

# MARSHALL MIDDLE SCHOOL

## 2021-2022 Student Handbook

Michael Rossi, Principal: [mrossi@billericak12.com](mailto:mrossi@billericak12.com)  
Brittany Marshall, Assistant Principal: [bmarshall@billericak12.com](mailto:bmarshall@billericak12.com)

15 Floyd Street  
Billerica, MA 01821  
Attendance Line: 978-528-8682  
Main Office: 978-528-8670  
Fax: 978-528-8679

Visit us at: [billericak12.com/schools/marshall-middle-school](https://billericak12.com/schools/marshall-middle-school)  
View attendance and grades at: <https://ma-billerica.myfollett.com>  
Follow us on twitter at: @mmsbps

***This agenda belongs to***

NAME \_\_\_\_\_

GRADE \_\_\_\_\_ HOMEROOM \_\_\_\_\_ TEAM \_\_\_\_\_

LOCKER NUMBER \_\_\_\_\_ BUS NUMBER \_\_\_\_\_

LOCKER COMBINATION \_\_\_\_\_ LUNCH PIN \_\_\_\_\_

## Quick Reference

### School counselors

Cullen Hagan  
Last names starting with A-K  
chagan@billericak12.com  
978-528-8686

Michael DelRaso  
Last names starting with L-Z  
mdelraso@billericak12.com  
978-528-8687

| <b>STANDARD SCHEDULE</b> |               |
|--------------------------|---------------|
| <b>PERIOD</b>            | <b>TIME</b>   |
| <b>HOMEROOM</b>          | 7:30 - 7:40   |
| <b>PERIOD 1</b>          | 7:43 - 8:35   |
| <b>PERIOD 2</b>          | 8:38 - 9:30   |
| <b>PERIOD 3</b>          | 9:33 - 10:25  |
| <b>PERIOD 4</b>          | 10:29 - 11:50 |
| A LUNCH                  | 10:29 - 10:54 |
| B LUNCH                  | 10:57 - 11:22 |
| C LUNCH                  | 11:25 - 11:50 |
| <b>PERIOD 5</b>          | 11:53 - 12:45 |
| <b>PERIOD 6</b>          | 12:48 - 1:40  |
| <b>DISMISSAL</b>         | 1:40 PM       |

How to open your lock...

**Step 1:**

Turn the dial two rotations to the right and stop at your first number.



**Step 2:**

Turn the dial to the left, going past zero and your first number. Then stop at your second number.



**Step 3:**

Turn the dial to the right and go directly to the last number.



Always Remember Right, Left, Right

| <b>Website:</b> | <b>Log in information and passwords:</b> |
|-----------------|--|
|                 | Log in:                                  |
|                 | Password:                                |
|                 | Log in:                                  |
|                 | Password:                                |
|                 | Log in:                                  |
|                 | Password:                                |
|                 | Log in:                                  |
|                 | Password:                                |

Technology issues - email [helpdesk@billericak12.com](mailto:helpdesk@billericak12.com)

Questions about Student Aspen accounts - email Jennifer Fowler at [jfowler@billericak12.com](mailto:jfowler@billericak12.com)

### **Marshall Mission Statement**

The mission of the Marshall Middle School is to provide a safe and positive learning environment which fosters student achievement and success for all.

### **Marshall Vision Statement**

A Community of Independent Learners

### **Marshall Motto**

*“Be the best version of yourself!”*

Dear Students:

Welcome to the Marshall Middle School. This handbook is designed to provide you with the information you need to be successful. We encourage you to be an active learner and productive member of our “Community of Independent Learners”.

It is our goal to provide you with the necessary knowledge and skills that you will need to be successful in your future educational pursuits. You will learn in your classes, through your interactions with the school community, and through exploring a variety of activities, programs, and opportunities. Please take advantage of all we have to offer.

We hope that you will invest in your education and development by being responsible school citizens, treating people with kindness and respect, and taking great pride in your school. We will challenge you to become the “Best version of yourself.” You will have a great experience at the Marshall Middle School. The entire staff at the Marshall Middle School is here to support you and help you have a positive middle school experience. We place tremendous value on being part of your education and look forward to the 2021-2022 school year.

Warmest Regards,

*Mr. Rossi*

Principal

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Handbook guidelines cover all events during the school day and all extra-curricular activities at the school. By following the policies and procedures outlined here, students, parents, and staff can all contribute to the success of each student. Many of these procedures help guarantee the safety and security of our school.

## MARSHALL MIDDLE SCHOOL EXPECTATIONS

### Students will:

- be conscientious and serious about learning.
- cooperate with staff and fellow students.
- always act in a polite and respectful manner.
- be good ambassadors for their school and their community.

### While at school students should:

- know the expectations of teachers and how to meet them.
- listen carefully and respect the opinion of others.
- come to class prepared.
- feel safe and comfortable to express their ideas and views.
- treat the property of others as they would want their own to be treated.
- use mastered skills to help others.
- find the corridors of the Marshall safe.
- treat the cafeteria as you would treat your dining area at home.
- observe proper behavior in the restrooms and other shared areas.
- follow Marshall Middle School's Core Values and Expected Behaviors listed below.

