

Broad Meadows Middle School

STUDENT/FAMILY HANDBOOK

2020-2021



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Broad Meadows Middle School

Mission Statement

Our mission is to provide a safe and nurturing learning environment for children to achieve their individual maximum potential.

Our desire is to develop students who persevere in their studies, take responsibility for their choices, and are honest in their character.

We seek to equip the students with the necessary skills to thrive as productive workers and committed citizens, and to meet the challenge of change in a global community.

We strive to help children discover and explore their gifts and talents, and to value and respect each other's uniqueness.

To accomplish our mission, the staff, parents and students must work in collaboration of effort and trust with open communication.

Our success will be measured by our students who exemplify a lifelong love of learning.

STUDENT/PARENT HANDBOOK

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Curriculum and Instruction

MA Common Core Standards and the Quincy Public Schools:

In order for our students to be prepared for the future and successfully compete in a global economy, Quincy Public Schools has aligned our curriculum with the MA Common Core Standards. These standards provide teachers and students with a road map of what a student should master in each academic subject. Mastery of content and skills will enable our students to be prepared for the next school year and ultimately be college bound and career ready. To access the MA Curriculum Frameworks & Common Core Learning Standards please go to www.doe.mass.edu/

Student Courses/ Program of Studies

The students have six class periods per day. Class schedules include the following: Math, Language Arts, Science, Social Studies, Reading (Gr. 6 & 7) or Spanish (Grade 8) and may include a Math Assist. Students also have one specialist class per day which rotates and may include: Art, Music, Physical Education, Health, Technology Engineering and Media. All students have a Student Support Block or Math Assist for 30 minutes daily in which academic work is reinforced and may be re-taught.

Homework Guidelines

A full text version of the Quincy Public Schools homework guide is available online at: <http://www.quincypublicschools.com>

In general, homework consists of routine assignments, review, and preparation for specific academic and classroom subjects. Homework is a well-established part of the student's educational program and it provides opportunities for further research as well as encourages reading for pleasure and information. There are occasions when students are given time during the school day to begin their homework for that day.

Grade 6 homework= 15-20 minutes per subject, per night.

Grade 7 homework= 20-25 minutes per subject, per night.

Grade 8 homework= 25-30 minutes per subject, per night.

Homework is posted nightly on www.quincypublicschools.com under Broad Meadows, click on the grade level tab on the left hand side.

School Supplies

School supply lists are given out to students to have the necessary items for their classes. They are also posted on the BMMS webpage on the QPS website throughout the summer and school year. Families are encouraged to purchase these supplies to assist students in their academic endeavors as well as to create a system to organize them so that they are focused on academics. All students should purchase ear buds for the computers, a lock for their assigned locker, and book covers for school books. Students receive an Agenda Book to write homework in at the beginning of the school year.

Grading Policies and Procedures

The Quincy Public Schools Middle School Academic Year is divided into trimesters for grading purposes. The students will receive an Interim Report that identifies the student's academic standing at the mid-point of each trimester. At the end of each trimester, students are issued a Report Card which they carry home to their family. All interim reports and report cards can be viewed on the student's individual ASPEN accounts.

Interim Reports:

Interim Reports indicate the student's academic standing in the middle of each term. They may include comments from the teacher to clarify the grade given or communicate additional information. The scale is: P= Pass, D= Danger of Failing, and F= Failing.

Report Cards:

Students receive letter grades which are an average of their grades for the trimester. The report card also contains standardized comments which clarify the letter grades. The scale for core academic courses is:

A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and under

The Specialist courses are graded using E=Excellent, S=Satisfactory, U=Unsatisfactory.

Honor Roll Criteria:

High Honor Roll = All A's with the allowance for one B, and no "U" in specials or conduct.

Honor Roll = All A's, and B's with the allowance for one C, and no "U" in specials or conduct.

Quincy Public School's Promotion Policy:

The Quincy policy states "any student who fails two or more academic subjects for the school year and/or is absent thirty or more days, shall be retained in his/her current grade, unless that student successfully completes and agreed upon summer school program (as approved by the principal) or in the opinion of the principal extenuating circumstances exist which make the student's retention inappropriate." (QPS, June 1986)

Attendance

School Hours:

School is in session from 8:15 a.m.-2:30 p.m., Monday through Friday unless there is a school holiday or vacation day. Early Release dismissal time is at 12:15 p.m. and is typically the 2nd and 4th Tuesday of each month. Students should enter the building by the front door. Students participating in the breakfast program should use the designated side cafeteria door from 7:45 a.m. to 8:10 a.m. If there is inclement weather before school, students can go to the cafeteria or may be given permission to go to the auditorium once there is supervision in that area. Students should leave the building and schools grounds immediately after dismissal unless they are involved in an after-school activity, are staying with a teacher for academic support or in the building for a behavioral consequence.

