	2	3	4	5	6	7
Period 1	9:34 – 10:02	1	2	3	4	5	6	7
Period 2	10:06 – 10:34	2	3	4	5	6	7	1
Period 3	10:38 – 12:01	3	4	5	6	7	1	2
Period 4	12:05 – 12:43	4	5	6	7	1	2	3
Period 5	12:47 – 1:25	5	6	7	1	2	3	4
Period 6	1:29 – 2:05	6	7	1	2	3	4	5

EARLY RELEASE SCHEDULE

Period	Time	Day						
Homeroom	7:25 – 7:28	1	2	3	4	5	6	7
Period 1	7:32 – 8:02	1	2	3	4	5	6	7
Period 2	8:06 – 8:36	2	3	4	5	6	7	1
Period 3	8:40 – 9:10	3	4	5	6	7	1	2
Period 4	9:14 – 9:45	4	5	6	7	1	2	3
Period 5	9:49 – 10:20	5	6	7	1	2	3	4
Period 6	10:24 – 10:55	6	7	1	2	3	4	5

Lunch #1: 10:38 – 11:03

Lunch #2: 11:07 – 11:32

Lunch #3: 11:36 – 12:01

SCHOOL CALENDAR, EARLY RELEASE DAYS, TERMS DATES, MCAS SCHEDULE

August 29, 2017	School Opens
August 28, 2017	Professional Development – Faculty
August 31, 2017	Back to School Information Night
September 1, – September 4, 2017	No School - Labor Day Recess
October 9, 2017	No School – Columbus Day
November 9, 2017	Professional Development – Faculty
November 10, 2017	No School - Veterans Day
November 23 – 24, 2017	No School – Thanksgiving Recess
January 12, 2018	Professional Development – Faculty
January 16, 2018	No School – Martin L. King Day
January 23 – 26, 2018	Mid Term Exams (High School Only)
May 7 – 18, 2018	Advanced Placement Exams
May 11 – May 14, 2018	Final Exams (Seniors Only)
May 28, 2018	No School – Memorial Day
May 30, 2018	Class of 2018 – Class Day
May 31, 2018	Class of 2018 – Convocation
June 2, 2018	Class of 2018 – Graduation (Tentative)
June 14 – 19, 2018	Final Exams (High School Only)
June 14, 2018	Last Day of School (Tentative)

SCHOOL VACATIONS

December 22 – January 1, 2018	Holiday Recess
February 19 – 23, 2018	Winter Recess
April 16 – 20, 2018	Spring Recess

EARLY RELEASE DAYS

September 20, 2017	March 8, 2018 (Parent Conferences)
October 19, 2017 (Parent Conferences)	March 30, 2018
November 22, 2017	April 13, 2018
December 6, 2017	May 11, 2018
January 23-26, 2018	June 11-14, 2018
February 6, 2018	

MARKS CLOSE

Term 1: Nov 3	Term 2: Jan 26	Term 3: Apr 6	Term 4: June 14
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MCAS EXAM SCHEDULE – 2018

March 27, 2018	ELA Long Composition	Grade 10
March 28 – 29, 2018	ELA Reading Comprehension	Grade 10
May 23 – 24, 2018	Mathematics	Grade 10
June 6 – 7, 2018	Science	Grade 9

PROFESSIONAL RESPONSIBILITIES

“In a completely rational society, the best of us would aspire to be teachers and the rest of us would have to settle for something less, because passing civilization along from one generation to the next ought to be the highest honor and the highest responsibility anyone could have.” – Lee Iaccoca

I.TEACHER ATTENDANCE

A. HOURS:

Homeroom begins at 7:25 a.m. and the school day ends at 2:05 p.m. Teachers are expected to arrive at their stations not later than 7:10 a.m. and remain at school until at least 2:10 p.m. The cafeteria is open for breakfast at 7:00 a.m. and closes at 7:20 a.m.

B. ABSENCE:

In case of illness please call (508) 866-6147 the night prior to the absence or as early as possible (prior to 5:45 a.m.) the morning of the absence. If you expect to be absent more than one day, please notify Mark Souza or Ashley Howard (Grades 9-12,) Christine Cabral or Michelle Nickerson (Grades 6-8,) before the close of school so that we may engage a substitute for the duration of your absence.