|                 | Classroom  | Cafeteria   | Hallway  | Bathroom  | Bus   |
|-----------------|--|---|--|---|---|
| Be Responsible  | <ul style="list-style-type: none"> <li>• Work hard to achieve goals</li> <li>• Keep trying when challenged</li> <li>• Finish and turn in high quality assignments and homework</li> <li>• Come prepared for class</li> <li>• Keep track of your belongings</li> <li>• Arrive on time</li> <li>• Ask for help when needed</li> <li>• Participate</li> </ul> | <ul style="list-style-type: none"> <li>• Walk</li> <li>• Stay in one seat</li> <li>• Pick up after yourself</li> </ul>  | <ul style="list-style-type: none"> <li>• Walk on the right side</li> <li>• Keep hands and feet to self</li> <li>• Be aware of people and surroundings</li> <li>• Go directly to destination</li> </ul>                   | <ul style="list-style-type: none"> <li>• Wash hands after use</li> <li>• Get in, get out</li> <li>• Flush toilet</li> <li>• Leave no trace</li> <li>• Walk</li> </ul>   | <ul style="list-style-type: none"> <li>• Stay seated when bus is moving</li> <li>• Keep track of your belongings</li> </ul>   |
| Be Respectful   | <ul style="list-style-type: none"> <li>• Follow classroom rules</li> <li>• Follow directions</li> <li>• Listen actively</li> <li>• Be careful with classroom property</li> <li>• Speak with appropriate language, volume, and tone</li> </ul>  | <ul style="list-style-type: none"> <li>• Pay attention to announcements</li> <li>• Maintain personal space</li> <li>• Use table manners</li> <li>• Speak with appropriate language, volume, and tone</li> <li>• Wait your turn while in line</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain personal space</li> <li>• Be careful with school and others' property</li> <li>• Use greetings</li> <li>• Speak with appropriate language, volume, and tone</li> </ul> | <ul style="list-style-type: none"> <li>• Maintain personal space and privacy</li> <li>• Use bathroom property appropriately</li> </ul>                                  | <ul style="list-style-type: none"> <li>• Follow directions from bus driver</li> <li>• Speak with appropriate language, volume and tone</li> <li>• Be careful with bus property</li> </ul> |
| Build Community | <ul style="list-style-type: none"> <li>• Help others feel welcome, comfortable and safe</li> <li>• Lend a hand</li> <li>• Keep workspace clean</li> <li>• Share</li> </ul>   | <ul style="list-style-type: none"> <li>• Help others feel welcome, comfortable and safe</li> <li>• Lend a hand</li> </ul>   | <ul style="list-style-type: none"> <li>• Lend a hand</li> <li>• Help keep hallway clean</li> <li>• Provide directions</li> </ul>   | <ul style="list-style-type: none"> <li>• Share with staff if bathroom is unclean</li> <li>• Report inappropriate behavior to staff</li> <li>• Wait your turn</li> </ul> | <ul style="list-style-type: none"> <li>• Help others</li> <li>• Share seat</li> <li>• Keep seat clean</li> <li>• Report problems to bus driver</li> </ul>                                 |

### Teachers will:

- provide a positive learning environment.
- respect each student.
- carry out district and school policies.

### Parents will:

- see that their children have good attendance and come to school prepared to learn.
- take an interest in their child's studies.
- support the school's mission and vision.

## **STUDENT ATTENDANCE**

Students are expected to attend school daily. Students who develop a positive pattern of school attendance are more likely to experience academic success. Chapter 76, Section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school.

### **Absences**

If your child will be absent from school, please call the attendance line before 7:30am (978-528-8682) or email ([marshallabsent@billericak12.com](mailto:marshallabsent@billericak12.com)). State your child's first and last name, spell the last name, give the grade and team, and give a brief reason for the absence. After 7:30am, please call the school office at 978-528-8670. When a student is absent or tardy, he/she is required to bring in a note. Absentee notes are to state the specific reason(s), date(s), and include parent/guardian signature. A student who is recorded absent for the day may not participate in after-school programs or evening school activities on the day of his/her absence.

- ***Marshall Middle School Attendance Line.....978-528-8682***
- ***Marshall Middle School Attendance Email.....marshallabsent@billericak12.com***

If a call or email is not received, the school will call the parent or guardian informing them of their child's absence using an automated calling system.

- After a student is absent three (3) consecutive days, the school nurse will also call home.
- When a student accrues five (5) unexcused absences, a letter will be sent home, describing an action plan for addressing the student's attendance.
- When a student accumulates seven (7) or more absences, parents may be requested to meet with administration, the student's school counselor, and the school attendance counselor.
- After ten (10) unexcused absences, per M.G.L. Chapter 76, Section 1, a referral will be made to the school attendance counselor. In cases where attendance does not improve, students may be referred to Lowell Juvenile Court.

### **An excused absence/tardy includes:**

- Documented illness or injury signed by a medical professional on letterhead
- Bereavement/family funeral
- Major religious observances (as authorized by the Commissioner of Education)
- Extraordinary family circumstances (excused at the discretion of the principal)
- Documented court proceedings

**An unexcused absence/tardy** is not covered by the aforementioned definition. Examples of an unexcused absence may include, but are not limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Family vacations
- Sports competitions
- Non-emergency family situations

### **Make-up Work due to absences**

In the event of an absence, the responsibility rests with the student to make up assignments in a reasonable time frame. After a student is absent for three (3) consecutive days, a parent may call the school office before 8 AM and request assignments. Classwork may be picked up at the end of the day, before 2:30 PM or sent home with another student. Students are encouraged to utilize the Aspen Student Portal to review any missed class assignments.

### **Tardiness**

Punctuality is an important life skill to develop. If a student is recorded as tardy for school without a written excuse he/she may be assigned an office detention. Chronic tardiness is a serious issue and will

result in a referral to the school attendance counselor. Students who accumulate five (5) or more incidents of tardiness in one trimester may receive office detentions. In cases where students continue to arrive late to school, students may be referred to Lowell Juvenile Court.

### **Dismissal**

Dismissal procedure is an area of school responsibility that requires particular attention. Under most circumstances a student will only be dismissed to legal guardians who come into the school and identify themselves. Students may be dismissed to a relative or responsible adult only with permission of a legal guardian. A student who is to be dismissed must present a note to the office on entering the school. The note should indicate the time of dismissal, whether or not the student will be returning to school that day, and the person who will be picking up the student. All persons dismissing students must check in at the front office. The secretary will then call the student from class. Any students being dismissed due to illness must be seen by the school nurse prior to dismissal.