Absences:

Consistent attendance in school is important and encouraged. We ask that you notify the office in the morning

if your child will not attend school that day. If your child is marked absent by the teacher, the school will call the parent/guardian to report your child's absence. When students are absent from school they must bring a note from their parent/guardian or doctor explaining the absence when they return to school. Only a doctor's note will result in an excused absence. Following an absence, it is the student's responsibility to see their teachers concerning make-up work when they return to school.

Absence Procedures:

Middle school administrators and staff use many strategies, programs, and incentives to promote regular attendance. For students who exhibit a pattern of excessive absenteeism, the following procedures **may** be taken at the discretion of the principal:

- "A Parent's Guide to School Attendance" is provided and/or available to parents/guardians on the QPS website to review.
- The school office staff monitors accumulative absences.
- The school office staff follows up on consecutive absences or after a pattern of absences by speaking to the student individually and to the parent/guardian.

Proactive Attendance Plan

- A letter may be sent to parent/guardian after **four** days of unexcused absences per term.
- A parent/guardian meeting may be held.
- A follow-up letter may be sent to parent/guardian after **nine** absences per term.
- An attendance hearing may be held with QPS Attendance Officer.
- The QPS Attendance Officer may visit the home.
- A referral to outside counseling may be recommended.
- A referral to the "Family Assistance Conference" may be made.

In extreme cases:

- A referral to the Department of Children and Families (DCF) may be made.
- A Child Requiring Assistance (CRA) petition may be filed with the court by the QPS Attendance Officer.
- A "Failure to Send" petition may be filed with DCF by the QPS Attendance Officer.

Tardy:

If your child is going to be late to school, a note is required explaining the reason for tardiness as well as the time you expect your child to arrive at school. If a student enters school without a note, he/she will be admitted to school. However, a note of explanation must be sent to school the next day. Students who are not in homeroom by 8:20 a.m. are tardy and must sign in at the tardy desk in the front lobby or in the school office. Repeated and excessive tardiness will result in detentions for each day tardy and will result in a possible suspension hearing if the issue continues.

Tardiness Procedures

- All days tardy require a note of explanation from the parent/guardian.
- Unexcused and excessive tardiness (5/trimester) will result in detention after school.
- A letter may be sent to the home at the discretion of the Principal.
- Repeated tardiness may necessitate an attendance/suspension hearing.
- Interventions may include a home visit by the QPS Attendance Officer.
- A referral to outside counseling may be recommended.
- A referral to the "Family Assistance Conference" may be made.
- Excessive tardiness will affect your child's perfect attendance.

Dismissals:

If you know ahead of time that your child is to be dismissed from school, please send a note to the school office indicating the time and general reason for the dismissal.

Dismissal Procedures

- A parent or guardian must write a note to the Principal stating the date, time and reason for dismissal. The parent or guardian has the responsibility of picking a student up from school.
- Students who become ill during school can only be dismissed by the School Nurse or the Principal.
- A student is not permitted to leave school grounds during the school day without permission.
- Dismissals prior to 11a.m. will be considered an absence on that particular day.

Homework Requests for Absences:

After a 2-day absence, a parent may request homework from the teachers. If a student is out fewer than that, it is their responsibility to get the work from a friend or see their teacher concerning make up work when they return to school. The BMMS website has homework posted and the ASPEN account will list graded school assignments. Requests may be made by calling the school or sending a note to the main office.

Vacations:

Family vacations should not be planned during school time. For the consistency of your child's education please plan vacations during the scheduled QPS December, February, April or summer vacations.

Student Services

Nursing & Medical Information:

A School Nurse is on site during school hours to assist with the medical needs of the students. Students' who are ill before school, should not be sent to school. If your child becomes ill at school and it is necessary for him/her to be dismissed, the nurse will call the home and a parent/guardian is expected to pick up the child. The QPS does not permit students who are ill to walk home or take public transportation unless they are signed out and accompanied by an adult who is identified on the BMMS contact card.

