

Cooperative Middle School

*Parent Handbook
2008 – 2009*



Brentwood ~ East Kingston ~ Exeter ~ Kensington ~ Newfields ~ Stratham

*100 Academic Way
Stratham, NH 03885
Ph. (603) 775-8700
Fax (603) 775-0151*

Mission Statement

The mission of the Cooperative Middle School is to provide a challenging, safe and healthy learning environment designed to meet the social, emotional and intellectual needs of all students.



General Information 2008-2009

Administration

Principal

Mr. Thomas O'Malley, Principal 775-8700 tomalley@sau16.org

Assistant Principals

Mrs. Melanie Faulkner (grade 6) 775-8705 mfaulkner@sau16.org

Mr. John M. LeSage (grade 8) 775-8704 jlesage@sau16.org

Mr. William Perkins (grade 7) 775-8756 wperkins@sau16.org

Technology Administrator

Mr. Andrew Littlefield 775-8714 alittlefield@sau16.org

Curriculum Administrator

Mr. Tony Baldasaro 775-8793 tbaldasaro@sau16.org

Special Education Director

Mrs. Monica Greenleaf 775-8708 mgreenleaf@sau16.org

Guidance and Student Support Services

Director of Guidance

Ms. Carol Trecosta 775-8799 ctrecosta@sau16.org

Counselors

Ms. Catherine Brown 775-8848 cbrown@sau16.org

Ms. Kim Felch 775-8710 kfelch@sau16.org

Mr. James Legere 775-8711 jlegere@sau16.org

Mr. Stephen McDonald 775-8798 smcdonald@sau16.org

Student Assistance Counselor

Ms. Margot Walker 775-8713 mwalker@sau16.org

Enrichment Coordinator

Mr. Timothy Hamilton 775-8723 thamilton@sau16.org

Assignment of Guidance Counselors

Grade 6

A-Mi Mrs. Felch

Mo-Wh Mr. McDonald

Wi-Z Mr. Legere

Grade 7

A-Mo Ms. Brown

Mu-Z Mr. McDonald

Grade 8

A- Ho Ms Trecosta

Hu-Z M. Legere

Health Office

Mrs. Jane LaBelle, RN, 775-8721 jlabelle@sau16.org

Mrs. Martha LaPerle, RN, 775-8709 mlaperle@sau16.org

Media Center

Librarian

Ms. Dee Whall 775-8745 dwhall@sau16.org

Important Dates

Quarter	Grades Close	Report Cards
1	10/31/08	11/07/08
2	01/22/09	01/29/09
3	04/03/09	04/10/09
4	06/15/09*	Last Day of School

*Tentative

Early Release Days

October 10, 2008

January 30, 2009

May 15, 2009

*School is dismissed at 12:00 on early release days

Teacher In-Service Days

November 4, 2008

March 20, 2009

*No School on In-Service Days

Frequently Asked Questions

Q: Is there a late bus schedule?

A: CMS provides late buses for students who need to remain after school. The buses depart school at 4:00pm. Only students who have a valid, school-related reason to stay after school are allowed to ride the late buses. Please be advised that because of safety and supervision reasons, students may not stay after school and ride our late buses home simply because they want to remain here with friends and classmates.

Q: How do I get a message to my child?

A: Please call 775-8700 and listen to the menu. Then select “Student Message Board”. Please speak clearly so that we may honor your message. We will then send notes out to students at 9:00 AM and then again at 1:00 PM daily. We cannot call into a classroom. We ask you to please use the message board prudently.

Q: How do I get an item to my child?

A: Items can be brought into the main office. Please label the item and put it on the “Student Pick-up Table. We will send them a note at 9:00 AM and then at 1:00 PM.

Q: Can parents access information on their child’s homework assignments.

A: Yes. Teachers at CMS will post homework and other relevant information on Moodle. Moodle can be accessed at cms.sau16.org. Log on information should be provided by your child’s team.

Q: How can I get information regarding athletics?

A: There is a link to “athletics” on the CMS home page. The daily bulletin may also contain updates regarding athletics.

Q: How does the lunch program work?

A: Refer to “Cafeteria Expectations” on page 11 of this handbook.

Q: Who is permitted at school dances?

A: Seventh and eighth graders will have 3 – 4 dances per year. Sixth grade students do not have dances, but instead have activity nights once or twice during the school year. Only the students enrolled at CMS may go to dances. Students who are absent or suspended on the day of a dance are not permitted to attend.

Q: How do I contact my child’s teachers and when is the best time?

A: Each teacher has a voicemail and an email address. The phone numbers and addresses are usually given out at the beginning of the year from the team. These numbers and email addresses are also located on our website. You may also contact the main office for this information.

Q: Does CMS have a school wide dress code policy?

A: Yes. Refer to "Dress and Grooming" on page 14 of this handbook.

Q: Does the school have an attendance policy?

A: Yes. A summation of the policy can be found on page 9. The entire policy can be found on the SAU 16 website under school board policies.

Q: When does my child have the opportunity to use the library?

A: Students are not assigned library time, but there are opportunities to use the library. Teachers will bring their classes to the library and students can obtain a library pass from one of their teachers.

Q: What after-school options are available for my child?

A: CMS has a number of activities available to students. In addition to the list found on page 23 of this handbook, students can take advantage of after school assistance from teachers.

Q: What is a traveling team?

A: Since CMS has twelve teams and ten pod areas, it is necessary for some teams to have classes in two different pods. Creative scheduling allows for teams to stay together and minimizes the number of times the team moves.

Q: What support systems are in place for my child?

A: Each student is assigned a guidance counselor who is available to meet with students regarding any issues. In addition, there is a Student Assistance Counselor, Student Assistance Teams, the Health Office and a Student Review Team. Students also have a team of teachers who can assist them or refer them to the appropriate person.

Q: Does CMS have parent conferences?

