

Bobcat Handbook

“A Blue-Ribbon School”



2017-2018

“FEEL THE ROAR”



2954 Chaneyville Rd., Owings, MD 20736
443-550-9230 / FAX 410-257-1623

Welcome to Northern Middle School! We're very excited about the opportunities this year ahead holds for us. We believe that this handbook will address frequently asked questions about Northern and CCPS policies and procedures. Please do not hesitate to call with any questions. Have a great year!

As we begin the school year, we honor the responsibility we have been given to provide our middle school age students with opportunities to grow in their knowledge, understandings, and skills. Each of us plays a crucial role in providing the proper environment which encourages our children to do their best.

While our primary care, concern and responsibility is to our middle school students, our core philosophy is that we are all learners, we have a responsibility to contribute to each other's learning, and that we will recognize individual learning needs, while working collectively to set and meet expectations that prepare our students to transition from childhood to adolescence. This transitional period implies an essential, cooperative relationship among the school, home, and community.

Our goal is to create a positive environment and attitude for learning in view of the developmental stages of middle school students. It is our aim to foster the development of skills in the areas of communication, creativity, critical thinking, decision making, organization, and self-management.

We know learning is connective and our goal is to ensure that all functions of the school process are driven by its impact on and connection to learning. We will continue to be purposeful, thoughtful, and evaluative as we work together to improve learning.

Northern Middle School is committed to:

- Providing for the continued development and progressive application of reading, writing, computing, technology, and critical thinking.
- Insuring our students are at proficiency or higher on the middle school PARCC assessments in Reading and Math, as well as on the middle school Maryland Integrated Science Assessment (MISA).
- Preparing our students with the fundamentals needed to successfully pass the PARCC and HSA assessments in high school.
- Helping our students to develop a curious mind and an on-going desire to learn, explore, and create.
- Help students identify and implement effective organizational and study skills.
- Identifying individual learning needs and proactively support growth and development of the individual student.
- Developing understandings, attitudes, and skills necessary for physical fitness and healthful living by providing activities appropriate to the physical development of the adolescent.
- Providing opportunities to develop a positive self-concept and satisfactory interpersonal relationships.
- Helping students identify, clarify, and explore concepts in order to develop their own value system.
- Develop understandings, attitudes and skills necessary for citizenship in the community, the United States, and the world.

Please take advantage of the information provided in this Bobcat Handbook, as it speaks specifically to needed policies and procedures in protecting the learning environment and insuring the safety of our students. **In addition, all students and parents/guardians are responsible for knowing the CCPS Code of Student Conduct.**

School Mission: Northern Middle School will promote a culture of life-long learning with a focus on developing students who are college and career ready for the 21st century.

We believe:

- *Diversity among our school community is recognized, admired, and respected.*
- *Rigorous instructional practice and differentiated instruction, which embraces advances in technology, will develop critical thinking and problem-solving skills within our students.*
- *Data-based decision-making and positive relationship building are key components of creating an effective and productive learning environment.*
- *Students should embrace their responsibilities and roles in the learning process, while educators serve as positive influences in the educational and social development of their students.*
- *Collaboration demonstrates the value of teamwork as a life skill for college and career readiness.*
- *Our community is a valuable resource to help prepare our students to be productive citizens.*

NORTHERN MIDDLE SCHOOL

2017-2018 BELL SCHEDULES

REGULAR SCHEDULE

Period	Time
Student Arrival	7:10 – 7:20
Homeroom/Bobcat News	7:20 - 7:25 (5 min)
1	7:25 - 8:20 (55 min)
2	8:23 – 9:18 (55 min)
3	9:21 – 10:16 (55 min)
Lunch A / LunchPlus	10:19 – 10:49 (30 min)
Lunch B / LunchPlus	10:54 – 11:24 (30 min)
4	11:27 – 12:22 (55 min)
5	12:25 – 1:20 (55 min)
6	1:23 – 2:18 (55 min)
Announcements/Dismissal	2:18 – 2:20