### **Arriving Late or Returning to School**

Any student arriving to school after the start of the school day (7:30 a.m.), whether tardy or returning from an appointment must sign in at the school office.

### **Partial Days**

A student must attend school for a minimum of three (3) hours to be given partial credit for attendance. If a student arrives at school after 10:35 AM or leaves school before 10:35 AM and does not return, the student will be recorded as absent for the entire day. Dismissal before 10:35 will be coded as AD (Absent Dismissed) in ASPEN.

## **SCHOOL ROUTINES**

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### **Delivering items to school**

Parents may bring forgotten lunches, homework, etc... to the main office. Please mark all items with your child's first and last name, homeroom, grade, and team. Students will be called to the office during homeroom, after period 3 and during lunchtime. Students are always welcome to stop by the office if they are expecting something from home. They do not need to wait to hear from the office.

### **Traveling in building**

- Students are only to be dropped off in the front lower parking lot. There are signs which identify the student drop off area.
- Use the stairs and paved walks when entering or leaving the building. Stand on the sidewalk while waiting for your bus to stop. Do not run towards a bus; especially if it is moving.
- Students who arrive early must report to the cafeteria. At the 7:20 AM bell, when the teachers are on duty throughout the school, students may proceed directly to their lockers and then to homeroom. Wandering inside the building before school hours is not allowed.
- While in the corridors, walk quietly and keep to the right. Students are required to carry a pass when traveling within the building during class periods. The student pass is in the back of this agenda book.
- Students are to leave the school building upon dismissal unless they are under the direct supervision of a teacher. Students will go to their lockers before reporting to activities, extra help, or detention.

### **Visitors**

All visitors are required to enter the school through the main entrance, near the bus canopy, on the west side of the building and report to the Main Office. A security camera and a buzzer system are utilized to monitor the entrance. As part of our security procedures, all school doors will be locked during normal school hours. Under no circumstances are students allowed to bring unregistered friends or relatives to attend classes or school events. All visitors are required to report to the main office, sign in, provide a government issued photo identification, and must wear an identification badge during the visit.

### **Combination Locks and Lockers**

Your homeroom teacher will assign combination locks and lockers. Students are to use only the combination lock and locker assigned to them unless given special permission from the Assistant Principal. Locker security is the student's responsibility. Students should never give out their lock combination and locks should be secured at all times. Students are charged \$10.00 for a replacement lock. To open your lock:

- **TURN RIGHT** two or more whole turns and stop at your first number.
- **TURN LEFT** one whole turn past the first number and stop at your second number.
- **TURN RIGHT** and stop at your third number.

### **Locker Privileges**

Lockers may be used before homeroom, after period 3, and at dismissal. Students must have a pass to go to lockers at any other time. Coats, backpacks, cell phones (turned off) must be in lockers during the school day. We are fortunate to have new lockers throughout the school. Students are responsible to keep them in good condition (no stickers, tape etc. on lockers).

### **Class Periods**

Periods are typically 52 minutes long with a 3-minute passing time between periods. Bells will signal the beginning and end of classes. Students are dismissed from class by the teacher.

### **Teachers' Rooms**

Teachers' rooms and copy rooms are off limits to students and visitors unless accompanied by a teacher.

### **Homework**

Home study is a necessary part of each pupil's educational program. Each student must be expected to spend time in addition to scheduled class time to achieve satisfactory progress. Setting aside specific "study time" nightly (to read a book, reread notes, memorize information, practice math problems and study rules/formulas, etc...) can increase student understanding of educational concepts. Some assignments are long range in nature and require students to develop a plan for completion. Careful planning and a good homework routine eliminate the necessity of spending too much time completing an assignment the day before it is due.

### **Cafeteria**

- Hot lunches are served in the cafeteria as follows:  
A lunch — 10:29 AM      B lunch — 10:57 AM      C lunch — 11:25 AM
- Lunch prices are set in September for each school year.
- Students may bring a bagged lunch and eat it in the cafeteria during the assigned lunch.
- Individual food items and beverages are available for purchase.
- Free and reduced lunch program applications are distributed at the beginning of the school year. Applications are available throughout the year in the Main Office or visit [www.lunchapp.com](http://www.lunchapp.com).
- Breakfast is served in the cafeteria each day from 7:20 - 7:30 AM before homeroom.
- **After lunch, lockers are not to be used to put lunch boxes away.**

### **Lavatory Privileges**

Students must have a pass to go to the lavatories except during lunch. The student pass is located in the back of this agenda book.

### **Lost and Found**

Lost books and personal items are turned into the Main Office. Clothing and all other items are turned into the Lost and Found rack in the cafeteria. Students should check periodically to locate missing items. Students are expected to reimburse the school for any textbook, library book, or school property that is lost or damaged. Unclaimed items will be donated in December, April, and June.