A: CMS does not have regularly scheduled school wide conferences. A parent may request a parent teacher conference by contacting their child's teacher or team contact representative. We are currently exploring the implementation of school wide parent conferences.

Q: How can parents check on student assignments, and what is the policy for missed work?

A: Parents should contact their child's teacher if they have concerns about homework. Refer to "Homework Guidelines" on page 15 of this handbook.

Q: What time does school start? What time is school dismissed?

A: Students enter the building at 7:25 and are expected to be in class by 7:33. Students are dismissed at 2:10.

Q: Can my child have a snack and/or a water bottle during the day?

A: Students are not prohibited from bringing water bottles to school. However, having water bottles in the classroom will be at the discretion of the teacher. Teams will determine if a snack is appropriate based on when the lunch period is scheduled.

Q: Who should I contact regarding a non-classroom question?

A: You can contact your child's guidance counselor or grade level assistant principal. You can also contact the main office to be referred to the appropriate staff member.

Q: How do I find out about no-school, emergency releases, and all after school activities cancellations?

A: SAU 16 uses ALERT NOW Notification Service. This service allows us to send you telephone or e-mail messages. ALERT NOW will be used to announce NO SCHOOL and emergency release announcements. These announcements will continue to be reported on WMUR-News 9 and on 97.5 FM WOKQ. A link to WMUR is found on the SAU website. When after school activities are cancelled announcements are made to students. Students are then provided an opportunity to make phone calls to parents.

Q: What if my child does not have access to a computer or the Internet?

A: Students may use a computer in the library after school or ask his or her teacher to use a classroom computer.

Q: Where do I drop-off/pick-up my child from school?

A: Students being dropped off before school and picked up at dismissal should be met at the front of the school. Students being picked up after 2:30 should be picked up at the rear of the school near the gymnasium.

Q: Who do I contact if my child has a bus concern?

A: You can contact First Student Transportation or the Assistant Principal who works with your child's grade level.

Q: Where do I find out about early release days and school vacations?

A: Refer to the "Important Dates" on page 5 of this handbook.

ABSENCES

Students are expected to be in school every day unless they are ill. ANY STUDENT WHO IS ABSENT FROM SCHOOL IS NOT ALLOWED TO ATTEND ANY SCHOOL FUNCTION WHICH IS HELD EITHER AFTER SCHOOL OR IN THE EVENING. If a student will not be attending school, his/her parent is asked to call the school at 775-8725 and leave a message on the answering machine before 8:00 A. M. This number may be accessed anytime, day or night. A note from the parent must accompany the student upon his or her return to school. This note must contain the following information: student's name, date(s) of absence and the parent's signature.

ATHLETIC ACTIVITIES/PHYSICAL EXAMS/SAFETY CONCERNS

Athletic participation is available in basketball, baseball, track, cross-country, soccer, softball, field hockey, wrestling, volleyball and lacrosse.

Evidence of a physical examination must be provided before a student can participate in any sport. According to established policy if a fifth grader has a physical examination after January 1st, and enters the Cooperative Middle School in September, that exam would be acceptable throughout his/her Middle School experience. That same standard applies to transfer students. A student will not be eligible to participate in these activities if on his/her report card he/she has failed two or more subjects. The Principal may also consider other factors such as, attendance or disciplinary issues to determine eligibility.

In addition to the physical examination procedure, parents must (1) provide the school with a Parent/Guardian Permission Form in order to participate in any sport and (2) view the head injury video.

ATTENDANCE

The following is a summarization of the SAU # 16 Attendance, Tardiness and Truancy Policy (JH). The entire policy can be viewed on the SAU # 16 website.

The intent of the procedures of the Attendance Policy that will be followed by SAU #16 is to ensure that students are in school and learning. School attendance is critical to successful school performance. Parent(s)/guardian(s) have the legal obligation to see to it that their children attend school the entire school year.

The policy defines and addresses tardiness, absenteeism, and truancy. Responsibilities of parent(s)/guardians, the school and students are also outlined in the policy, as well as the protocols for tardiness (see "Tardiness" in this handbook) and excessive unexcused absences.

THOMAS MEEHAN CENTER ETIQUETTE

The role that the audience plays in the success of a performance on stage is an important one. To help assure a wonderful program, kindly adhere to the following:

- Please remain seated until the end of the program.
- If you must leave during a performance, please do so as inconspicuously as possible. Leave only between musical selections or acts.
- Re-enter only between musical selections or acts.
- Remain quiet and respectful at all times, except to applaud at appropriate times.
- Bring no food, beverages, or chewing gum into the theater.
- Keep your feet off the chair in front of you.

BACKPACKS

Due to health and safety issues, students are requested to place book bags and backpacks in their lockers at the beginning of the day and leave them there until dismissal time. This practice also encourages student responsibility in organizing and planning for their day.

STUDENT CONDUCT ON SCHOOL BUSES

The safety and well being of all CMS students is paramount. Understanding that, and that riding the bus is a privilege, students are expected to understand and adhere to the established bus regulations. The bus driver has the responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's principal in writing. The school principal has the authority delegated by the Superintendent to suspend riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions in excess of twenty consecutive days must be ratified by the Board (RSA 189:9a).

BUS REGULATIONS

The Exeter Cooperative School Board guidelines regarding the eligibility of students to ride the school bus; students in grade 6 through 12 who use school bus transportation should follow these regulations:

1. No smoking or chewing tobacco allowed on any bus, including charter and athletic trips.
2. No profane language, obscene gestures, excessive noise, fighting, wrestling, or other acts of physical aggression will be allowed.
3. Keep head, hands, feet, etc., inside the bus at all times.
4. Once a student has boarded the bus, she/he may not get off except at her/his destination.
5. Students may ride only the bus to which they have been assigned. However, the bus driver has

the discretion to allow another student to ride the bus if a 24-hour request is made and there is ample capacity.