TWO HOUR EARLY DISMISSAL

Period	Time
Student Arrival	7:10 – 7:20
Homeroom/Bobcat News	7:20 - 7:25 (5 min)
1	7:25 – 8:00 (35 min)
2	8:03 – 8:38 (35 min)
3	8:41 – 9:16 (35 min)
4	9:19 – 9:54 (35 min)
5	9:57 – 10:32 (35 min)
Lunch A / LunchPlus	10:35 – 11:05 (30 min)
Lunch B / LunchPlus	11:10 – 11:40 (30 min)
6	11:43 – 12:18 (35 min)
Announcements/Dismissal	12:18 – 12:20

TWO HOUR DELAYED OPENING

Period	Time
Student Arrival	9:10 – 9:20
Homeroom/Bobcat News	9:20 – 9:25 (5 min)
1	9:25 – 10:00 (35 min)
2	10:03 – 10:38 (35 min)
Lunch A / LunchPlus	10:41 – 11:11 (30 min)
Lunch B / LunchPlus	11:16 – 11:46 (30 min)
3	11:49 – 12:24 (35 min)
4	12:27 – 1:03 (35 min)
5	1:06 – 1:41 (35 min)
6	1:43 – 2:18 (35 min)
Announcements/Dismissal	2:18 – 2:20

2017-2018 MIDDLE SCHOOL A/B CALENDAR

Middle School A-B Calendar

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017

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October 2017

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29	30	31				

November 2017

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26	27	28	29	30		

December 2017

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31						

January 2018

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28	29	30	31			

February 2018

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25	26	27	28			

March 2018

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25	26	27	28	29	30	31

April 2018

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May 2018

S	M	T	W	T	F	S
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20	21	22	23	24	25	26
27	28	29	30	31		

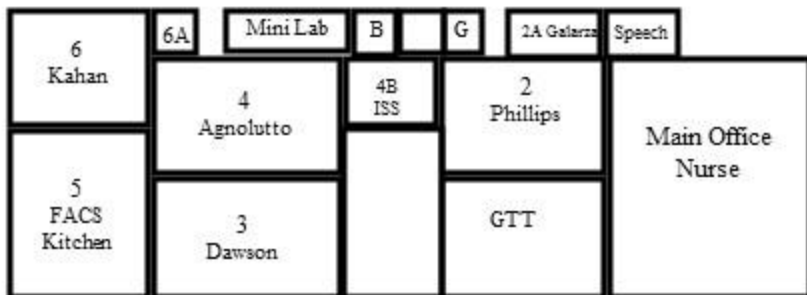
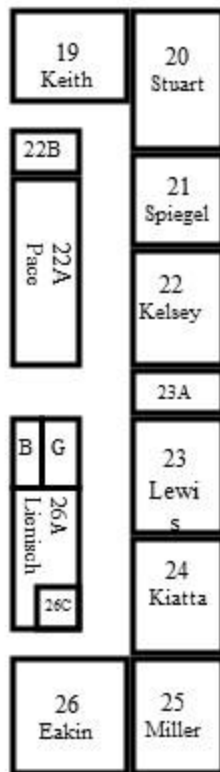
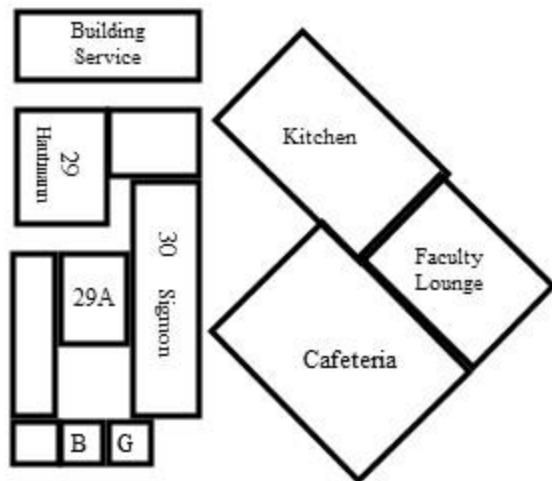
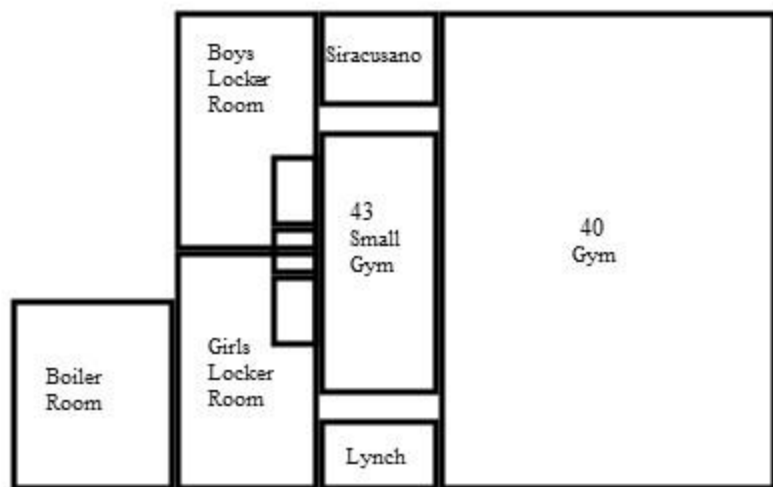
June 2018