| <b>STANDARD SCHEDULE</b>          |               |
|-----------------------------------|---------------|
| <b>PERIOD</b>                     | <b>TIME</b>   |
| <b>HOMEROOM</b>                   | 7:30 - 7:40   |
| <b>PERIOD 1</b>                   | 7:43 - 8:35   |
| <b>PERIOD 2</b>                   | 8:38 - 9:30   |
| <b>PERIOD 3</b>                   | 9:33 - 10:25  |
| <b>PERIOD 4</b>                   | 10:29 - 11:50 |
| <i>A LUNCH</i>                    | 10:29 - 10:54 |
| <i>B LUNCH</i>                    | 10:57 - 11:22 |
| <i>C LUNCH</i>                    | 11:25 - 11:50 |
| <b>PERIOD 5</b>                   | 11:53 - 12:45 |
| <b>PERIOD 6</b>                   | 12:48 - 1:40  |
| <b>DISMISSAL</b>                  | 1:40 PM       |
| <b>Extended Homeroom SCHEDULE</b> |               |
| <b>PERIOD</b>                     | <b>TIME</b>   |
| <b>HOMEROOM</b>                   | 7:30 - 8:10   |
| <b>PERIOD 1</b>                   | 8:13 - 9:01   |
| <b>PERIOD 2</b>                   | 9:04 - 9:52   |
| <b>PERIOD 3</b>                   | 9:55 - 10:43  |
| <b>PERIOD 4</b>                   | 10:46 - 11:58 |
| <i>A LUNCH</i>                    | 10:46 - 11:08 |
| <i>B LUNCH</i>                    | 11:11 - 11:33 |
| <i>C LUNCH</i>                    | 11:36 - 11:58 |
| <b>PERIOD 5</b>                   | 12:01 - 12:49 |
| <b>PERIOD 6</b>                   | 12:52 - 1:40  |
| <b>DISMISSAL</b>                  | 1:40 PM       |
| <b>7 Period Day SCHEDULE</b>      |               |
| <b>PERIOD</b>                     | <b>TIME</b>   |
| <b>HOMEROOM</b>                   | 7:30 - 7:40   |
| <b>PERIOD 1</b>                   | 7:43 - 8:28   |
| <b>PERIOD 2</b>                   | 8:31 - 9:16   |
| <b>PERIOD 3</b>                   | 9:19 - 10:04  |
| <b>PERIOD 4</b>                   | 10:09 - 11:30 |
| <i>A LUNCH</i>                    | 10:09 - 10:34 |
| <i>B LUNCH</i>                    | 10:37 - 11:02 |
| <i>C LUNCH</i>                    | 11:05 - 11:30 |
| <b>PERIOD 5</b>                   | 11:33 - 12:18 |
| <b>PERIOD 6</b>                   | 12:21 - 1:06  |
| <b>PERIOD 7</b>                   | 1:09 - 1:40   |
| <b>DISMISSAL</b>                  | 1:40 PM       |

**Bell  
Schedules**

| <b>Early Release SCHEDULE</b>   |                |
|---|----------------|
| <b>PERIOD</b>   | <b>TIME</b>    |
| <b>HOMEROOM</b>   | 7:30 - 7:40    |
| <b>PERIOD 1</b>   | 7:43 - 8:14    |
| <b>PERIOD 2</b>   | 8:17 - 8:48    |
| <b>PERIOD 3</b>   | 8:51 - 9:25    |
| <b>PERIOD 5</b>   | 9:25 - 9:56    |
| <b>PERIOD 6</b>   | 9:59 - 10:30   |
| <b>PERIOD 4</b>   | 10:34 - 11:40  |
| <i>A LUNCH</i>  | 10:34 - 10:54  |
| <i>B LUNCH</i>  | 10:57 - 11:17  |
| <i>C LUNCH</i>  | 11:20 - 11:40  |
| <b>DISMISSAL</b>  | 11:40 AM       |
| <b>Half Day SCHEDULE</b>  |                |
| <b>PERIOD</b>   | <b>TIME</b>    |
| <b>HOMEROOM</b>   | 7:30 - 7:40    |
| <b>PERIOD 1</b>   | 7:43 - 8:10    |
| <b>PERIOD 2</b>   | 8:13 - 8:40    |
| <b>PERIOD 3</b>   | 8:43 - 9:10    |
| <b>PERIOD 4</b>   | 9:13 - 9:40    |
| <b>PERIOD 5</b>   | 9:43 - 10:10   |
| <b>PERIOD 6</b>   | 10:13 - 10:40  |
| <b>DISMISSAL</b>  | 10:40 (10:50*) |
| <i>Breakfast and Lunch is NOT served on Half Days. *Students will be dismissed once the majority of buses have arrived.</i> |                |
| <b>Delayed Opening SCHEDULE</b>   |                |
| <b>PERIOD</b>   | <b>TIME</b>    |
| Arrival time is 9:10  |                |
| <b>HOMEROOM</b>   | 9:30 - 9:38    |
| <b>PERIOD 1</b>   | 9:41 - 10:13   |
| <b>PERIOD 2</b>   | 10:16 - 10:48  |
| <b>PERIOD 4</b>   | 10:51 - 11:55  |
| <i>A LUNCH</i>  | 10:51 - 11:11  |
| <i>B LUNCH</i>  | 11:13 - 11:33  |
| <i>C LUNCH</i>  | 11:35 - 11:55  |
| <b>PERIOD 3</b>   | 11:58 - 12:30  |
| <b>PERIOD 5</b>   | 12:33 - 1:05   |
| <b>PERIOD 6</b>   | 1:08 - 1:40    |
| <b>DISMISSAL</b>  | 1:40 PM        |



## **GUIDANCE DEPARTMENT**

School Counselors help all students in the areas of personal/social development, career development, and academic achievement, ensuring today's students become the productive, well-adjusted adults of tomorrow. We are fortunate to have two school counselors at the Marshall Middle School:

- **Cullen Hagan.....Last names starting with: A-K**      [chagan@billericak12.com](mailto:chagan@billericak12.com)
- **Michael DelRaso.....Last names starting with: L-Z**      [mdelraso@billericak12.com](mailto:mdelraso@billericak12.com)

The mission statement of the Marshall Middle School school counselors is to create an environment through a comprehensive developmental counseling program where each student matures and develops to their full potential.

We are dedicated to becoming a community that is caring and tolerant of others, developing healthy self-esteem based on the uniqueness of self in both successes and defeats, and fostering coping skills in times of crisis. Furthermore, we are dedicated to the dreams and aspirations of all our students, helping them realize this through goal setting, self-assessment and career awareness.

Through the achievement of these goals each student has the tools to become a responsible productive citizen valuing the importance of education. Each individual will contribute to our society by becoming a lifetime learner, a caring adult, and managing their lives to the best of their abilities.