Students must have a pass to report to the nurse unless there is an extreme emergency.

Families should supply the nurse with updated medical information, physicals, and a list of immunizations to be kept on file. The Department of Public Health in MA requires that all children in school keep updated immunizations and receive a physical exam prior to seventh grade. If your child plays middle school sports, they are required to have an up to date (within 13 months) physical exam on file.

Students are not permitted to carry medication such as inhalers or Epi-pens with them in school unless they have a written doctor order. All other medication needs to be stored in the health office- including over the counter medications.

Vision, hearing and postural screening, along with height and weight measurements are done periodically during the middle school years. A parent/guardian will be notified should a child need further evaluation.

Guidance Counseling Services:

Guidance counselors are available at school for students to access when necessary. The counselors are a valuable source of information, support and direction for students regarding academic, social and emotional issues related to school. The counselors will...

- a) Act to facilitate communication between students and their parents, teachers, administrators and peers.
- b) Register new students, keep track of student's progress, organize standardized testing and help with the orientation and the high school course selection process.
- c) Make referrals to professional, community services when appropriate, as well as offer information on personal and social services available in the community.

- d) Provide support to students and their families regarding issues that impact students in school.
 - e) Teach students social, emotional and behavioral skills necessary to be successful in school.
- Parents are encouraged to contact the counselors when necessary, but especially if there are events occurring in their child's life which may affect the child at school.

Positive Behavioral Interventions & Supports (PBIS):

The QPS and BMMS utilize a PBIS, school-wide intervention plan to support students making good behavioral decisions on a regular basis.

The focus at BMMS is that our students are "Respectful, Responsible, and Ready to Learn". The focus areas for rewarding positive behavior are classrooms, hallways, bathrooms, computer rooms, cafeteria and recess area.

The goal of this initiative is to have common guidelines and expectations for students in all areas of the school that are clear and consistent. Students who make good choices will be rewarded with verbal praise and may possibly gain individual, class or grade level incentives. Students who are not making good choices will be re-taught the guidelines and expectations of positive behavior in hopes that they will be motivated to receive the rewards and incentives in the future.

Student Awards and Recognitions

Student of the Trimester: After the first and second trimester, students who are excelling in a particular academic area and/or are good citizens in the school are nominated for this award. If awarded, students receive a certificate, a BMMS bumper sticker, and have their name and photograph posted on a bulletin board. In Specialist Courses, students may be nominated and/or receive this award after each of the three trimesters.

Perfect Attendance: Each term students who have perfect attendance have their names posted within the school. These students are also acknowledged at the Honors Ceremony at the end of the school year.

High Honor Roll and Honor Roll: Each term students who have achieved high honor roll or honor roll status have their names posted within the school. These students may also be congratulated on the school's announcements, in the school newsletter and in the local newspaper.

Honors' Night: Students who have achieved high honor roll or honor roll status, perfect attendance or who are chosen for special awards are recognized at the school Honors Night which is held at the end of the school year. These students are invited to a dinner followed by an awards ceremony in which their parents attend.

Grade 8 Promotion Ceremony: Students are recognized for their academic success and citizenship during their education at Broad Meadows. There is a culminating celebration which includes a breakfast, recognition of their promotion to high school.

General School Information

After School Programs and Activities:

There are a variety of before and after school clubs, sports and activities for students to participate based on funding availability. Some enrichment and academic programs are limited to qualifying students but other

activities are available to any student who signs up with a parent's permission. Programs are announced in the fall so that students may sign up for the activities on a first come, first serve basis. Participation/user fees may apply to these sports, clubs and activities. Up to date physical exams are necessary for participation in sports.

Agenda Books:

Students will be provided a school agenda book at the beginning of the school year. This is where student's record all homework assignments. It is recommended that the agenda book be brought home every night for parents/guardians to review and check. Any written communications between home and school can be written in or attached to the agenda book. The agenda book also serves as a pass for students to go to other areas of the building when necessary.

Bus Information:

QPS bus transportation is available to middle school students who require special transportation only.

The MBTA bus routes, bus stops and pick-up times are posted on the MBTA website.

After school MBTA busses for routes 214 & 216 pick students up in front of the school.