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

***Note – days will not change due to inclement weather or school closings**

NMS 2017-2018 SCHOOL MAP

T-5
Cook



NORTHERN MIDDLE SCHOOL

Lunch Plus 2017-18

During the Lunch Plus time period each day, a variety of school initiatives will be implemented. During this time period, the focus areas in the school will be:

- Enrichment Activities
- Academic Interventions
- Social Skills & Groups
- Building Relationships

The intention of Lunch Plus is to allow 30 minutes for the students to eat and 30 minutes for them to be productive. Staff will be providing a variety of different activities each day during the Lunch Plus time period. Mondays will be scheduled for a school-wide initiative to provide mentoring, social skills lessons, etc.

Flexible options will be in place Tuesday through Friday. For these days, a schedule will be posted throughout the school so students are aware of the opportunities they can take advantage of during Lunch Plus. Students will choose whether they will eat on A Lunch or B Lunch. On the opposite shift, they will be in a classroom with a member of the staff participating in the activity in that location.

Lunch Plus Opportunities for Students

- Receive intervention/remediation/tutoring
- Make up tests & quizzes
- Get extra help on work from teachers or peers
- Work on school work & projects
- Use the media center
- Attend groups with the counselors
- Meet with extracurricular and co-curricular groups
- Participate in physical activity in the gym
- Building relationships with peers and staff

Students will eat in the following locations on either A Lunch or B Lunch

- The cafeteria and at the tables in the cafeteria foyer
- Outside at the picnic tables – weather permitting (cost – 2 Bobcat Bucks)
- In a classroom only with the teacher's permission
 - The primary reason this should occur is to allow students to eat lunch while working with the teacher
 - It will be the responsibility of the students and the teacher to clean up
- No food or drink is allowed in the media center or the gym

Off-Limit Areas

- Parking lots and fields
- Any classroom without teacher supervision
- Bathroom or hallway without a pass

General Expectations

- Once students are in a location for A or B lunch, they will remain in their Lunch Plus classroom or the cafeteria.
- Students found in the hallway without a pass or in an unauthorized location will be sent to an assigned location.
- Students will clean up after eating their lunch. All trash and recyclables will be placed in the appropriate receptacles. The floor will be kept clean.
- Any behavioral problems during lunch may result in lunch detention and/or loss of Lunch Plus privileges.
- Teachers are not expected to be open both Lunch Plus periods. Be respectful to teachers who close their room.
- When a teacher requests that students come to their classroom during Lunch Plus for tutoring, support, make-up work, etc., this is not optional. Students who do not attend may receive lunch detention and/or loss Lunch Plus privileges.
- We will be running reports looking at student grades (students with grades lower than a C or with excessive zeros). These reports will be shared with teachers. Teachers will be bringing these students into their Lunch Plus to provide supports to get them back on track.
- In an effort to protect the fidelity of the programs, students in reading interventions will attend these sessions daily except in rare circumstances that should be approved by administration.

STUDENT ACCOUNTABILITY - Northern Middle School strives to provide a positive learning environment, which is physically and emotionally safe. We strive to be consistent, fair, orderly, and maintain mutual respect and care for all students.

Therefore, we expect and will reinforce behaviors which:

- Respect the “climate of learning” and all students within our building;
- Demonstrate reliability and responsibility for our own behavior;
- Promote regard and care for others and others’ property.