6. Assignments to a different bus must have approval from the principal's office and must be consistent from one week to the next.
7. Students are to remain in their seats until they reach their designated stop and the bus has stopped. Emergency doors are for emergency use only.
8. Students are to be seated promptly when getting on the bus.
9. The law allows, and students are expected, to sit three passengers per seat when necessary.
10. No eating or drinking on the bus.
11. No throwing things on the bus, at the bus, or out of the bus.
12. No marking or defacing the bus.
13. Always cross the street in front of the bus.
14. The driver is allowed to assign seats.
15. Students are due at their bus stop before the bus is due; bus drivers do not have to wait.
16. Anything that would create a safety hazard for the passengers or vehicle will not be permitted.
17. Only authorized riders will be permitted on the bus.
18. The bus drivers are in complete charge of the bus and their decisions are to be followed.
19. Bus drivers will report rule infractions to school administrators as soon as possible.
Disciplinary action shall be as follows (for grade 6 through 12):
 - a. Warning to student and a letter home to parent.
 - b. Administrative action taken, which may include detention or bus suspension and parents notified.
 - c. Possible removal from the bus for up to 20 school days or more with a letter home to parent and School Board referral for further action if necessary.
20. No student shall be put off the bus while traveling to and from school unless a dangerous situation occurs. The daily trip will be completed and then parents notified before the student can be removed from transportation service.
21. Buses will travel on major thoroughfares making student pick ups where sub-divisions and subsidiary roads intersect the major thoroughfares.

CAMERAS ON THE SCHOOL BUS

SAU # 16 and the Exeter Region Cooperative School District values safety as the most important aspect of the student transportation program. In support of this priority, camera equipment (video and audio) may be installed on the school bus to monitor student behavior and assure safety for all students. A notice will be posted on all buses that "this bus uses video and audio equipment to monitor student behavior." The school district's use of this equipment will be governed by school board policy EEAJ – Video and Audio Recording on School Buses.

CAFETERIA EXPECTATIONS

The student cafeteria is maintained as a vital part of the health program of the school. To encourage nutrition, a well-balanced lunch is offered at a reasonable price. While in the cafeteria, students are expected to display good manners and polite behavior. Loud noise, unnecessary movement and disorderly behavior will not be tolerated. Students will be held responsible for the

cleanliness of their tables and surrounding floor area. **EATING AREAS MUST BE LEFT CLEAN AND ORDERLY; FOOD OR DRINK WILL BE CONFISCATED IF TAKEN FROM THE CAFETERIA.**

We do not support and/or allow the celebration of birthdays in our cafeteria or pod areas. Because of strict food service, nutritional and sanitary guidelines, communal snacks such as birthday cakes are restricted. Additionally, for the same reasons, students can not “order out” for lunch. Menu choices are limited to lunches brought in from home or what is being served by the school lunch program.

The CMS Food Service uses an automated Point-of-Sale system. Students are issued bar coded lunch cards, which are used when purchasing lunch. Payments are made in advance. Students are asked to bring checks to the cafeteria in the morning before the start of school. Advance payments should not be made during the lunch period. All purchases are logged so parents can inquire what foods their child(ren) purchase during the lunch period. Students who misplace or destroy their lunch card will be issued a new card for a small fee. This fee cannot be deducted from the lunch account.

CMS CODE OF CONDUCT AND BEHAVIOR

In order to maintain and promote a challenging, safe, and healthy learning environment, our entire school community must individually and collectively follow a code of acceptable and appropriate conduct.

At all times, even before and after school hours, we must be:

- Respectful
- Honest
- Responsible
- Compassionate
- Fair

It is by design that our rules here at CMS are simple and straightforward. They are also meant to help maintain an environment that supports student learning. If all students are where they are supposed to be, doing what they are supposed to be doing, when they are supposed to be doing it, everyone will enjoy their middle school experience.

Please note that we have:

- School-wide rules
- Team rules
- Teacher rules

We strive to maintain a necessary consistency with the above. It is true that a certain degree of flexibility is granted to both our teams and to our teachers in terms of establishing their own individual standards and expectations. Teachers and teams have considerable authority over what happens in their pod areas and individual classrooms.

Some rules must be followed and enforced by all members of our community and other rules will be left up to the discretion of our teachers. This flexibility allows CMS to follow “A school within a school approach.”

In order to provide students with clear expectations for conduct and behavior, students are expected to behave in a respectful manner at all times toward school property, school personnel, fellow students and self. Students should always consider the **No Taunting Pledge** when interacting with their peers.

I will pledge to be part of the solution.
I will eliminate taunting from my own behavior.
I will encourage others to do the same.
I will do my part to make our community a safe place by being more sensitive to others.
I will set the example of a caring individual.
I will eliminate profanity towards others from my language.
I will not let my words or actions hurt others.
And if others won't become part of the solution, I WILL!

SAU #16 School Board policies prohibit the possession, use and sale of ALCOHOLIC BEVERAGES, DRUGS, WEAPONS, (OR ANYTHING THAT COULD BE CONSIDERED TO BE A WEAPON) OR FIREWORKS. SUCH ACTIVITIES WILL RESULT IN AN AUTOMATIC SUSPENSION FROM SCHOOL. School Board policies regarding weapons, drugs and alcohol are on file in the SAU #16 administrative offices and can be found at www.sau16.org.

School personnel reserve the right to refuse to allow students to bring into the school or wear any item that may be offensive, derogatory, dangerous, or in any way considered enough of a distraction so as to interfere with the educational process at the Cooperative Middle School.

DANCE PROTOCOL

Several Friday nights during the year, CMS sponsors dances (sixth grades are treated to Activity Nights as we believe that dances are not developmentally appropriate for sixth graders) to attend to our students' social needs, to develop and promote their social health and to let them simply have fun with their classmates. Dances are also used as fund raising activities for our teams. The proceeds are primarily used to help defray the cost of field trips. Please refer to and review the protocol list below.