C. DISMISSAL:

All appointments should be made outside of the school day. In the case of a medical appointment that cannot be scheduled outside of the school day, notice should be given to the school administration prior to the appointment date.

D. UNEXPECTED DELAY:

Please call 508-866-6147 before 6:00 a.m. if you know you will be late to school. After 6:00 a.m., grades 9-12, please call 508 866-6117; grades 6-8, please call 508-866-6112.

E. EMERGENCY LEAVE DURING SCHOOL DAY:

Please make arrangements with the Principal or Assistant Principal if an emergency arises and you need to leave during the school day.

F. SUBSTITUTE PLANS:

In the event of an absence due to illness, personal day, or professional day, careful consideration should be given to work assigned and content to be learned when you are organizing your lesson plans. Please keep plans available and prepared sufficiently in advance to handle any contingency that may arise. Included with those plans should be your teaching schedule and class rosters.

G. LEAVING THE BUILDING:

In order to account for staff members in the case of an emergency, teachers should sign out in their main office if they must leave the building during the school day.

II.DAILY HOMEROOM PROCEDURES

A. HOMEROOM TIME: 7:25 a.m. - 7:28 a.m.

B. PLEDGE OF ALLEGIANCE:

Everyone will stand for this opening ceremony. Teachers will lead the pledge. Please insist that students remain quiet during the morning announcements.

C. ATTENDANCE:

Please enter student attendance on your classroom computer using the guidelines established by Kim Feeley.

D. ABSENCE NOTES:

Students who provide medical excuses for absences must bring those notes to the main office

E. TARDY: Students tardy to school after homeroom are to report to the main office.

F. TARDY TO HOMEROOM:

When entering attendance, teachers should enter students *Tardy/Present* who arrive tardy to homeroom without a tardy pass.

G. DISMISSALS:

Requests for dismissal are to be referred to the main office at the beginning of the school day.

III.SUPERVISION

A. ADVISORY SUPERVISION:

The Advisory Program is intended to ensure that each student has an adult in the school, in addition to the school counselor, who knows the student well. Teachers are expected to supervise and facilitate monthly meetings of advisory groups. Advisors will be provided with suggested lessons and activities for each meeting and each advisory theme. However, advisors have discretion to replace or revise those provided.

B. CLASSROOM SUPERVISION:

Teachers are expected to be in their classrooms to meet and supervise the incoming class. If there is a need for a teacher to leave the classroom, please make sure the adjoining teacher can cover or request coverage from the main office. Students may not be left unattended.

C. ASSEMBLY SUPERVISION:

We ask that you escort your students to and from assembly. Please sit with your students addressing inappropriate behavior with individual students.

D. CORRIDOR SUPERVISION:

Corridor supervision helps each of us to safeguard learning time and maintain a safe learning environment. Please alert administration to potential trouble areas and/or situations that arise during passing time. All faculty are requested to supervise the immediate corridors outside their rooms during passing time.

E. DIRECTED STUDY SUPERVISION:

As clarified by the DESE Time and Learning Brief of August, 1999: "Directed Study requires students to be engaged in activities directly related to their program of studies, and a teacher must be available to assist students. A directed study may occur in places such as a classroom, computer lab, or resource room."

Traditional (non-directed) study halls are not considered 'directed study'. The following Directed Study guidelines were approved by the Faculty Council in June 2003:

1. Study Halls will be quiet and supervised at all times
2. Only one student at a time may leave the classroom with a pass.
3. No hall passes should be issued at the beginning or end of class.
4. Students going to make up work with another teacher will obtain a pass for doing so prior to study hall
5. Students must have something to do (i.e., read a book, if no homework assignments.)
6. No headphones or food or drink will be allowed.

F. EVACUATION SUPERVISION:

In order to ensure everyone's safety, it is critical that the following steps be taken if building evacuation is necessary:

- **Post the evacuation route in your room.**
- **Insist on quiet and order.**
- **Supervise your students throughout the evacuation.**
- **Take attendance at the designated assembly point.**

- **Submit attendance via form or email to the main office.**

Detailed evacuation procedures have been provided in a red crisis folder which you will receive separately. Please familiarize both you and your students with these procedures. We will practice each drill at least once during the school year.