In general, the school norms which contribute to this school climate require that students:

- Arrive to class on time prepared to work with necessary materials and prepared to learn.
- Maintain self-control and appropriate school decorum in classrooms, offices, in the lunchroom, and in the hallways.
- Listen to and follow all directions. Know and follow the Code of Student Conduct for Calvert County Public Schools.
- Show respect to adults, fellow students, the school building and others’ property.
- Follow class expectations set by teachers.

SCHOOL-WIDE CONSEQUENCE FRAMEWORK – Northern Middle School takes great pride in recognizing and promoting positive behaviors. For those instances when students have difficulty with the above expectations, the following interventions may take place:

- Warning
- Parent Contact
- Conference
- Detention
- Referral to Administrator

Each of these interventions will have an expected student outcome. The nature and severity of the incident will determine the order of the consequences. A parent/guardian contact may be made and is encouraged at any step.

CCPS CODE OF STUDENT CONDUCT - During the first week of school, all students will receive a **CALVERT COUNTY CODE OF STUDENT CONDUCT** book which outlines how students are expected to behave in school. The materials in this book will be reviewed with the students. Please take a few minutes to review the book at home. Concerns regarding the Calvert County Code of Student Conduct should be addressed to the Department of Pupil Services at the Calvert County Board of Education.

CARING FOR OUR SCHOOL - We take pride in our facility and hope that all students will demonstrate their respect and pride by maintaining a clean and damage free building.

- **Use of Lavatories:** The school encourages the proper use of the lavatory facilities. These facilities may be used between classes providing that the student can do so without being late to class. Pupils may be excused from classes in cases of emergencies to use the lavatory. The lavatory facilities are to be maintained in an orderly and clean condition at all times. Damage done to restrooms or walls will be considered as destruction of school property and consequences will follow.
- **Halls:** Students are requested to move through the halls in an orderly manner for health and safety reasons. The proper considerations for school property as well as classmates are important to remember at all times. Students are expected to have a school planner or pass when in hallways during class times.
- **Classrooms:** Students are requested to utilize these areas in the appropriate manner. Such behavior as marking on desks, chairs, tables, textbooks, etc., with pencils, pens, or white-out is prohibited. Such damage is the responsibility of the student and, therefore, students will be assessed for the damage.
- **Gym:** The gym is an area for organized activity and should be utilized in this manner. Unorganized play can lead to damage and injury. Appropriate shoes should be used when utilizing this area.
- **Good Manners:** We encourage all students (and adults) to do their part by picking up dropped papers from the hall and throwing them away in the nearest trash can. We also practice good manners by saying “excuse me” when accidentally bumping into someone, by always using appropriate “in school” language and speaking respectfully to adults and visitors. Thank you in advance!

PROTECTION OF PERSONAL AND SCHOOL PROPERTY - The school cannot stress enough the importance of students assuming personal responsibility for the safekeeping of all personal articles as well as those assigned to them by the school. Although the student must have the final responsibility for those items, the school will help by offering these guidelines:

- It is recommended that students do not bring large sums of money or other valuables to school.
- Each student is responsible for keeping personal items secure. Do not leave backpacks, purses, key chains, etc. open or unattended, especially in gym locker rooms.
- Students should never share their locker combinations, leave their lockers unsecured, or “set” locks to open quickly.

GUM, FOOD, AND DRINKS - Gum is NOT ALLOWED in the school building; **including in the lunchroom and gymnasium**. Students will be asked to throw away gum if they are chewing it. Food or drinks other than clear water bottles will not be permitted in classrooms unless permitted by the classroom teacher. No food or drinks should be open or consumed in the hallway between classes.

DRESS CODE - **Appropriate dress and appearance are important to the positive environment that exists at Northern Middle School. We appreciate the support and cooperation of students, teachers and parents/guardians in following this code.** Students who violate the dress code policy should expect that they will be asked to change clothing and that their parents/guardians may be notified. A student wearing inappropriate clothing may be expected to change into clothing provided by the school, and turn in their inappropriate clothing which will be returned to the student at the end of the day. **If violations recur, disciplinary actions will be taken.**

While student dress and grooming habits are the responsibility of the student and the parent/guardian, student clothing and/or jewelry should be worn in a manner that is safe, appropriate, does not present a health or safety danger, and/or does not distract from or disrupt the school climate. Requirements include but are not limited to:

- Garments which depict violence, sex, vulgarity, or other inappropriate scenes or wording or that advertise tobacco, alcohol, or drug-related products are not permitted.
- Tank tops, halter tops, strapless tops and garments which are too tight, “see-thru,” expose one’s cleavage or midriff area, or have spaghetti straps are not permitted. Sleeveless garments must fit closely under the arms.
- Clothing and/or tattoos shall not convey symbols or messages generally accepted to promote intolerance, hate, racial slurs, sexual harassment, or gang affiliation.
- Long trench coats and other articles of clothing/dress that may be associated with national school violence trends are banned.
- Skirts/Skorts/Shorts must be longer than the longest fingertip when student stands with arms fully extended at their sides.
- Sunglasses may not be worn inside of the school building unless prescribed by a physician. If sunglasses are prescribed, a medical form must be completed and submitted to the main office.
- Footwear with wheels and other shoes or clothing that may present a safety hazard to the student or others are prohibited.
- Hats, sunglasses, or head coverings of any kind, including bandanas and visors, shall not be worn in the school building unless approved for religious or medical reasons.
- Chains (attached belts or wallets) are not permitted.
- All trousers (shorts, slacks, etc.) must be worn around the waist. The waistline of the trousers must not hang below the waist and underwear shall not be visible.
- Middle schools and high schools may establish alternative guidelines for dress codes as they relate to school dances, homecoming, and prom.

Students consistently in violation of the dress code will be addressed by administration.

ELECTRONIC AND COMMUNICATION DEVICES - In reviewing the current guidelines and practices, Calvert County Public Schools believe there are positive and negative aspects of allowing students to have electronic and communication devices on school property. While they can enhance instructional practices in our buildings, they have the potential to disrupt classroom instruction and the overall school climate. In addition, the safety of students and staff could be compromised by inappropriate use of these devices. The following guidelines have been developed to address the possession of these devices on school property.

Students may bring electronic and communication devices, including cellular phones, laptops, tablets, etc. to school. These are high risk items for theft, loss, and/or damage. Calvert County Public Schools will not be responsible for the theft, loss, and/or damage of electronic and communication devices.

Students must adhere to individual school and classroom procedures. Devices used in a manner disruptive or distracting to the school environment may be confiscated, require parent pick-up, restricted from school property, and/or lead to consequences as outlined in the Code of Conduct.

- Devices should be registered at the school by completing the Electronic and Communication Device Registration form.
- The camera function of any device must not be used on school property unless used for instructional and/or academic purposes and with the approval of administration and/or teacher.
- Students may use electronic communication devices on school property up to 15 minutes prior to the first bell.

MIDDLE SCHOOL GRADING POLICY - The basic determinant of grades should be student achievement since progress toward a standard of learning is the goal of education. Evaluation measures will be defined for students at the beginning of the course. Teachers shall indicate how the grade will be calculated, what categories of grades will be used, weights for grade categories, and make-up procedures. Teachers will communicate this grading system to students, parents and the principal at the beginning of the course. Each student in grades 6-12 will receive an interim report and a report card four times a year. A copy of each report shall be maintained electronically.

The following alpha grading system to reflect student achievement and performance on work assigned shall be used:

- **A=90%-100%** (Achievement and performance exceed the level of mastery of the Calvert County course standards and MSDE Content Standards).
- **B=80%-89%** (Achievement and performance show growth beyond the Calvert County course standards and MSDE Content Standards).
- **C=70%-79%** (Achievement and performance meet the Calvert County course standards and MSDE Content Standards).
- **D=60%-69%** (Achievement and performance levels satisfy minimum course standards and MSDE Content Standards).
- **E=0%-59%** (Achievement and performance fail to meet the Calvert County course standards and MSDE Content Standards).

CHECKING GRADES FROM HOME – HOME ACCESS CENTER (HAC) – Parents of Calvert County Public Schools students are now able to view their child’s gradebook, interim reports, and report cards online through the Home Access Center (HAC), the online application that allows families to view grades and monitor progress throughout the school year. **Middle and high schools will no longer print paper interims and report cards.** The move toward paperless interims and report cards is one way Calvert County Public Schools is reducing costs and maximizing efficiency. **Families who do not have computer access may contact the guidance to obtain a paper copy of an interim report.**

The HAC website can be accessed from the Calvert County Public Schools website or by logging on to <https://hac.calvertnet.k12.md.us>.