Student Charlie Cards can be obtained in the school office and money can be added to the Charlie Card on the bus or at an MBTA station.

Communication Between School and Home:

There are several different ways that we communicate with our families.

We invite parents to:

- the Back To School- Open House in September,
- Parent/Teacher Conferences after Term 1 (usually at the end of November and beginning of December), and
- Parent/Teacher Organization meetings which are held on a Tuesday evening, monthly.

Also:

- Each student has an ASPEN account which shows a student's academic status. This account is set up so that the student and their family identify a password for access to the information. The information is on-line 24hrs/day. If the password needs to be reset please contact the BMMS office.
- The Quincy Public Schools Web Site has a specific Broad Meadows link which is the source of a variety of information, events and recognitions.
- The QPS Instant Alert System is used to communicate important information to families when necessary. To receive these communications please update your phone number or email address by following the Honeywell directions in this handbook or at <https://instantalert.honeywell.com>
- A Broad Meadows Middle School Newsletter is published each trimester identifying academic information, important school updates, information and events. It is posted on the B.M.M.S. link in the Q.P.S. website. If you would like a paper copy please contact the BMMS office.
- The student agenda book is a great tool for notes to be sent between home and school.
- Interim Reports and Report Cards contain important information on student academic progress.
- Parents are encouraged to contact the teachers, counselors and/or nurse when necessary and set up meetings when applicable.

Contact Cards:

It is extremely important that the school has correct phone numbers for home, work, and cell phones on file to contact parents, guardians, relatives and/or a neighbor in case of an emergency with your child. Forms are sent home at the beginning of the school year to review for accuracy. Please update these phone numbers and addresses in the main office if they change throughout the school year. Students will only be released to those persons on the emergency contact cards which are kept on file in the office.

Daily Announcements:

Each day will begin and end with daily announcements around 8:25a.m. and 2:25pm. Students will be informed of school activities, clubs, sports, student honors and recognitions, special events and noteworthy information.

Dress Code:

The Broad Meadows Allowable Dress and Grooming Code is:

- Students must wear clothing including both a shirt with pants or a skirt (or the equivalent), and shoes.
- Shirts and dresses must have fabric in the front, back and on the sides.
- Clothing must cover undergarments- waistbands and bra straps.
- Shorts should be loose fitting and not rolled up or cut off high.
- Short skirts should have a layer of spandex shorts or compression shorts that cover undergarments.
- Clothing covering all private parts must not be see-through.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs and other activities where hazards exist.
- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substance; pornography, nudity or sexual acts; or include hate speech or symbols targeting groups based on race, ethnicity, gender, sexual orientation gender identity, religious affiliation or any other protected groups.
- Clothing may not threaten the health or safety of another student or staff member.

Drop Off/Pick Up/Parking:

Students may be dropped off or picked up on Calvin Road each day. Parents/guardians may park along Calvin Road for drop off and pick-up. The driveway in front of the building and side parking lots are used only for Quincy Public School staff, QPS bus and van services and QPS delivery trucks. Families should not enter the parking lot to drop off students between 7:30am- 8:30am. In order for the QPS and MBTA busses to arrive at the building on schedule we ask that cars not be parked in a manner that blocks the flow of traffic.

Electronic Devices:

Students are not permitted to use electronic devices such as tablets, cell phones, smart watches, headphones, ear buds or other electronic communication devices during school hours. Such devices may be confiscated by a staff member and returned at a later time/date and/or a parent may be notified to pick up the device. Students who violate this rule may be subject to disciplinary action. The only exception is when staff members have a classroom lesson utilizing electronic devices.

Entrance/Dismissal Process:

Students should enter the building by the front door at 8:15a.m. Students participating in the Breakfast Program or Homework Center should use the side door facing the parking lot from 7:45 a.m. to 8:10 a.m. If there is inclement weather before school students can go to the cafeteria and/or may be given permission to go into the auditorium once there is supervision in that area. Students should leave the building and general school area immediately after dismissal unless they are involved in an after-school activity or are staying for a teacher or the office

Field Trips:

Field Trips are an important part of our curriculum and additional learning as well as social opportunities for students. Students are expected and encouraged to attend all field trips and are responsible for the material presented or learned on the trip. A student's prior behavior, attendance and/or academic performance may exclude them from a field trip.