- Dances are grade specific (i.e. grade 7 or grade 8)
- Students must wear sneakers (dances are held in the gymnasium)
- Students must attend school the day of the dance
- Only CMS students may attend (student I.D. required)
- No food or drinks may be brought to the dance (refreshments are sold as part of the fund

raising)

- Proper school attire must be worn
- Students should be dropped off and picked up in the front of the school
- Students must arrive by 7:15, unless accompanied by an adult and may not leave the dance prior to 9:00 without parental permission
- Please pick up your student between 9:00 – 9:15
- All school rules are always in effect
- Students that do not fulfill their detention obligations the day of the dance may not attend

DETENTION

The detention period is a time when the student is assigned to remain after school for infractions of unacceptable school behavior. THIS IS CONSIDERED AN EXTENSION OF THE REGULAR SCHOOL DAY. Detention has priority over all other appointments including sports, employment, or any other after-school commitments. If a student has to change a detention, he/she must bring a note from the parent PRIOR to detention. Appropriate reasons to reschedule detentions are medical or family emergencies. Every teacher has the authority to assign a “teacher detention to any student who has failed to comply with reasonable standards of behavior or conduct or who has failed to submit required assignments on time”. The teacher must give a 24-hour notice when assigning the detention. A teacher detention shall range in length from one half hour to one hour. ANY STUDENT WHO FAILS TO SERVE A TEACHER DETENTION WILL BE REFERRED TO THE ADMINISTRATION FOR DISCIPLINARY ACTION. ANY STUDENT WHO DOES NOT SERVE HIS/HER OFFICE DETENTION WILL EITHER BE ISSUED A SATURDAY MORNING DETENTION, AN INSIDE SUSPENSION, OR BE SUSPENDED FROM SCHOOL.

DRESS AND GROOMING

Dress and grooming are personal matters and should be appropriate for any occasion. Dress Code — Clothing worn by students shall be neat, clean and in good repair for the personal health and safety of the student. **Any type of attire which attracts undue attention to the wearer, is in bad taste, or detracts from the learning environment, is not acceptable.** If, in the opinion of the administration, a student is not properly attired, the student may be sent home to rectify the situation. Other disciplinary action may be taken as well. Students are not permitted to wear halters, tank-tops, see-through shirts, shirts that expose the midriff or cleavage. Clothing items which glamorize alcoholic beverages, drugs, tobacco, profane or obscene language or violence are not permitted. Sleepwear is not an acceptable clothing choice for school.

All students must wear shoes at all times for health and safety reasons.

Students will not be permitted to wear hats, caps or other head coverings inside the school building. Students are also not allowed to wear jackets, coats or any outer garment while in school.

EARLY DISMISSAL

If a student needs to leave school early, he/she must bring a note from his/her parents to either the attendance office or the main office stating why the dismissal is necessary. All requests for dismissal must be presented by 7:40 AM. The student will then be issued an early dismissal slip. At the requested dismissal time, the student must sign out in the Main Office and leave the pass in the "Sign-out" Book. Students may not be dismissed without being accompanied by a parent or a person designated by a parent. If a student wishes to go home during the school day because of illness, he/she should report to the school nurse immediately.

EMERGENCY DRILLS

Emergency drills are required by law so that an orderly evacuation of the building may be accomplished without panic. Instructions are posted in each room. Students will be required to acquaint themselves with these instructions. After an initial alarm rings, students are expected to walk quickly out of the building. Students will stay with their teacher and class during the entire drill.

All students must pass in an orderly fashion. Running is strictly forbidden. Students are not permitted to talk during a emergency drill and they are expected to remain away from the building until the signal is given by the Principal or the authorized representative.

HOMEWORK GUIDELINES

Homework is an integral part of the educational process. It has a positive effect on educational achievement. Homework is a discipline for students to develop organizational skills, responsibility, self-confidence, good work and study habits. From the earliest grades, students may begin to experience the benefits and application of independent learning. In order to obtain the maximum benefit, homework requires cooperation, active participation, and communication between administrators, teachers, parents and students. Homework has different purposes at different grade levels. For younger students, it should primarily foster positive attitudes, habits, and character traits. For older students, it should, in addition, facilitate knowledge, acquisition and skill development in specific subject areas.

Student Responsibilities

1. To make sure that they understand homework assignments and due dates.
2. To complete their homework assignments to the best of their ability.
3. To submit their homework to their instructors on time.
4. To obtain and complete missed assignments.
5. To schedule time for homework which is compatible with family and/or after school activities.
6. Students who do not complete an assigned homework requirement on time may be kept after school in order to do that assignment.
7. Work passed in late may not be given full credit.
8. In case of illness, students will have a make-up period of one day for each day of excused absence.

9. Credit may be denied for homework passed in more than one week late.
10. It is the student's responsibility to personally contact teachers to arrange for make-up work.
11. Students may arrange to have assignments provided for them if they are ill for more than two days. Call the Attendance Office (775-8706). Allow one day for preparation.

Parent Responsibilities

1. To provide and support an environment which is conducive to the student's successful completion of homework assignments.
2. To encourage a positive attitude towards homework.
3. To communicate concerns and questions regarding homework policies, assignments, missed assignments and expectations to teachers.
4. To obtain missed assignments when necessary.
5. **MOODLE:** This site is meant to serve the parent/guardian and student as a backup reference to, not a replacement for, the student's assignment book. There is a link to this site located on the CMS homepage: cms.sau16.org

Time Guidelines

The following guidelines are not rigid and restrictive, but rather, they should be utilized to identify appropriate time and effort. Reference to time means the average time necessary for a student to complete the assignments. In grades 6-8 the time stipulations refer to the **total amount of time** a student should spend on homework each night in all subjects.

Grade 6: between 1-1½ hours per night.

Grade 7: between 1½-2 hours per night.

Grade 8: between 2-2½ hours per night.