Middle school counselors are professional educators with a mental health perspective who understand and respond to the challenges presented by today's diverse student population. Middle school counselors do not work in isolation; rather they are integral to the total educational program. This mission is accomplished through the design, development, implementation and evaluation of a comprehensive, developmental and systematic school counseling program.

### **Middle School Counselors Implement the School Counseling Program by Providing:**

- *School Guidance Curriculum*
  - Education in understanding self and others
  - Coping strategies
  - Peer relationships and effective social skills
  - Communication, problem-solving, decision-making and conflict resolution
  - Career awareness, exploration and planning
  - SOS (Signs of Suicide) Prevention Program; Suicide and Depression Awareness
- *Individual Student Planning*
  - Goal-setting/decision- making
  - Academic planning
  - Career planning
  - Education in understanding of self, including strengths and weaknesses
  - Transition planning
- *Responsive Services*
  - Individual and small group counseling
  - Individual/family/school crisis intervention
  - Peer facilitation
  - Consultation/collaboration
  - Referrals
- *System Support*
  - Professional development
  - Consultation, collaboration and teaming
  - Program management and operation

### **Cell Phones and other Electronic Equipment**

Student use of personal electronic equipment, including but not limited to, cell phones, smart watches, music devices, cameras, laptop computers, gaming devices, laser pointers, or other electronic equipment during the school day is prohibited unless authorized by the administration. These items should be stored in the student's assigned locker. If a student is found in possession of these items during the school day, the item will be confiscated and the student will be referred to the administration for disciplinary action.

***Parents are requested to refrain from calling or texting their students during the school day.*** The main office is available to deliver messages to students at opportune times during the school day. Students are not allowed to use cell phones at any time between the start of school, 7:30 AM, and dismissal at 1:40 PM. If you need to get a message to your child, please call the school office.

### **Student Telephone**



A telephone is provided for student use. The phone is located in the guidance office. Students are permitted to use the phone with a written pass *to the Main office* from their teacher during homeroom and during the lunch period.


### **Food, Drink, and Gum**

Food and drink in hallways and classrooms is prohibited unless approved by a teacher or medical staff. Water bottles are allowed, but prohibited in the computer labs, the auditorium, and the library.


Gum is not allowed to be chewed by any student during school hours. Clothing, hair, school furnishings, and books can be badly damaged by gum. Consequences for gum chewing will be given by the teacher. Repeated offenses will be reported to the office.

### **Marshall Safety Procedures**


**MARSHALL MIDDLE SCHOOL**  
"Home of the Mustangs"

**FIRE ALARM**


1. **Stop** instruction, students line up quietly at door
2. **Close** windows and doors
3. **Bring** emergency folder
4. **Walk** students out of building to assigned area
5. **Use** safest route
6. **Take** attendance/Report missing students

**SHELTER IN PLACE**

1. **Close** and **lock** all classroom windows, doors, and blinds
2. **Cover** window on classroom door
3. **Continue** instruction and remain calm and quiet
4. **Stay** in classroom and wait for further instructions

**MEDICAL**

1. **Notify** Nurse's office immediately, **dial #5**
2. **Administer** first aid
3. **Activate** 911 for significant emergencies
4. **Locate** AED if necessary:
  - > Outside Nurse's Office
  - > In corridor across gym and auditorium
  - > Cafeteria

**A.L.I.C.E. PROCEDURE**

**Crisis:** (Intruder in building)

↓

**Alert:** Teachers alerted to crisis in plain language  
**Inform:** Office attempts to inform via PA system or other means

↓

**Choose Safest Procedure** →

**Lockdown**  
Lock all doors  
Turn off light  
Barricade

↗

**Counter (if necessary):** Distract/Disrupt Intruder

↓

**Evacuate**  
Listen for information  
Follow exit map  
Find Safe Area (rally point)

**Main Office Dial #1 or #2**

### **Physical Education Guidelines**

Every student is expected to participate. For health and safety purposes, it is necessary for each student to change school attire to appropriate clothes and sneakers for physical education. Locker rooms and baskets are provided. Students may supply their own locks. Students are responsible for securing their personal property. Medical reasons that would prohibit your son/daughter from participating in more than one class period should be in the form of a doctor's note.

### **Field Trip Policy**

Field trips are an extension of the curriculum. All trips are planned at the discretion of the teachers and must be approved by the principal. Participation depends on the student's self-discipline, motivation, and responsibility. If there are concerns regarding a student's participation on a field trip, parents will be contacted. All school rules apply on field trips unless otherwise noted.

### **School Sponsored Events**

The rules and regulations governing school sponsored events will be presented to the students through Student Council. These rules and regulations are in contractual form with provision for both student and parent signatures. Students must be present at school on the day of the event in order to attend.

### **Clothing**

The Marshall Middle School respects the rights of students to determine their mode of dress to the extent that this does not lead to a disruption of order necessary to provide a safe and appropriate educational atmosphere.

1. Students may not wear the following items: coats, hats, visors, sweatbands, hoods, bandannas, sunglasses, or any clothing that takes away from learning in the classroom.
2. Any clothing or manner of dress that is disruptive to the classroom environment will be deemed unacceptable. The school administration will determine what is unacceptable.
3. Appropriate apparel should be worn at all times. Meaning, all private areas must be covered and students must wear footwear appropriate in case of emergency.
4. Examples of inappropriate dress are, but not limited to, the following:
  - strapless tops, low cut tops, athletic shirts or tank tops with large arm holes,
  - bare midriffs,
  - short shorts, mini-skirts, tights (unless covered to mid-thigh)
  - exposed underwear
  - Any clothing that displays offensive language or images or suggests inappropriate or illegal behavior is not allowed in school. The school administration will determine what is offensive.