When on field trips, students are reminded that they are representing not only themselves, but their family, the school and the community to the public. All school rules apply on trips and students are expected to behave in a positive manner. Students who are respectful and responsible make the school and their families proud.

Food Services:

The meal services system is automated which means that every student has their own numerical password and account to use each time they make a purchase in the cafeteria. An account can be pre-paid or a student can pay each day for the food they purchase.

Applications for Free and Reduced Lunch are available in the BMMS office, on the QPS web site or can be filled out one line at www.heartlandapps.com. Parents must fill them out completely in order to have them processed. If a child has received free or reduced lunch in the past, they must submit a new form at the beginning of each year to be assessed for eligibility.

Breakfast Program- Breakfast is served each morning from 7:45 a.m. to 8:15 a.m. The cost of a breakfast meal is anticipated to be \$1.25 full pay or \$.25 reduced price and is subject to change.

Lunch Program- Students have a 30 minute lunch/recess period each day. The price of the lunch is anticipated to be \$2.75 full price or \$.40 reduced price but is subject to change. The cost of milk is \$.50.

Lockers

Students are assigned lockers to use during the school year. Students need to purchase a lock to secure their locker. Students may only go to their lockers at the specified times. It is the responsibility of each student to keep their locker clean and orderly. The school can not be responsible for items that are missing from lockers. Students are reminded of the importance of securing their school and personal belongings at all times. They should not bring items of value or large quantities of money to school. Lockers are the property of the school and are only loaned out to students. School authorities have the right to inspect lockers if deemed necessary.

Lost And Found:

The main location for clothing, academic materials and lunch boxes that have been found is in the main lobby. Unclaimed items are donated to a charitable organization in December and in June. Found valuables such as money, telephones, jewelry, keys or eyeglasses are held in the main office until the end of the school year.

“No School” Announcements:

School cancellation, delay and early release information is broadcasted over local radio and TV stations. It may also be broadcasted using the QPS Instant Alert System which will send a pre-recorded telephone message, email or a text message to your home. Directions on accessing the system and creating your personal profile are found in the Honeywell Instant Alert section of this handbook or at <https://instantalert.honeywell.com>

Parent-Teacher Organization (PTO):

The PTO is a forum for parents/guardians and staff members to meet and discuss recent and anticipated

school happenings. The meetings are held usually at 6:00 p.m. in the Teachers' Room, typically on the second Tuesday of each month. The specific PTO meetings dates will be announced at the beginning of the school year..

Personal Property:

Cell Phones, Tablets, Smart Watches and Personal Electronic Devices: Student should not have these items in school. If they are brought to school, it is not the responsibility of the school if they are damaged, lost or stolen. If there is a personal item brought to school, it should not be seen or heard at any time. Students are not allowed to take photos on school grounds.

Bikes: If a student rides a bike to school they do so at their own risk. There is an area to lock bikes outside near the gym. For student safety, bikes should not be ridden on school property. Therefore, bikes can be walked by their owner to the bike rack and be secured for the day.

Standardized Testing:

MCAS-2 testing is held each spring (May) with the E/LA test then Math test for all students in grades 6-8. Students in grade 8 also have a Science and Technology test. In addition to MCAS-2, students who speak a primary language other than English have a series of tests to measure their progress in the English language. It is important that students attend school, arrive on time, get a good night sleep and eat a nutritious breakfast especially during testing.

Text Books/Chromebooks Supplied by BMMS/QPS:

Students are provided textbooks in their classes and a Chromebook to use during the school year. It is important that students cover their books and maintain the books and Chromebook in the same condition in which they were received. If a book is lost, stolen or damaged it is the responsibility of the student and/or their family to pay the replacement cost of the book by the end of the school year. Costs vary by book, but range between \$8.00 and \$70.00 per book.

School and PTO Fundraising Efforts

Stop & Shop A+ Rewards- sign up at www.stopandshop.com/aplus -our school code is 07147.

Prizes are awarded to students that turn in Stop and Shop Card numbers & accompanying last names at the beginning of the school year.

Wheel-A-Bration-A school wide fundraiser in the fall where students get sponsors and then take part in healthy activities such as running, walking, biking, football toss, rollerblading, basketball free throws, etc.

Fall Scholastic Book Fair- Students can purchase books and reading items during the one week book fair. Students attend the fair with their teachers. Parents are asked to help run the book fair.