IV. CLASSROOM MANAGEMENT

A. STUDENT ATTENDANCE:

The 90% attendance requirement for students in grades 9-12 is outlined in the Grades 9-12 Student Handbook. Attendance has a direct impact on achievement. Please take attendance at the beginning of each class. Teachers of grade 9-12 classes must take attendance in IPASS.

B. BUILDING PASSES:

Students must have a Building Pass slip signed by an authorized person to leave a classroom.

C. DISMISSAL:

Students are to be dismissed from regularly scheduled activities on time in order to prevent tardiness to their next class. Students should not be dismissed from classes early. Students with a dismissal pass should be sent to the main office. Please do not allow a student to leave your classroom unless he/she presents a dismissal pass. For students in grades 9-12, missing more than 15 minutes of class due to dismissal will result in a class absence.

D. TARDINESS:

The 90% rule applies to tardiness also. Students who are more than 15 minutes late to class without an excuse will be considered absent from class. Students should present a pass signed by the teacher who detained them. A student tardy to class for an unauthorized reason should be assigned a teacher detention by the classroom teacher and then admitted to class. Chronic tardiness to class should be referred to the office.

E. **MISSING STUDENTS:**

Please take careful attendance each class/directed study period. If a student is absent from a class and his/her name does not appear on the daily attendance bulletin, please complete the following process:

1. Complete a "Carver Middle High School Missing Student Form."
2. Wait one day and discuss the student's absence from class with the student.
3. If a student provides documented excuse from class, please note as routine absence in your rank book.
4. If a student cannot provide a documented excuse, please note student explanation for absence and submit to the Assistant Principal for follow-up.
5. If a student acknowledges that he/she cut the class, student should sign "Missing Student Form" in space provided. Middle School students will receive an Office Detention for the first cut in any class and Extended School for the second and all succeeding cuts. High School students receive extended school for all class cuts.

6. The Assistant Principal will return the bottom half of the form to the reporting teacher once action has been taken.

F. **DISCIPLINE POLICY:**

Please review the Discipline Policy as it appears on in the CMHS Student/Parents/Guardians Handbook.

1. Removal of a disruptive student from class:

It is understood that there are times when a student, even a student whose behavior has been exemplary in the past, must be removed from the classroom in order to ensure a safe and productive environment for learning. Whenever it is necessary for a teacher to send a student to the office, the office should be notified that the student has been instructed to report. An office referral should be completed as soon as possible and sent to the office. The teacher will receive a copy of the form stating the disciplinary action taken by an administrator.

2. Discipline Referral Process:

Teachers should refer a student to the office when the student fails to respond to teacher and parent/guardian intervention. An office referral form must be completed. The administrator will see the student as soon as possible, and the teacher will be informed of the disciplinary action taken.

V. GRADING AND REPORTING GRADES

A. TEACHER GRADE BOOK:

All teachers are required to maintain students' grades on the grading program *JupiterGrades*. This program allows students and parents/guardians to access grading information on-line. Teachers will provide students with access information within the first two weeks of school. Teachers are expected to keep the grade book up to date on a bi-weekly basis.

1. GRADE EXPLANATION

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

If a student is to receive a grade below 50 on his/her report card, it is essential that the following conditions have been met and documented:

a) Students and parents/guardians must be notified of the student's grade status through progress reports.

- b) The student and teacher must meet to devise a specific plan with strategies for improvement.
- c) Parents/guardians must be informed by telephone, email or meeting that the student is failing. The teacher's suggestions for improvement should be shared with the parents/guardians.
- d) The student's guidance counselor, and if appropriate, the special education liaison should be informed of the student/s grade status.

B. REPORT CARDS:

Report cards will reflect academic achievement, conduct & effort ratings, and 90% class attendance rule. Report cards are issued during the months of November, February, April, and June. All grades are submitted electronically.

<u>Marking Period End</u>		<u>Grades submitted by</u>
November 3, 2017	Term I	November 8, 2017 by 3:00 p.m.
January 26, 2018	Term II	January 31, 2018 by 3:00 p.m.
Term III	April 11, 2018	April 6, 2018 by 3:00 p.m.
June 15, 2018	Term IV	TBD

C. MID-YEAR EXAMINATIONS (GRADES 9-12):

Departmental mid-year exams are given in each subject area prior to the close of Term II (January 20 - 23.) These exams will count as 10% of the student's final grade, which will be calculated at the end of the year for full-year courses. These exams will count as 20% of the final grade for semester courses.