## **HEALTH SERVICES**

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### **Medication**

All medication must be brought in by a parent and given to the school nurse. This applies to over the counter medications and prescription medication. All medications require a physician's order with parental signature prior to submitting any medication to the nurse. The medication must be in a container with the prescription labeled by the pharmacist with the student's name, date, medication dose the physician's name. Pharmacists will provide additional labeled containers for school.

### **State Mandated Health Screenings**

Students entering grade 6 are required to have a physical exam. This exam may be dated September 1 of the previous year through September 30<sup>th</sup> of the current year. All physicals must be submitted by September 30<sup>th</sup> of the student's 6<sup>th</sup> grade year.

Students entering 7<sup>th</sup> grade must have a Tdap and the Menactra (Meningitis) vaccines prior to the start of the 7<sup>th</sup> grade school year. Please submit this documentation as soon as your child has this immunization. Massachusetts Dept. of Public Health will require students to be excluded from school if they are not in compliance for all immunizations.

The following are all of the State mandated screenings that are done throughout the school year:

Vision and Hearing: All 7<sup>th</sup> grade students

Height and Weights: All 7<sup>th</sup> grade students

Postural Exams: All students in grades 5<sup>th</sup> through 7<sup>th</sup>

SBIRT Screening (Early intervention screening for drugs and alcohol): All 7<sup>th</sup> grade students.

Notification will be sent home prior to this screening.

### **Illness at School**

All students who are ill or injured during school hours are to report to the Nurse's office with a pass. Students will be assessed and depending on presenting symptoms will either return to class or a parent will be notified. If your child contacts you using their cell phone, please refer them to the nurse before dismissing your child. Parents must report to the main office (with valid identification) before dismissing a student. Parents must indicate on the emergency form persons authorized to dismiss a student. Dismissals will only be allowed to a person authorized on the emergency form.

## **REPORT CARDS, GRADES, and CLASSROOM INFORMATION**

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### **Family and Student Portal**

Parents and students may view attendance and grades using the Aspen Family Portal, the district's student data management system at <https://ma-billerica.myfollett.com> . If you experience issues, problems, or would like to request access to the Family Portal, email [portalhelp@billericak12.com](mailto:portalhelp@billericak12.com). Visit our website for directions and support on how to navigate the Aspen Family Portal. In fifth grade, students will be provided his/her own username and password to access the portal. This will be the same username and password throughout the student's entire middle school experience. Students should contact Ms. Jennifer Fowler at [jfowler@billericak12.com](mailto:jfowler@billericak12.com) for any issues with the **student portal**.

### **Homework, Classwork, and Online Classroom Information**

Students will be instructed on how to access information online by his/her individual teachers. Work is posted through the student and family portal found on <https://ma-billerica.myfollett.com> or Google Classroom. Students are strongly encouraged to utilize this agenda book to keep a record of assignments.

### **Schedule of Reporting**

Students will receive report cards at the conclusion of each academic trimester. Students will also receive progress reports at the midpoint of each trimester. Each trimester is comprised of sixty days. Parents will be notified if any adjustments will be made to the school calendar due to school cancellations for weather or any other reason. A calendar listing report card dates and progress dates will be posted on the school website. Report Cards and Progress Reports will be available online using the Aspen Family Portal. Parents/Guardians may request a paper copy be printed and issued to the student by completing the request form on our website. This form will also be issued at the start of the school year and available in the Main Office throughout the school year.

#### **Trimesters**

Trimester 1: September 7 - December 6

Trimester 2: December 7 - March 16

Trimester 3: March 17 - June 17

#### **Quarters**

Quarter 1: September 7 - November 10

Quarter 2: November 12 - January 26

Quarter 3: January 27 - April 6

Quarter 4: April 7 - June 17

### **Grades**

The breakdown of numerical and letter grades on the report cards are:

|           |          |          |          |        |
|-----------|----------|----------|----------|--------|
| A+ 100-97 | B+ 89-87 | C+ 79-77 | D+ 69-68 | F 64-0 |
| A 96-94   | B 86-84  | C 76-74  | D 67-65  |        |
| A- 93-90  | B- 83-80 | C- 73-70 |          |        |

### **Honor Roll Policy**

The Honor Roll policy recommended and accepted by the Middle School Standards Committee will be:

- High Honors—A student must maintain a 90% average or above in all subjects.
- Honors—A student must maintain an 80% average or above in all subjects.

### **Parent-Teacher Meetings**

There are opportunities given for parents/guardians to meet teachers during the school year:

- ◇ Back-to-School Night
- ◇ Parent-Teacher Conferences
- ◇ If a parent would like to meet with one or more teacher, a team meeting may be requested. Please contact the student's school counselor to arrange an appointment.

### **Promotion/assignment/retention**

See [Billerica Public Schools Student and Parent Handbook Section II](#) for the district policy regarding the promotion or retention of students.

### **Incomplete**

An Incomplete is issued if a student has not made up work prior to the completion of the marking term. If the "incomplete" is still not made up by the midpoint of the next marking term, an "F" will result. An incomplete grade at the end of the 4th quarter without advance make-up arrangements will result in a grade of "F".

## **AFTER SCHOOL AND LATE BUS**

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### **After School Activities**

The Marshall Middle School offers a rich menu of after school activities and programs for our students. Activities include but are not limited to themes in leadership, fine arts, athletics, technology, special interests, and all areas of academics. Activities will run for a maximum of three days per week, however, most activities run one day per week. Sessions correspond to the three trimesters. Each session runs 8 weeks. Activities and programs are scheduled on Mondays, Wednesdays, and Thursdays. Students are encouraged to participate in the after school offerings.

### **After School Procedure**

Students are to report to after school activities or detentions prepared to exit the building. **Under no circumstances are students to remain after school unless under the direct supervision of a teacher.** Students are not to re-enter the building after dismissal without checking in at the front office.