Box Tops for Education- The Box Tops for Education app can be downloaded so that receipts can be scanned and applied to BMMS. Paper box tops should be labeled with your name and turned in to Student Council. There is a prize awarded to the person who turns in the most Box Tops. This is an ongoing effort.

Bay State Textiles- There is a clothing, shoe and linens drop box in the parking lot of Broad Meadows where donations can be placed. The school receives a monthly check based on the amount of donations collected.

Student Code of Conduct

The Quincy Public Schools has specific guidelines outlining what is expected within student's code of conduct. Please refer to the Q.P.S. Students Rights and Responsibilities handbook at www.quincypublicschools.com for specific details.

School Disciplinary Procedures:

All teachers have specific guidelines or procedures for their classes so that the school community and classroom are a place of learning and safety. Students who follow those guidelines will receive praise and incentives. Most behavioral concerns are remediated easily within the classroom through the teaching of expected behaviors and then never need further action. If a student's inappropriate behavior escalates, continues over a period of time or falls within the categories outlined in the QPS Rights and Responsibilities Handbook then parents, administrators and guidance counselors will be informed of the concerns and consequences will be given.

Detention:

1. Office detentions may be issued for violations of any behavior or action which is outlined in the QPS Student Rights and Responsibilities Handbook.
2. Detention must be served on the day/time it is issued. Detention is a silent period and a time to do homework or read a book. Detentions may be assigned by staff either before school, after school or during the students' lunch/recess period and may last up to 30 minutes.

Passes:

Any time a student leaves class they should have a pass and sign out/in with a name and time on the teacher's sign-out form. Students should not be sent to the nurse or guidance counselors during class time unless there is an emergency and only with a pass.

Hallway and Bathroom Guidelines:

Hallways- Students have adequate time to get from one class to the next. If a student is late to class they should have a pass to identify from where they are coming. Without a pass, students are subject to a detention. Students should not be in the hallway without permission or a pass. When leaving a class in progress, the student should sign out, and then sign back in upon their return. There should be no running or fooling around in the corridors.

Bathrooms- Students are only to use grade designated bathroom. Students must get permission from a staff member to use the bathroom or water fountain and students should use them between class periods whenever possible.

Cafeteria/Recess Guidelines: Lunch/recess is a 30 minute period of time.

1. Students sit at the tables where their homeroom is assigned in the cafeteria.
2. Students may bring their lunch to school or they may purchase a school lunch which includes a milk and dessert. There is an option to purchase milk, water, snacks or dessert for individual pricing also. Glass bottles and soda are not permitted in school. Please try to have the exact change for purchases.
3. Students are expected to clean up after themselves. Assigned table cleaners will assist in the general cleanup of the lunch tables. The table wiping responsibility rotates so every student in the school helps.
4. Students must not cut in line, throw any objects, or leave the cafeteria without permission.
5. Except for inclement weather, students will go outside after lunch each day. Students need to bring their coat to lunch during the colder months as we may go out any day that is warmer than 20 degrees F.
6. All food should stay in the cafeteria.
7. While outside at recess the following guidelines are in place:
 - a. There will be no fooling around, putting hands on other people or inappropriate language.
 - b. Students should stay away from all vehicles in the area.
 - c. Students should follow all instructions from staff.
 - d. Students should stay in the recess area unless given permission to do otherwise.
 - e. A staff member will announce/identify when recess has ended; all students should line up orderly and promptly and follow the directions of the staff.
 - f. When re-entering the building students should travel quietly in the hallways.

School Assembly Guidelines for the Auditorium & Gym:

1. Proper behavior is expected of all students attending every assembly.
2. Students who do not behave in a proper fashion will have their seat changed or be removed from the auditorium. Permission to attend future assemblies may be revoked.
3. Students are called to the auditorium/gym by grade and sit in the areas designated for their grade. Students sit in every other seat if only one grade is using the auditorium.
4. Students enter and exit the auditorium/gym in an orderly fashion.
5. All teachers of current classes will provide supervision during the entire assembly or event.
6. Upon conclusion of the assembly, students will exit the auditorium/gym one row at a time, under the supervision of their teacher, and return to their current classes.
7. Absolutely no food or gum is allowed in the auditorium/gym.