D. FINAL EXAMINATIONS (GRADES 9-12):

Departmental examinations are administered to all students in all subjects in accordance with the schedule announced by the administration. Teachers are urged to make efficient use of the time that is made available during this exam period for correcting tests, making out grades, and organizing teaching supplies and materials for next year. A final exam counts for 10% of the year grade. Seniors who attain a cumulative average of 90% or above in a course are exempt from the final exam in that class.

A copy of each exam is to be submitted to your Department Chairperson ten school days prior to the administration of the test. Examinations should be constructed so that students will have an opportunity to demonstrate working knowledge of the subject matter. Writing will be included as part of each examination. Examinations should require approximately two periods to complete. Students will remain in classrooms for the entire exam period. Passes may not be issued during exam time. Departments will establish make up examination times within the exam schedule.

E. HOMEWORK:

Homework is an integral part of the academic curriculum. Homework provides an opportunity for reinforcement and expansion of classroom learning and is essential in teaching students' accountability and responsibility. Homework typically consists of reading, skill development activities, writing assignments and other appropriate learning tasks. In grades 9-12, homework will be monitored by teachers and factored into the student's grade. A minimum of 2 ½ hours of assigned homework per week per academic subject is

the accepted standard. No homework is assigned during December-January recess.

In grades 6-8, homework needs to be an important part of student learning. To ensure it is such, teachers will provide students with timely and comprehensive feedback on homework assignments (please see the Homework Policy in the Carver Middle High School Grades 6-8 Student Handbook.)

F. **JUPITER GRADES:** All teachers are required to main their rank book for each class in *Jupiter Grades*.

VI.COMMON PLANNING TIME

Common Planning Time (CPT) has been created so that teachers are able to accomplish professional goals through collaboration. CPT is scheduled for teachers twice during every seven day school cycle. Department Chairs facilitate CPT and guide their teachers to use common planning time to improve learning. Occasionally other school events such as IEP Meetings, advisory meetings, and school-wide assemblies, will supersede CPT. Examples of effective use of CPT include:

A. Effective Use

Departments should strive for a consistent balance between formal and informal common planning time:

1. Completing curriculum documents
2. Common Scoring of Common Assessments
3. Revising Common Assessments
4. Case Studies
5. Examples of Formative Assessments
6. Analyzing Student Growth through DDM's
7. Discussion of lesson ideas and instructional strategies
8. Sharing what a teacher learned in a workshop
9. Learning new technologies
10. Developing and refining plans to report out
11. Discussion of progress on team goals
12. Discussion of policies and procedures

VII.ACADEMIC REFERRAL PROCESS (BBST):

Teachers who have a concern about a student's academic performance should submit a Pre-Referral form to the guidance counselor as soon as possible. The guidance counselor will initiate the referral process utilizing the Building Based Support Team (BBST). These pre-referral procedures are a part of this handbook. A sample of a pre-referral form can be found in a section entitled "Forms."

VIII.COURSE EXPECTATIONS:

An outline of teacher and course expectations should be given to students within the first three days of the course. In addition to those items unique to each teacher's own style and course needs, the following information should be included:

- A. Overview of course content;
- B. Expectations for classroom behavior;
- C. Classroom management routines;

- D. Academic expectations including homework and make-up work policies;
- E. Grading policy;
- F. Extra help schedule.

IX. GUIDANCE AND COUNSELING REFERRAL FORM:

Classroom teachers are the best resource for information on the social and emotional well-being of their students. If you have any concerns about a student's physical and/or psychological well-being, please complete a "Guidance and Counseling Referral Form" and submit it to the guidance office.

X. EXTRA HELP SESSIONS:

Each teacher will schedule one after-school session per week designated for extra help. Teachers will notify students, parents, and/or guardians and the main office of this after school session. Students who are having difficulty in achievement should be scheduled, with parents/guardians knowledge, for extra help.

Parents/guardians should also be informed if students do not take advantage of opportunities to improve their learning.