As a reminder, HAC account credentials follow users throughout their child’s career with CCPS—you will use the same login and password information until your child graduates. New letters will not be provided each year. If you haven’t yet customized your HAC password, please do so by logging into your HAC account, hovering over your name in the top right corner, and selecting My Account. On this page, you can change your password and add/edit your challenge questions as needed.

You can also contact the guidance department if you need help with your log in credentials for HAC.

NMS highly encourages parents/guardians and students to take advantage of this technology. Although HAC is a very useful tool, it is not intended to replace direct communication between teachers, parents/guardians, students, and other school staff.

SCHOOL MESSENGER SYSTEM - School Messenger (SM) is a comprehensive software system designed to send automated and/or manual notifications to parents/guardians via phone, email, and/or text messaging. Notifications can be sent regarding attendance, emergencies, and school closings.

Each student and guardian needs to login to their HAC account and update their contact information. Remember, each guardian and secondary student has his/her own account and each account should be updated. To update your contact information, please login to HAC, then click on Registration. Scroll down to Contacts and click Edit on the right. At the top, guardians may see information for their student. If your student has a valid email address or contact phone numbers, please enter them here. Underneath your student's information, you will see your name listed under Guardian. **It is critical that a valid email address and updated phone numbers are attached to your account in the Guardian section.**

The following contact information in HAC will be exported to School Messenger:

- Email – defaults to receive email messages
- Home – defaults to receive phone calls only
- Cell – defaults to receive phone calls and text messages
- Cell2 – defaults to receive phone calls and text messages
- Work – will not receive any messages by default

INCLEMENT WEATHER – Changes in the routine opening and closing of school will be communicated to families via School Messenger. They will also be announced on local radio stations and TV stations. You are also encouraged to check the CCPS website; www.calvertnet.k12.md.us. Please *do not* call your child's school or the Calvert County Public Schools Office in Prince Frederick.

COUNSELING DEPARTMENT – NMS has a number of tools by which we support our students. To best facilitate our knowing and understanding of students and their families, each student is assigned a counselor based on their last name.

- Mrs. Himes works with students whose last name starts with A-K
- Mrs. Sinclair works with students whose last name starts with L-Z

The counselors are available to assist students with their academic program and/or personal concerns. A student who wishes to see their counselor, with the exception of an emergency, should get an appointment slip from the guidance secretary, fill it out, and place it in the box provided in the counseling office. The student will be scheduled as soon as possible after an appointment slip is received. Appointment request slips will also be available through first period teachers so a student may make an appointment without being out of an assigned class. The request is to be given to the first period teacher to place INSIDE the attendance envelope and sent to the counseling office.

Teachers may initiate a student referral to a counselor for personal or academic reasons as well as for chronic nonperformance in class. Teachers will have an emergency pass for critical situations.

If you have questions or concerns about your child, please call your child's counselor at 443-550-9228.

PARENT/GUARDIAN-TEACHER PHONE CALLS/EMAILS AND CONFERENCES

- **PHONE CALLS/EMAILS** - School-to-home communication is a priority at Northern Middle School, however we ask that you allow 24 hours for return phone calls/emails from teachers. Please consult the school calendar for dates that students will bring home interim reports, report cards, etc.
- **PARENT/GUARDIAN - TEACHER CONFERENCES** – If you would like to meet with one teacher, please contact that teacher individually. If you would like to conference with more than one teacher, please call your child's counselor or the guidance secretary, Ms. Contee, at 443-550-9228. Please note that a request for a parent/guardian-teacher conference will result in a conference no earlier than two days after the request. In addition to a counselor attending conferences, either the principal, vice principal, or dean may also attend.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS) – Northern Middle School has a behavior incentive program called PBIS. PBIS is a program designed to create school environments conducive to learning through early behavioral interventions, teaching behavioral expectations in the academic settings, and recognizing and rewarding students when they are “caught being good.” The goal of the program is to teach and reinforce positive behaviors in order to restore classroom instructional time for students, teachers, and administrators that would have been otherwise spent on disciplinary issues. NMS will make it a point of celebrating students' accomplishments and

accentuate the positive. The program also incorporates computer software designed to track behavioral issues, so that the school team can design interventions specifically tailored to the data coming from NMS. Our program has progressed over the years and consistently earns gold banner status, which is the highest honor. Our incentive program continues to grow as more teachers, students and parents get on board.