### **Late Bus**

A late bus is provided on Mondays, Wednesdays and Thursdays each week from October to May to provide transportation for students in a supervised program after school. The late bus departs the Marshall Middle School at approximately 3:10 PM. Please review the Late Bus schedule below to see which bus stop is best for your child. The late bus, as with all bus transportation, is a privilege. Students must follow the same Billerica Public Schools rules, regulations, policies and safe riding practices. Students who are unable to follow these guidelines may be excluded from this privilege.

## **DISCIPLINE CODE, PROCEDURES AND CODE OF CONDUCT**

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A discipline code is necessary so that students will learn to respect the rights and property of others. Chronic discipline problems will be addressed by teachers, school counselors, and administration. All students are expected to meet the requirements for behavior set forth in this handbook. Chapter 766 of Massachusetts General Laws requires that additional provisions be made for students who have been found by an evaluation to have special needs and whose program is described in an individualized educational plan.

### **Bullying**

Bullying is unacceptable. The school will not tolerate bullying in any form. Students who are victims of bullying should be referred to the administration for immediate action. Students who witness incidents of bullying are expected to report such incidents to a member of the school staff. **An overview of the Billerica Public Schools bullying policy and procedures appears on pages 12-13 of this handbook.**

### **Bus Conduct**

Buses and bus stops are an extension of school jurisdiction. Serious or repeated offenses may result in the loss of transportation privileges. Bus conduct guidelines are outlined in the system-wide handbook. Reference the [Billerica Public Schools Student and Parent Handbook Section II](#) pp. 32-33.

### **Cheating**

Cheating is unethical and unacceptable. Students can expect consequences from teachers and/or the administration if they are involved in cheating. Examples of cheating are as follows but not limited to.

- Copying another student's work during a test or quiz.
- Doing another student's homework.
- Copying another student's work and submitting it as your own.
- Allowing another student to copy your work.
- Sharing test questions with a student who has not yet taken the test.
- Plagiarism.

### **Classroom Offenses**

Classroom offenses are to be handled by the teacher. (Examples: class disruption, tardiness, failure to complete assignments, etc.) A teacher's primary approach will be to use preventive and constructive discipline. Examples of Teachers' Responses:

- a. Reprimand
- b. Seat change
- c. Teacher-Student conference
- d. Teacher/special education meeting (If the student is presently being serviced under an Educational Plan, a meeting with the special education liaison may prove helpful.)
- e. Parental notification (phone)
- f. Parental notification (written)
- g. Teacher Detention
- h. Parental Conference
- i. Office Referral (major offenses)

### **Smoking/Vaping**

According to MGL Ch 71 Section 2A and the Billerica Board of Health Regulation BHR Ch 4.2001(6)(8) it is illegal to smoke in school buildings, on school buses, and on school grounds. MMS prohibits smoking and use of any smokeless tobacco products at all times in the school building, on school buses, and on school grounds, and at all school activities. This shall include but is not limited to - electronic smoking devices, misting devices, and inhalers.

### **Drugs and Alcohol**

See [Billerica Public Schools Student and Parent Handbook Section II](#) pages 31-32

### **Forgery**

Forging (signing) a parent or guardian's name on a report card, progress report, note, or permission slip is unacceptable. Students who commit forgery will face disciplinary action.

### **Harassment**

It is the policy of the school to provide a learning environment where individuals treat each other with respect. When words or actions are directed at a particular person or group to trouble, annoy, or torment them, it is harassment. Harassment of any nature will not be tolerated. Sexual harassment in school is unwanted sexual behavior from an individual or individuals, which interfere with your right to get an education or to participate in school activities. All harassment is illegal. Complaints will be dealt with according to school district policy. (See [Billerica Public Schools Student and Parent Handbook Section II.](#))

### **Hazing**

As defined by M.G.L. Chapter 536 of the Acts of 1985, hazing is a serious crime punishable under state law. Hazing means any conduct or method of initiation by a student group, which willfully or recklessly endangers the physical or mental health of any student. Students who plan, participate in, or are in the willful presence of hazing will be subject to suspension for up to five days. They will not be allowed to return without a mandatory hearing with the principal, at which the student and parent or guardian are present. Students who are aware of hazing but fail to report the offense to the appropriate school authorities will also be subject to punishment.

### **Possession of Dangerous Devices**

The possession in school or on the bus of any items or materials which may be injurious to the students or anyone else is cause for suspension. The Education Reform Act of 1993 states that the possession of a weapon is cause for expulsion from school. Any student found in possession will be suspended for a minimum of five days and a hearing before the principal will determine whether the student is expelled from school. Other devices considered dangerous and which warrant suspension include, but are not limited to, lighters, matches, fireworks, party snappers, and stink bombs.

### **Respect for School Property**

All areas of the Marshall Middle School are important parts of your learning and should be respected. Therefore, vandalism is not tolerated. Students who damage property will be required to reimburse the school, and are subject to discipline. Vandalism includes, but is not limited to, graffiti being placed on walls or desks or defacement of school property. The use of desktop computers and Chromebooks is a privilege and not a right. Access to technology will be limited for students found not respecting school provided technology (See the [Acceptable Use Policy](#)). If damage cannot be cleaned by the student, reimbursement by the student may be required.

### **Consequences:**

#### **Detentions**

##### **Teacher Detention:**

- When detention is assigned, students must be given 24 hours' notice. This is to ensure that parents are notified and transportation is arranged, if needed.
- If a student who has an obligation to report to a teacher in a specified room does not report, teachers will proceed as follows:
  1. The teacher has the responsibility of conferring with the student in order to determine whether or not the student has a legitimate excuse.
  2. If the excuse is not valid, the student is to be referred to the office.

##### **Conflict Between Teacher Detention and Office Detention:**

- If a student has been assigned both an office and a teacher detention, the student must report to the teacher detention first.
- After serving the teacher detention, the student will be escorted to the office to serve the office detention.