XI. FORECASTS:

Each teacher will provide students with a weekly forecast that will:

- Include activities, and/or instructional strategies, agendas, and lesson objectives
- Outline at least one week of class meetings
- Include teacher's name and course/grade level
- Indicate the specific daily homework assigned, test dates, and major assignment due dates
- State daily lessons that specify what students should know and be able to do
- Be posted in Jupiter Grades by the first day of each week

Optional features of the weekly forecast might include the following:

- State essential questions
- Indication of 21st century learning skills practiced during the week
- Indication of the unit of study which provides the umbrella for the daily lessons
- Indication of benchmarks for unit of study
- Organization by unit of study if unit of study exceeds one week (i.e., an 8 day forecast.)
- Notice to students of materials to be brought to class
- Notice of class position in rotation
- Hand-outs to be distributed

XII. MAKE-UP WORK:

Absence from class does not relieve a student of responsibility for submission of academic work or established deadlines. It is the students' responsibility to make arrangements for make-up work with all teachers *the first time their class meets* after the absence. For more detail on make-up work policy, please see the grades 6-8 and grades 9-12 student, teacher, and guardian handbook.

XIII. MASTER NOTEBOOK SYSTEM (GRADES 6-8):

All students may maintain a master notebook. There should be a section dedicated to each subject and *it should be inspected on a regular basis*. At a minimum, notebook cleanout should be scheduled at the end of Terms I, II, and III during Academic Workshop.

Students should keep their **Agenda Book** within the Master Notebook. Students should write homework assignments in their Agenda Book and teachers should use the Agenda Book to provide necessary school information to the parent or guardian. When parents request progress updates, this will normally be accomplished through the Agenda Book. **Students will be supplied with an Agenda Book at the beginning of the year. If it is lost for any reason, an additional copy can be purchased through the office for \$5.**

XIV. PROVIDING WORK for EXTENDED ABSENCE:

Teachers may be asked to provide work for students who will be absent for an extended period.

XV. IN-SCHOOL COMMUNICATION

A. CLASSROOM PHONES:

Classroom phones are capable of making calls to offices (main offices, nurses, office, and central office) other classrooms, and outside phone numbers. Teachers are given an access code for calling outside the school system (dial 9, then the number, then the access code.) To call emergency services from a classroom phone, dial 911. To call a classroom, dial 3 then the room number.

B. FACULTY AND STAFF MEETINGS:

Generally, faculty and staff meetings will be held on the first Monday of each month at 2:10 p.m. A complete schedule of meetings for this school year is attached to this handbook. Teachers are requested not to make appointments that will conflict with these meetings. Any teacher needing to be excused from a meeting shall check with his/her department chair. An agenda will be printed and distributed for each meeting.

C. MAILBOXES:

Teacher mailboxes are located in the teacher mail room. Please do not send students to retrieve your mail as there may be personal information regarding students in your mailbox. Please check your mail upon arrival and before departure.

D. PUBLIC ADDRESS SYSTEM:

Announcements will be made over the public address system during homeroom. Teachers who must communicate with the student body as a whole or a large portion of the student body (clubs/athletics/activities) should submit announcements to the main office prior to the morning during which they should be read. There may be other announcements made during the school day. Every attempt will be made to avoid making announcements during classroom time.

E. **SHARES FOLDERS:** (sub GOOGLE DRIVE & SY 2017-2018 FOLDER)

The "Shares" folders on teachers' desktops are used to share important information and useful documents. Documents in the folders include this handbook, the student handbook, evaluation forms, and emergency information.

F. SURVEYS AND QUESTIONNAIRES:

All surveys, questionnaires, etc., whether generated by students, teachers, or outside groups, are to be approved by the principal before distribution.

G. WEEKLY BULLETIN: (sub ALL STAFF DRIVE CALENDAR)

A bulletin highlighting academic and building events for each day of the following week will be sent to each faculty member via email.

XVI.COMMUNICATION WITH PARENTS AND GUARDIANS

A. BACK-TO-SCHOOL NIGHT:

Back-to-School Night will be held on August 31, 2017. Upon their arrival in the building, parents/guardians will report to their son's/daughter's homeroom to pick up the student's schedule. The parents/guardians will then follow an abbreviated school day. Teachers should be prepared to give an overview of their goals for the year, the general course outline and choice of texts, and classroom management routines. The homework policy and grading system should also be reviewed. This is an opportunity to share your enthusiasm for your discipline and your belief in everyone's potential. Please be certain that parents know how to communicate with you.