HONOR ROLLS

High Honors: All A, A-, S's

All 1, 2's

Honors: All A, B, S's All 1, 2's

Effort Honors: All 1, 2's

LIBRARY SERVICES

Students are encouraged to use the library for reference work or for general reading purposes. Classes will be taken to the library early in the year for instruction in the use of the library. Students will be held responsible if books are not returned on time. Fines will be collected for each day the books are overdue and office detentions could be assigned. If a book is not returned, the student will be held accountable for replacing the book or paying for it. Failure to conform to proper library procedures will result in the student being deprived of the use of the library, subject to the discretion of the librarian and/or administration. The library remains open for student use until 4:00 P. M. daily.

LOCKERS

Lockers are the property of the Exeter Region Cooperative School District. Students have no expectation of privacy regarding items kept in their lockers. The administration maintains the right to search any locker at any time without probable cause and without notification. Students are responsible for all items stored in their lockers and therefore, are expected to keep a school issued lock on their locker at all times. Students will be responsible for a replacement fee for any lost locks.

LOST AND FOUND

Articles which are found should be turned in to the office. Losses of property should be reported; and an effort will be made to return them to their owner. Lost articles which are not claimed within a reasonable time will be turned over to charitable organizations.

OFFICE REFERRAL

If a student's classroom behavior becomes unacceptable, he/she may be sent from the classroom to the Assistant Principal's office. There the student will report to the Assistant Principal or to the Principal, who will take the appropriate disciplinary action. This could include the assigning of office detentions, inside suspension or suspension from school. Any student who fails to report immediately to the office will automatically be assigned a day of inside suspension in addition to any other disciplinary action.

REPORT CARDS/PROGRESS REPORTS

Report Cards are issued four times a year. These reports indicate a student's performance in scholastic achievement, effort, and behavior during the previous quarter. A REPORT CARD IS A COPY OF INFORMATION PLACED IN A STUDENT'S PERMANENT FOLDER AND NEED NOT BE RETURNED TO THE SCHOOL.

Progress Reports: Interim progress reports are issued to all students in all academic areas. Students will receive their reports at approximately midterm to communicate academic progress. They must be signed by a parent/guardian and returned within three (3) days to the issuing teacher. Parents may request a teacher or team conference at any time. Parents will be warned if a student is in danger of failing.

SEE PAGE 5 FOR PROGRESS AND REPORT CARD DATES

SCHOOL BOARD POLICIES

At the start of the school year students will receive the SAU 16 Policy Booklet. This booklet should be carefully reviewed. The cover page of this booklet must be signed and returned to CMS. The notices, procedures and policies in the booklet are, in some cases, summarized. These can be read in their entirety on the SAU 16 Website at www.sau16.org or you may obtain complete copies at your child(ren)'s school.

STUDENTS WITH DISABILITIES

SUSPENSION

A child identified as having a disability pursuant to special education procedures may be suspended according to the procedures of this policy and the suspensions policy; however, the suspension procedure does not apply in the event that:

- A. The student's I.E.P. contains procedures or other disciplinary techniques which are to the contrary; or
- B. The length of the proposed suspension combined with the length of any prior suspension(s) in that school year cumulatively exceeds ten (10) school days.

If repeated suspensions occur, a Special Education Team Meeting (SEPT) should be held to review the appropriateness of the child's educational placement in light of the continuing misbehavior.

EXPULSION AND SUSPENSION WHICH CUMULATIVELY EXCEED TEN (10) SCHOOL DAYS IN A SCHOOL YEAR

In order to suspend a student with a disability, whether or not the student has an I.E.P., for a period that exceeds ten (10) cumulative school days in a school year or to expel such child, the SEPT will convene to determine whether the student's conduct:

- A. is related to the student's disabling condition, or
- B. results from an inappropriate I.E.P. or placement, or
- C. is the result of an appropriate I.E.P. that was not fully implemented.

If the SEPT answers any of the questions in the affirmative, then the student may not be suspended or expelled. The SEPT will review and, if appropriate, revise the student's I.E.P. If necessary, the SEPT will take immediate steps to insure that the student's I.E.P. will be fully implemented.

If the SEPT finds in the negative, the student may be suspended or expelled. The SEPT shall develop an appropriate alternative educational program for the student during the time of the suspension or expulsion when required by law.

Educational services to a student with a disability will not be contingent upon the parent's attendance at a re-admission meeting.

SUMMER ENRICHMENT & SUPPORT CLASSES

A summer enrichment program is provided for those students, as well as those who may require remediation or who may need support to prevent academic regression. A student who fails to meet academic expectations during the school year may also be included in this program.

SUSPENSION-INSIDE OR OUTSIDE

Students who exhibit behavior, which, in the opinion of the administration, is unacceptable may be placed on inside suspension or suspended from school. A student who is on inside suspension or is suspended is not allowed to attend any school function which is held either after school or in the evening. A student who is suspended from school is not allowed on school grounds unless accompanied by a parent.

TARDINESS

It is expected that all students will be prompt in their arrival to school each day. Students must arrive at school with sufficient time to reach their class before the 7:38 tardy bell. A note from a parent explaining the tardiness is required when arriving at school. Late arrival detracts from the lesson, is discourteous to the teacher and other students and results in a loss of instructional time.

After the third tardy in any term, the student will receive a one-hour detention for each successive tardy arrival to school during that term. A tardy is considered excused if the student is tardy due to a medical appointment.

TELEPHONE/PERSONAL MESSAGES

1. Necessary messages may be left for students. We kindly ask that you limit your messages to those that are vital prior to your child leaving school for the day. An example would be, if there was a change in the dismissal procedure for the day. If you need to leave a message for a student, please call 775-8700 and listen to the menu. Then select "Student Message Board". Please speak clearly so that we may honor your message. We will then send notes out to students at 9:00 AM and then again at 1:00 PM daily. Students may also be called down to the office at dismissal to receive messages. We cannot call into a classroom. We ask you to please use the message board prudently.
2. Students may use the phone in the main office during their lunch for necessary phone calls to parents/guardians after obtaining permission from a cafeteria monitor or administrator. Students may not use these phones to make social arrangements. We ask that students plan accordingly a day ahead of time.
3. Students may also use the phone in the main office to notify a parent/guardian that an after school activity has been cancelled.