#### Conflict Between Teacher Detentions:

- If a student has two teacher detentions to report to, he must report to the teacher who gave him the detention first and on the following day, the student must serve the detention of the second teacher.
- If a student is receiving many detentions, parents, counselor, and the assistant principal should be contacted.

#### Office Detentions:

Office detentions are only issued by the Principal or Assistant Principal.

When assigned office detention, each student reads and abides by the following rules:

- Students will come to office detention with study materials and engage in productive silent study.
- Office detention begins promptly at 1:45 PM and ends at 2:45 PM.
- Students must use the lavatory facilities before office detention as they must exit the building immediately at 2:45 PM.
- Students must bring their coats, books, and any other items from their lockers to office detention as they must exit the building at 2:45 PM.
- Students must make any phone calls before the detention as they must exit the building at 2:45 PM.
- Students must leave the building once dismissed. However, no one is dismissed before 2:45 PM.
- Students are not to re-enter the building once they have been dismissed.
- No student is allowed to wait, either in school or on school grounds, for a student who is serving detention.

#### Suspension as a Chosen Consequence

- A. Students choose suspension when they choose to engage in the following: repeated violation of any school rule, use of obscene language, refusing an appropriate staff request; defying authority, stealing, or vandalism.
- B. Students choose suspension when they make the choice to possess and/or ingest/inhale drugs and/or alcohol, on school property which includes school buses and bus stops.
- C. Students choose suspension when they are found in possession of smoking materials or tobacco products. These include cigarettes, electronic cigarettes, cigars, lighters, or matches.
- D. Students choose suspension when they choose to possess and/or use dangerous devices or use ordinary materials as weapons.
- E. Students choose suspension when they commit the following offenses including but not limited to: fighting, hazing, harassment (physical, sexual, or verbal), threatening behaviors, bullying
- F. **CONSEQUENCES CHOSEN:** 5 day suspension and notification of police (in compliance with the Memorandum of Understanding between the Billerica Police Department and the Billerica School Department) and possible expulsion from school.

Please be advised that this list is not all-inclusive and there may be other actions that warrant suspension. A student will be suspended for an infraction that is inconsistent with the mission of Marshall Middle School.



## OVERVIEW OF BULLYING POLICY AND PROCEDURES

*The Billerica Public Schools has a strict zero tolerance policy on bullying since it was declared a crime according to Massachusetts General Law, Ch.71 Section 370. If any type of bullying behavior occurs on school grounds or off of school grounds which causes a **hostile environment** in school for any student immediate disciplinary action will be taken. Bullying can take on many forms. Listed below you will find Billerica Public Schools definitions of bullying.*

**“A person is bullied when he/she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending him or herself”**

- Bullying is aggressive behavior that involves unwanted, negative verbal or physical actions.
- Bullying involves a pattern or behavior repeated over time.
- Bullying involves an imbalance of power or strength.

Bullying can occur in many forms:

1. **Physical Bullying:** hitting, kicking, shoving, spitting, *body language expressions or any type of threatening physical acts or gestures made against a student which causes them to feel threatened, intimidated or unsafe.* Vandalizing/damaging of one's property, personal items will be viewed as physical bullying.
2. **Verbal Bullying:** derogatory comments, bad names, swears, spreading rumors, lying, teasing, taunting, gossip etc.
3. **Social Exclusion or Isolation:** purposely excluding a student from their social circle of peers.
4. **Racial Bullying:** targeting a person in a hurtful mean spirited manner based on their ethnic background.
5. **Sexual Bullying:** targeting a person in a hurtful mean spirited manner based on their gender or sexuality.
6. **Cyberbullying:** use of any electronic, technological device included but not limited to the following:
  - CELL PHONES: Text messaging, Sexting (sending pictures which are explicit. Ex. Nudity)
  - INTERNET: through social media websites, such as Facebook, Instagram, etc..

### **Words you should know:**

**AGGRESSOR:** the bully.

**TARGET / VICTIM:** the student who is bullied.

**WITNESS/HERO:** someone who sees the negative behavior and takes action to help the victim.

**BYSTANDER:** someone who “just watches” as the bullying occurs and takes no action.

**HOSTILE ENVIRONMENT:** any actions by a student(s) which causes a fellow student to feel unsafe at school or outside of school.

**STAFF:** everyone who works at the school.

**RETALIATION:** “Getting back” at someone after being the target of the bully. Retaliation against a person who has bullied or retaliation against anyone who has reported bullying behavior to staff members is not allowed. Consequences will be the same as bullying. False accusation of bullying will not be tolerated and the offender will be subject to disciplinary action.

## **Action Plan**

### **What to do if you are a victim of a bully or if you have witnessed bullying:**

1. **REPORT IT** to any **STAFF** member or *fill out Bully Report Forms located in the Main Office.*
2. The Staff member will fill out a bullying complaint form which is the official way staff has been instructed to report all bullying incidents to school administrators.
3. School Administrators will begin to investigate the incident. They will speak with both the alleged target and the alleged bully and any suspected witnesses.
4. A judgment will be made by the school administrator if bullying behavior has occurred.

### **What happens next?**

1. If school administrators **find no evidence** of bullying behavior the incident will be considered over. Administrators may determine the student(s) were engaging in other types of unacceptable behavior and those students may be disciplined for their actions.
2. If school administrators **find evidence** of bullying behavior the investigation will continue. The suspected bully, target and bystanders will be interviewed. While investigating administrators and staff will take action to maintain and ensure the safety of all students.
  - Parents will be notified of the investigation of bullying behavior.
  - Administrators will determine the appropriate discipline measure if it is determined that a student was a victim of bullying behavior.
  - Students and parents will be notified *verbally and in writing* by administrators what discipline action will be taken.