B. CONTACTING PARENTS AND GUARDIANS:

Teachers are encouraged to call, write, or meet with a student's parents/guardians whenever they feel that the process will benefit the student. Since the administration and the guidance department are in frequent communication with parents/guardians, teachers may want to check with an administrator and/or counselor before calling home. Parents/guardians must be contacted if (a) a student's grades drop significantly (a decrease of 2 letter grades) between issue of progress report and issue of report card; and/or (b) a student's term grade is below 50. If a student has become a discipline problem and teacher interventions have not helped, a phone call home is recommended before referring the student to the administration.

C. E-MAIL:

All teachers will be provided with an e-mail account by logging on to Carver Home Page/Staff Email. Staff members may use email to communicate school business. The administration may communicate with the staff as a whole using email. Teachers must check email within a two-day period.

D. NEWS RELEASES: Please submit material highlighting the accomplishments of our students for publication in the local media to your department chairperson who will submit to the principal for full approval.

E. PARENT AND GUARDIAN CONFERENCES: Formal parent/guardian conferences will be held on October 19, 2017 and March 8, 2018 during the afternoon and evening. Students will be asked to make appointments for their parents/guardians in advance. Teachers are strongly encouraged to contact the parents/guardians of students who are experiencing difficulties in the class and request that parents/guardians meet with them during these evening hours.

F. VOICEMAIL:

Please check your voicemail each day. Returning calls to parents/guardian is essential to the maintenance of the school-student-home partnership. Please return calls within 48 hours.

XVII.CO-CURRICULAR ACTIVITIES

A. BUILDING USE:

The use of any space in the middle high school building, other than your regularly scheduled classroom, requires permission from administration. This includes classrooms, a conference room, the gymnasium, auditorium or any other area. To request the use of the facility, go to www.carver.org and click on "Facilities Use." Requests will be approved based on the appropriateness of the activity and the availability of space.

B. CLASS AND ACTIVITY ADVISORS:

Advisors are appointed annually by the assistant principal. Application is made directly through a letter of interest. We expect that advisors will supervise, facilitate and advise students by:

1. Conducting, scheduling, and supervising meetings and events.
2. Supervising and directing financial matters of the activity.
3. Drawing up a yearly budget - dues, fund raising activities and operating costs.
4. Following the established accounting procedure.
5. Depositing funds in the CMHS Student Activities Fund.
6. Submitting a financial report on each fundraising event to the administration.
7. Supervising the preparation of an Annual Report for submission to the Superintendent.

Note: The principal must approve the budget of each activity. The principal and the superintendent must approve fund raising projects. All vendor contracts require approval by the principal. Staff members cannot legally enter into contracts with private companies for school related business. All activities and events require the approval of administration.

FIELD TRIPS: Field trips are designed to support the curriculum of Carver Middle High School. Requests for field trips should be made to department chairs at least four weeks before the proposed trip. Department chairs will submit approved trips to the principal and superintendent for final approval. Rosters of students going on a field trip are to be made available to the faculty and staff at least five days in advance. Student permission slip forms are to be used. Students must have their parents/guardians sign trip permission slips before they are allowed to go on a trip. Students must be appropriately attired. Students are subject to the same rules and regulations on a field trip as they are in school. Field trips are discouraged during the last week of each term.

TEAM FIELD TRIPS (GRADE 6): Whenever possible, a substitute teacher will be provided to teach classes to those students not attending the trip. If more than one teacher is needed to cover the number of students not attending the trip, one of the team teachers will also be needed for coverage. Generally, one teacher will need to remain for students not attending the trip up to 25% of the team. A second teacher will need to stay for any percentage over 25% of the team's students not attending the trip, etc.

FINANCIAL SECURITY: Cash collections and other monies should be deposited in bank accounts on the day the money has been collected whenever feasibly possible. Staff members must not leave money unattended. Do not leave money in your classroom.