TEXTBOOK POLICY

Textbooks are issued at the beginning of the school year for which the student is responsible. If a student loses a book, the student will be charged for the cost to replace the textbook.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal and transfer is as follows:

1. A note from the student's parent or guardian requesting his/her withdrawal from school should be presented to the guidance department.
2. The student will be issued a "withdrawal form" to present to each of his/her teachers as he/she returns books and other school property;
3. The student will be requested to take the completed form to the Guidance Office for final clearance. There he/she will be issued a transfer card, which he/she should present at the next school that he/she plans to attend.

CMS Curriculum

The CMS Curriculum is established by SAU committees in accordance with New Hampshire State Frameworks. These curricula are approved by the Cooperative School Board and reviewed and revised by the appropriate curriculum committee as required by the curriculum revision cycle. As indicated on the SAU 16 website,

“The SAU school districts are committed to working together to achieve common standards and values that will result in graduates who are caring, productive, and contributing members of society.”

With this in mind, parents are encouraged to visit the SAU 16 and CMS websites to review curriculum materials.

Standardized Testing

Students at CMS will participate in New Hampshire state assessments (NECAP) as well the NWEA testing. Each of these assessments provides valuable information about our students which allow us to make informed decisions about instruction and to track student growth.

New England Common Assessment Program (NECAP)

The New Hampshire Department of Education, Rhode Island Department of Education, and Vermont Department of Education have developed a common set of Grade-Level Expectations, known as the New England Common Assessment Program Grade-Level Expectations (NECAP GLEs), and test specifications in Mathematics, Reading, and Writing.

These expectations were developed in response to the requirements of the federally mandated No Child Left Behind Act, 2001 to annually test all students in each of grades 3-8 in mathematics and reading/language arts. NECAP replaces the annual testing of students in Grades 3 and 6 through the New Hampshire Education Assessment and Improvement Program (NHEIAP) and is administered in the fall as opposed to the spring.

Assessment results determine whether a school and/or district have made Annual Yearly Progress (AYP). Those schools not making AYP are required to develop and implement an improvement plan.

NWEA Assessment Testing

Computerized Adaptive Tests

The NWEA MAP achievement tests in mathematics, reading, and language usage are delivered by computer to students. Each test is "**adaptive**", which means it immediately responds to student answers and custom selects future questions. This method provides an accurate and immediate measure of their achievement. Important assessment information is available when and where it is needed.

Advantages of the Adaptive MAP Tests

Teachers want to improve student learning, but to do this they need more accurate information than a single-form test can provide. With conventional tests, low-performing students see only a few questions that they can get right, and high-performing students see only a few that they will miss. This not only causes boredom or frustration in students; it also makes achievement scores less accurate. This most accurate picture of student achievement is obtained when each student is appropriately challenged at his or her functional achievement level.

An adaptive test gives all students an equal chance to succeed. There are no "wasted" items; students can actually attempt all of the items in a given test, which makes them feel better about the testing experience.

Adaptive testing couples the advantages of Achievement Level Tests with the power of technology to tailor tests to each student's achievement level. Each student takes a unique test that is dynamically developed for him or her as the test is being administered. The program instantly analyzes the student's response to each test item and determines the appropriate difficulty level to present throughout the remainder of the test. It also remembers which items a student has seen in previous sessions and doesn't display them again.

More information regarding NWEA, as well as a link to a "parent toolkit" can be found on the SAU 16 website under "Curriculum & Assessment."

Clubs, Activities & Athletics

Clubs & Activities

Family & Consumer Science Club – Mrs. MacArthur-Keith
Drama/Theater – Mrs. Ramsay, Mrs. Hammon, Mr. Kobb & Mrs. Legere
Yearbook Club – Mrs. O’Neill
Destination Imagination – Mrs. Carpenter
Student Council – Mr. Clapp & Mr. Joyce
Builder’s Club – Mr. Pease & Mrs. LaPerle
MathCounts – Mrs. Schanck
Students in Prevention – Ms. Walker
Outing Club – Mr. Hamilton
Skate and Inline – Mr. Hamilton
Ski Program – Mr. Hamilton
Circle of Friends – Mrs. Greenleaf
Expressions Art Magazine – Mr. Clapp
6th Grade Intramurals – TBA
Bookworms United – Mrs. Boyle
Chess Club – Mr. Hamilton
Cooks with a Cause – Mr. Joyce
Student Newsletter – Mr. Hamilton
Craft Club – Mrs. Legere
Magic Club – Mr. Gallant & Mr. Cranor
Go Green Club – Mrs. Stigum & Mr. Lund
Golf Club – Mrs. Carpenter

Athletics

Grade 6

Soccer	Field Hockey
Cross Country	Basketball
Wrestling	Lacrosse
Track & Field	

Grade 7 & 8

Soccer	Field Hockey
Cross Country	Volleyball
Basketball	Wrestling
Baseball	Softball
Lacrosse	Track & Field

* This list is subject to change

Student Use of Technology, Our Network and the Internet

We are very pleased to be able to offer a rich technology environment for the students of the Exeter Cooperative School District. Access to school computer systems and the Internet is provided for school district purposes for students and staff to conduct research and communicate with others. The purpose of this policy is to ensure the equitable and optimal use of all technology-related equipment at the school and to encourage the use of technology as a valuable learning tool. It is the policy of the Exeter Region Cooperative School District to maintain an environment that promotes ethical and responsible technology use. For students, parents' permission is required to use the Internet. Access is a privilege, not a right, and that access requires responsibility. The Exeter Region Cooperative School District is pleased to offer its students access to the Internet. This access will allow our students and staff to access and use resources and to communicate and collaborate with people from around the world. The Exeter Region Cooperative School District has taken measures to prevent access to inappropriate information; however, we cannot control all of the available information. The school is not responsible for other people's actions or the quality of information available.