Bus Riding Guidelines:

The school bus is a privilege offered to qualifying students and bus riding is an extension of school itself. Bus Riding Rules apply to transportation to and from school and for all field trips. It is important that a high level of safety be maintained on the bus at all times. All bus rules regarding behavior are the same as in school. Additional rules regarding boarding, exiting and riding the bus are established by School Committee Policy and can be found in the Quincy Public Schools Students Rights and Responsibilities Handbook.

It is important that students abide by the bus conduct. Students should:

1. Always listen to and follow the directions of the bus driver.
2. Keep your hands, head, and arms inside the bus.
3. Refrain from damaging bus property since students will be required to pay for repairs.
4. Always remain in their seat.
5. Not throw anything out the bus windows or with in the bus.
6. Refrain from eating, drinking, gum chewing, or other activity not permitted in the school or on the bus.

Internet Acceptable Use Policy:

As a part of the educational process, students may utilize computers in school and have access to the internet for educational purposes. The Quincy Public Schools has an Internet/Technology Acceptable Use Policy in place which requires a student and parent signature for consent. These forms should be signed and returned to school at the beginning of the school year.

Emergency Procedures

Safety Drill Instructions:

School safety is of the utmost importance; therefore, practicing safety drills helps the students and staff to be prepared in the event of an emergency. Two times each school year we practice lock down, reverse evacuation and fire drill procedures. Fire drill procedures are practiced additional times as well.

Instant Alert System for Schools:

Instant Alert for Schools is an essential tool for notification and communication to assure students safety and improve student success. School officials can use Instant Alert to deliver a single, clear message to students' parents or guardians by telephone, cell phone, or e-mail-in any combination. Instant Alert can also be used to notify you of a school closing due to inclement weather. It's an equally effective way to keep you informed of everyday activities such as event times and locations or schedule changes.

Instant Alert is internet based, allowing each family to maintain a secure, password protected online profile. You can log into your profile at any time to update your contact information. Maintaining the accuracy of

your profile will increase the ability of the school to keep you informed. The system is ready for you to use at <https://instantalert.honeywell.com> If you need assistance with your profile, please click on the “Help Request” link found on the Instant Alert web site.

Honeywell Instant Alert® for Schools

Parent User Interface

Website URL: <https://instantalert.honeywell.com>

Register and create your account

1. Go to the Honeywell Instant Alert for Schools website listed above.
2. If you are not a staff member in the school, click on ‘Parent’ in the New User box.
3. If you are a staff member in the school, use the user name and password given to you by the school.
4. Complete the student information form. Click ‘Submit.’
5. Complete the corresponding screen. Click ‘Submit.’
6. After receiving the Confirmation message, click ‘Proceed’ to get started with Instant Alert.
7. *Note:* Remember your Login Name and Password so you may use it to update your profile.

View and check details about yourself and your family members

1. Upon successful login, click on ‘My Family.’
2. Click on a parent name to view and edit parent details.
3. Click on a student name to view details about your children enrolled in this school.

Configure alert settings for yourself

1. Click on ‘Alert Setup.’
2. Click on the check boxes to select which alert type you would like to have sent to which device. Click on ‘Save’ when complete.
3. If you would like to add another contact device, select the device type and enter the device details. Select the person to whom the device belongs and click on ‘Add.’
4. For e-mail, text messaging and pagers you may send yourself a test message. Click on ‘Send Test Message’ to send yourself a message.

School Annual Events

There are many times during the school year when a grade level or the entire school body gathers to celebrate accomplishments or have school wide programs. The following activities are in place at Broad Meadows:

Student Individual Photos/ Photo Packages for purchase	Fall
School Book Fair	Fall
Wheel-A-Bration	Fall
School Halloween Dance	Fall
Turkey Triathlon & Bogan Bowl Flag Football	Before Thanksgiving Break
Winter Band & Chorus Concert	December- Evening
Student/Staff Volleyball Game	Before February Break
Student/Staff Basketball	Before April Vacation
Drama Presentation	Winter/Spring
School Spirit Week	Spring
Staff/Teacher Appreciation Week	May
Student Honors and Perfect Attendance Celebration	June- Evening
End of Year Band & Chorus Concert, Art Show	June-Evening
Grade 5 to 6 Parent Orientation	June- Evening
Grade 5 to 6 Student Fly Up Visit	June
Grade 8 Camp Wing	June
Grade 8 Fly-Up to QHS or NQHS	June
Grade 8 Promotion Ceremony and Events	June