In order to obtain a check from the School Activity Account, the following procedures will be strictly adhered to:

- A voucher form must accompany all requests for checks with all required signatures. Voucher forms may be obtained from the Student Activities Treasurer.
- A 2-day advance notice is required. Checks are not immediately available.
- No deficit spending will be allowed.
- Each account will receive a monthly report of their account. If any discrepancies occur, please see the Student Activities Treasurer.

FUND RAISING: The principal and the superintendent of schools must approve fund raising projects. Activity treasurers are to prepare and submit a financial report on each fund raising event to the activity advisor, the members, and the principal. Team Treasuries (grade 6) should be deposited, like all other monies, in the student activities account. For more details on handling cash collections and other monies, see "Financial Security" above.

GUEST SPEAKERS - RESOURCE PERSONS: Teachers who wish to invite guest speakers and/or resource persons into their classes to enrich and broaden instruction are to fill out a "Speaker Request Form" available in the office. The recommendation of the department chairperson and the approval of the principal are required.

TEAM EVENTS (GRADE 6): Any event planned by a team or grade level needs to be coordinated with the school administration.

XI. FACULTY STANDING COMMITTEES

ALERT/ASSIST TEAM/Building Based Support Team: The principal, assistant principal, guidance counselors, adjustment counselor, school psychologist, and school nurse will meet bi-weekly to identify students in need of academic and/or social/emotional support services. Students, parents/guardians and faculty members will be consulted as proposals for intervention are made.

CRISIS INTERVENTION TEAM: In case of a tragedy that affects our school community, members of the Crisis Intervention Team will be contacted, and a crisis response plan will be formulated and put into action according to the CIT guidelines.

FACULTY COUNCIL: At the beginning of each year, each department will elect a representative to the Faculty Council. This group will generally meet with the principal and vice principal on the third Thursday of each month, but meeting dates and times are subject to change. The council will share the needs and concerns of students, teachers, and administrators. In addition, the council will help to develop the agenda for faculty meetings and professional development activities.

The purpose of the Faculty Council is to foster a school climate that promotes academic achievement, respectful and productive working conditions, and collegial communication among teachers, students, administrators, and staff. We intend to achieve this purpose by serving as a resource to the faculty and school administrators; formally and informally surveying members of the high school community to discover issues of concern; discussing these concerns at Faculty Council meetings, or directing them to

where they can be most successfully resolved; proposing changes in practice or policy to better serve the common good; and regularly communicating the results of our efforts.

NATIONAL HONOR SOCIETY COMMITTEE: The purpose of the National Honor Society Committee is to review and discuss applications submitted by eligible students so as to determine membership in the National Honor Society. The Committee is also charged with responsibility of ensuring that members maintain the standards of the chapter. The principal appoints faculty to the National Honor Society Committee.

SCHOLARSHIP COMMITTEE: The Scholarship Committee determines the distribution of scholarships according to established criteria to the deserving members of the graduating class. The Principal appoints faculty to the Scholarship Committee.

SCHOOL COUNCIL: The CMHS School Council is a representative, school building-based committee composed of the principal, parents/guardians, teachers, community members and students. “The School Council is an integral feature of Education Reform and is the main instrument for practicing the participatory site-based management that is required by law in the Education Reform Act.” Two teachers are elected from the faculty to serve on the Council for a two-year term. Meetings are held on the second Monday of each month at 5:30 p.m. in the guidance conference room.

XII. NEASC ACCREDITATION PROCESS

Carver Middle High School is accredited by the New England Association of Secondary Schools and Colleges. The accreditation process is an intensive ten-year cycle of school improvement. Accreditation is awarded based on the completion of a school-conducted self-study, followed by a visit by a team of educators that then validates the self-study and provides recommendations for improvement. The following is the timeline for Carver Middle High School’s accreditation cycle:

NEASC TIMELINE

<i>Stage in Cycle</i>	<i>Date of Completion</i>
CHS Follow-Up Process	Jan 2013 – Sept 2014
Two-Year Progress Report	Dec 2014
Faculty Review and Revision of Mission and Academic Expectations	Sept 2014 - Jun 2015
Special Progress Report	Jul 2015
Faculty Council Review of NEASC 2002 Report and recommendations, survey data, standardized test scores, faculty	Sept 2016

survey, departmental assessments, community profile to consider further revision of Mission and Expectations	
Five Year Progress Report	Mar 2017
Annual Review of Mission and Expectations by Faculty Council	Sept 2017, 2018, 2019
Formation of a Mission and Expectations Committee to collect data on efficacy of current Mission and Expectations through student, faculty, parent and community surveys; departmental assessments, standardized test scores, best practice research, continued unmet recommendations from 2002 report	Feb 2020
Pre-Self Study Report	2020
Creation of Self-Study Committees and preparation of Self-Study	2020 - 2022
Visitation by NEASC Accreditation Team	2022