User Rights and Responsibilities

All students must sign the AUP (Acceptable Use Policy) as approved and provided by the School Board. All students under the age of eighteen (and those over eighteen who reside with their parents) must also have said policy signed by their parent or legal guardian. By signing, students agree to adhere to the rules as described in the AUP and in this handbook. In addition, parents of children under the age of eighteen (and those of children over eighteen who reside with them) will indicate on the permission form if they wish to grant their child access to the Internet from school computers. Violation of any matter covered by the AUP will be subject to appropriate discipline as determined by the school administration. When applicable, law enforcement agencies may be involved.

Passwords and Accounts

By accepting use of a computer account at The Cooperative Middle School, all users also accept responsibility for any activities that take place in conjunction with that account being active. Students who willingly allow the use of their password and account by another accept responsibility for any actions undertaken by these others and can expect disciplinary action from the administration. Those who use passwords belonging to others can also expect disciplinary action from the administration. In addition, students who fail to log out of the system when they leave a workstation leave themselves open to disciplinary action if someone else then uses the workstation in an inappropriate way. The best policy is to guard your password well and change it often.

Student Use of Electronic Communications

In line with the AUP, students should restrict their use of web-based email accounts and other types of electronic communication while they are at school to the completion of school related tasks. Students found to be misusing these resources should expect disciplinary action at the discretion of the school administration.

Student Downloads and Network Usage

Students are prohibited from downloading to our network materials from the Internet or from any type of media which are protected by copyright or which involve the installation of any type of software (games included). Students must limit themselves to saving documents and other files in areas specifically allocated to them for this purpose. These areas include their individual Home directories and other folders to which they may be allowed access in association with a particular course (normally these would be located in the “shared Space” directory). Students using the computer resources within the Middle School (including labs) should restrict this use to valid educational purposes. In accordance with the Exeter Region Cooperative School Board policy related to the use of computer resources to “conduct research and communicate with others”, game playing is forbidden. Any student who violates these restrictions can expect disciplinary action as determined by the administration.

Guidelines for Computer Lab Use by Students

Philosophy

The computer labs at The Cooperative Middle School are intended for the academic use of its students and staff. Any other use of the computers in the lab will always be subordinate to this purpose.

Practice

Any teacher who has reserved the laboratory space for the use of their class will have access to and responsibility for all seats in that particular lab for that period of time.

Admittance of any additional students (in the case of open seats) will be at the discretion of the teacher. The admitting teacher also accepts the responsibility of supervising these additional students.

Students will be admitted on an individual basis, up to the capacity of the labs, at the beginning of any of the seven daily periods.

No students will be allowed use of the computers in the lab without direct adult supervision.

Students using the computer resources within the middle school (including the labs) must restrict this use to valid educational purposes. Game playing and inappropriate use of email or instant messaging will result in disciplinary action as determined by administration.

APPENDIX A

Approved 12-17-07

SAU #16 CALENDAR 2008-2009

KEY	
[]	Teacher In-service
()	Holiday/No School
<u>Bold</u>	Vacation
**	Note Footnote

AUGUST/SEPTEMBER 23 Days

[25]	[26]	27	28	(29)
(1)	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Aug. 25 – *Teacher In-Service*
 Aug. 26 – *Teacher In-Service & Student Orientation 6 & 9*
 Aug. 27 – *School Opens – All students*
 August 29 and Sept. 1 *Labor Day Weekend – No School*

FEBRUARY 15 Days

2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

Feb. 23-27 – *Winter Vacation*

OCTOBER 22 Days

		1	2	3
6	7	8	9	10
(13)	14	15	16	17
20	21	22	23	24
27	28	29	30	31

Oct. 13 - *Columbus Day – No School*

MARCH 21 Days

2	3	4	5	6
9	10	11	12	13
16	17	18	19	[20]
23	24	25	26	27
30	31			

Mar. 20 – *Teacher In-Service Day (SES Day)*

NOVEMBER 15 Days

3	[4]	5	6	7
10	(11)	12	13	14
17	18	19	20	21
24	25	26	27	28

Nov. 4 - *Teacher In-Service, K-12*
 Nov. 11 *Veterans' Day – No School*
 Nov. 26 – 28 – *Thanksgiving Recess*

APRIL 18 Days

		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

April 27 – April 30 – *Spring Vacation*

DECEMBER 17 Days

1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Dec. 24 – Dec. 31 *Holiday Recess*

MAY 19 Days

				<u>1</u>
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

May 1 – *Spring Vacation*
 May 25 – *Memorial Day – No School*

JANUARY 19 Days

			<u>1</u>	<u>2</u>
5	6	7	8	9
12	13	14	15	16
(19)	20	21	22	23
26	27	28	29	30

Jan. 1& 2 – *Holiday Recess*
 Jan. 19 – *MLK No School*

JUNE 15 Days

1	2	3	4	5
8	9	10	11	12*
15	16	17	18	19

June 12* – *Graduation*
 June 15** – *Last day for Students*
 June 16 – *Teacher in-Service (185 day contract)*

****June 16, 17 & 18 are snow make-up days, if needed**

APPENDIX C

Cooperative Middle School Safety Agreement

STANDARDS OF CONDUCT IN THE LABORATORY

1. Conduct yourself in a responsible manner at all times in the laboratory. Horseplay, throwing items, and pranks are prohibited.
2. All verbal and written instructions shall be followed.
3. Eating, drinking, gum chewing, application of cosmetics, manipulation of contact lenses, or other activities are not permitted in the laboratory.
4. Never work in the laboratory unless the instructor is present.
5. Stay clear of classroom chemical and material storage areas.
6. Unauthorized experiments are not permitted

PERSONAL SAFETY

1. Approved eye protection must be worn at all times in the laboratory unless the instructor specifically states that the activity does not require it. Any experiment that involves heating, chemical, or glassware, shall require approved eye protection.
2. Report any accident or injury at once, no matter how trivial they may seem. You must go to the school nurse for the treatment of cuts, burns, accidental ingestion of chemicals, or inhalation of fumes.
3. Dress appropriately for laboratory work. This means that you should tie back long hair, avoid loose or baggy clothing, and avoid dangling jewelry on laboratory days. Sandals or open-toed shoes are not appropriate for many lab activities, refer to pre-lab instructions. If in doubt, ask.
4. Know the location of the safety equipment in the room – this includes fire extinguishers, the safety blanket, emergency gas shut-off, eye wash station, and the emergency shower.
5. Certain classrooms may have living organisms in aquaria or other containers. (NOTE: This includes plants.) Students must not handle organisms without specific teacher authorization, and must wash hands after handling.