XII. GENERAL INFORMATION

CLASSROOM REPAIRS: Repairs needed in a classroom should be requested on forms located in the main office.

DISPLAY CASES: Display cases are available throughout the building and teachers and extracurricular clubs are encouraged to use the display cases. See main office for access.

EMERGENCY PROCEDURES: Emergency Folders will be placed in every room in the middle high school that is used during the school day. Those folders contain Crisis Management, Emergency Evacuation, Emergency Stay-In-Place, Emergency Lock-Down, Emergency Medical, and other information. Also included in those folders are rosters for each classroom as it is used during the school day. Teachers are expected to have immediate access to their Emergency Folders.

ENTRY CARDS: All outside doors to the building are locked 24 hours a day, except for the main entrance to the building. No outside door should be propped open during the school day. All visitors to the school must enter through the main office entrance, sign in, and receive a visitor's badge. All teachers will be issued an entry card which will allow teacher access into the building 24 hours per day/seven days per week.

FACULTY PARKING: The faculty is encouraged to park in the lined spaces to the right and in the rear of the building. The front parking lot is reserved for visitors, vehicles with handicap plates, and will serve as a student drop-off, pick-up location. Faculty members may wish to use the Pond Street Student/Faculty entrance to avoid the drop-off traffic.

FURNITURE: Please do not move furniture without proper authorization.

MEDICAL INFORMATION: In case of an emergency, call 4000 (HS OFFICE), 3000 (MS OFFICE) 6145 (NURSE) or 911 (POLICE.)

STUDENT MEDICAL POLICY - Students who are ill should be sent to the health office with an authorized pass signed by the sending teacher. Whenever a student is injured during the school day the following procedures are to be adhered to:

- **Minor Injuries** - (Injuries that fall into this category are small cuts, slight sprains or bumps, etc.) The student is to be sent to the health office by the teacher if the services of the nurse are needed.
- **Major Injuries** - Do not move the student. Contact the health office. If there are any questions as to whether any injury is major or minor, consider it major.

A list of students with special medical needs will be forwarded to you. Please keep this list confidential. Consult the nurse for specific guidance regarding emergency protocols for these students.

TEACHER MEDICAL PROTOCOLS: Please keep the nurse informed of your medical condition. In case of emergency the nurse will need this information. Teacher injuries incurred in the line of duty should report to the nurse and fill out a Workmen's Compensation form.

CARVER PUBLIC SCHOOLS HIV/AIDS POLICY: (JHCB - September 1994.) Students with HIV/AIDS may attend school unless their condition would present an immediate danger to themselves or others (open weepy skin or mouth sores, biting behavior.) We cannot require parents, guardians or students to inform the schools of either of these conditions. We may not disseminate any information about a student medical condition (HIV/AIDS) without the prior consent of the student or their parents/guardians. For further information consult the nurse.

UNIVERSAL PRECAUTIONS: The following precautions will be followed in all situations which expose anyone in the building to blood fluids.

- Do not allow anyone to come in direct contact with blood spill.
- Do not allow blood fluids to come in contact with open cuts, scratches, or mucus membranes; such as, nose, eyes or mouth. Do not rub these areas after contact until you have washed properly.
- Use surgical gloves. Do not touch or allow others to come in direct contact with the blood.
- Wash hands immediately with soap and water after any contact with body fluids. Soap & water will kill HIV.
- Call the main office / nurse's office.

PERSONAL PROPERTY: The school system will not be liable for any personal property lost or stolen on school grounds.

SMOKING: Mass. State law, Chapter 759 of the Acts of 1987, Mass. General Laws, Chapter 270, section 22, and the Education Reform Act of 1993, prohibit the use of tobacco products anywhere on school property.

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