SPECIFIC SAFETY PRECAUTIONS INVOLVING CHEMICALS AND LAB EQUIPMENT

1. Avoid breathing in fumes that may be generated during an experiment. Use the “waft test” to detect odors.
2. Proper Bunsen burner procedures shall be followed. Also, never leave a flame unattended.

APPENDIX C

3. Never remove chemicals or equipment from the laboratory area.
4. Remember that hot glass looks the same as cold glass, and that glass remains hot for a very long time. Determine if an object is hot by placing your hand close to the object but do not touch it.
5. Should a fire drill occur during a lab experiment, make sure you turn off all Bunsen burners and electrical equipment. Leave the room as directed.
6. Be certain the chemical you use is the correct one. Read chemical bottles twice

STANDARDS OF HOUSEKEEPING

1. Books and other non-lab items are to remain in the classroom area.
2. Lab instruction, writing instruments, and personal safety equipment, are the essential items that are needed at the laboratory table.
3. Work areas should be kept clean and tidy at all times. Never sit on the laboratory counters / tables.
4. Solid chemicals, metals, matches, filter papers, and all other insoluble materials are to be deposited in the proper waste containers.
5. Sinks are to be used for the disposal of water and those solutions designated by the instructor. Other solutions must be placed in the correct waste disposal containers.
6. Glassware is to be washed after use.
7. Tabletops are to be cleaned at the end of the lab.
8. The last thing you must do at the end of the lab is wash your hands.

I have read the above rules and will observe them in my science course. I realize that these rules are developed to insure my own safety and the safety of my fellow students. I understand that the instructor may give additional safety procedures in certain situations, and I will follow those instructions. I know that I may ask the instructor at any time about the procedures if they are not clear to me. I am aware that violations of these procedures may result in a lowered laboratory grade, detention, removal from the laboratory, or removal from the science class.

Student Signature

Date

How to Write Your "Works Cited" Page

Book with One (1) Author

Author's last name, first name. *Book Title*. City of publication: Publisher, date of publication.

EXAMPLE:

Jones, Mary B. *Frogs and Toads*. New York: Doubleday, 1980.

Book with Two or More Authors

First author's last name, first name, Second author's first name last name, and third author's first name last name. *Book Title*. City of publication: Publisher, date of publication.

EXAMPLE:

Jones, Mary B., Frank G. Clark, and Elizabeth J. Hart. *Amphibians*. New York: Doubleday, 1983.

Encyclopedia Article

Author's last name, first name. "Article Title." *Encyclopedia Title*. Edition (if there is one). Date.

EXAMPLE:

Carpenter, Judy. "Nicholas II." *Encyclopedia Britannica*. 2002.

NOTE: If there is no author, simply start the citation with the "Article Title." If the author signs the article with his initials, look for the list of authors in Volume I of the set.

Magazine Article

Author's last name, First name. "Article Title." *Magazine Title*. Issue date: page nos.

EXAMPLE:

Brown, Lloyd C. "Bugs and Bunnies." *Discovery*. April 2000: 16-18.

Article from a Magazine found in EBSCO

Author's last name, first name. "Article Title." *Magazine Title*. Issue date: pagenos. EBSCO. Database* C.M.S. Media Center, Stratham. Date found <<http://search.epnet.com>>.

Note: * The 2 databases we use most on EBSCO are Middle Search Plus and MasterFile Premier.

EXAMPLE:

Johnson, Filbert W. "Heritage." *Newsweek*. 9 Sept. 2000: 5-10. EBSCO. Middle Search Plus. C.M.S. Media Center, Stratham. 5 Nov. 2002 <<http://search.epnet.com>>.

APPENDIX D

Encyclopedia on CD-ROM

Author's last name, first name. "Article Title." *Name of Encyclopedia*. CD-ROM.
City of publication: Publisher, date.

EXAMPLE:

Davis, G. R. "Earthquakes." *Encarta*. CD-ROM. Minneapolis: Microsoft, 2002.

NOTE: If there is no author, simply start the citation with the "Article Title."

Online Sources

Items included in citations for Online Sources are listed here in the order they would be listed:

Author or Editor. *Site Title*. Administrator. Post date, or last update. Site sponsor. Date Accessed
<electronic address>.

Note: If one of these, such as author, is not available, just list the information you do have.

WEB SITE EXAMPLES: (Please note that these citations are all made up, they are not real publications!)

Rocks of New Mexico. Department of Geology. 4 Oct. 02. University of New Mexico. 5 Nov. 2002
<<http://www.unm.edu.com/geo/igneous>>.

Animals of the African Plains. 7 Oct. 2002. Africa Wildlife Federation. 4 Nov. 2002
< <http://www.awf.org/plains>>.

Doe, John. *USGS Earthquake Program FAQ—Frequently Asked Questions*. 17 Oct. 2002. U.S.
Dept. of the Interior <<http://www.usgs.gov/earthquake/faq>>.

Source

How to Write Your "Works Cited" Page. 19 Feb. 2004. SAU16. 25 June 2007
<<http://www.cms.sau16.k12.nh.us/cmslmc/citations.htm>>.