It is time for Northern Middle to ROAR into a new school year. Last year we provided incentives for all students along with other activities such as prize drawings. This year will be no different. More exciting programs are in the works and updates will be provided. This year we will ROAR and continue to exhibit the outstanding character that is expected at our school.

- **R – Respect** – raise your hand, respect self, others, property and space, stay focused on task and listen, no bullying
- **O – Outstanding**
- **A – Achievement** – do your best always, complete all work, participate, study
- **R – Responsibility** – be on time, be prepared with all materials, follow all school rules

Along with inspiring students to do their best, we can and are always seeking help from our parents/guardians. Please support our program with donations of goods, services, time, and monetary donations. We are asking for your continued support to help grow this positive incentive program.

STUDENT SERVICES TEAM (SST) - The Student Services Team is an integral component of the Maryland School Performance Program and the School Improvement Plan. This program is designed to address the needs of “at-risk” students who may be having problems that interfere with the learning process. The Student Services Team meets two times per month to discuss those students referred to the team. Students who are having personal, academic, behavioral, health or other problems may be referred to the team. Referral forms may be obtained in guidance.

INDIVIDUAL EDUCATION PLAN (IEP) Team - The IEP Team takes referrals from the Student Services Team of students who are having difficulties academically, emotionally, or behaviorally. Screening information is reviewed and decisions are made whether or not additional testing is needed for the students. If testing is needed, results are reviewed and modifications to the current educational program are made. All of this is done in consultation with the family as per federal guidelines.

MEDIA CENTER - The Media Center houses books, audio visual materials, magazines, and reference materials. These materials are for the use of the students and faculty of Northern Middle School. These materials are to be used for your recreational reading as well as to assist you with your classroom work. The Media Center also provides students with lessons regarding effective research strategies, as well as exposure to technology in preparation for the 21st century. Students must have a valid pass from teachers to use the Media Center during class time. Students may return books on arrival to school, between classes as they pass the Media Center, or on the way to lunch. Lost or damaged materials must be paid for by the borrower. Students are expected to be respectful and quiet. The Media Center is not a hall passageway.

CLASS TARDINESS – The NMS staff expects students to be on time for classes. Failure to do so will result in classroom or administrative disciplinary actions. A student is considered late when he/she is not in their assigned classroom when the tardy bell rings. A student who arrives to class late must present the teacher with a written pass from the person who has detained him/her.

PARENT VOLUNTEERS - For the safety of our students, volunteers for Calvert County Public Schools must complete an online application through KeepNTrack prior to volunteering or chaperoning field trips. **Beginning this year, all volunteers must re-apply annually through KeepNTrack.** All previous volunteer information has been deleted from the system. It is important to apply before you plan to volunteer. The link to this application process can be found in the Volunteer section of our district website. Current CCPS staff members do NOT need to do the volunteer application. They have already been loaded into the system as a staff member as well as a volunteer. Thank you for your understanding and continued dedication to the safety and education of our students!

PARENTAL CLASSROOM VISITS - All parents and guardians are welcome to visit the school in accordance with the BOE Administrative Handbook Policy; however, parents and guardians who wish to visit their child’s class must submit a written request to the administration for approval at least 2 days in advance. Friends or non-guardian relatives are not permitted to attend classes.

VISITORS

- Beginning with the 2010-11 school year, Calvert County Public Schools implemented the Keep-N-Track visitor tracking system. Keep-N-Track enables schools to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal of this system is to increase the safety and security of our schools.
- When visitors, volunteers or contractors check in, or parents/guardians come to our school facility, they will be asked to present a valid driver's license, military ID, or other approved photo ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. Even if known to the staff, you will be subject to adhere to this verification process on every visit. You will also be required to wear a badge during your stay at our school. Please do not bypass the main office, so that we can monitor those who enter our building.
- We feel certain that using the Keep-N-Track tracking system will help us keep our school safer and more secure, and ask for your cooperation in presenting your valid identification when checking in at the school.
- Visitors are encouraged to call for appointments. Only visitors who are the parent, guardian or surrogate parent of a student may confer with a student in school and only with prior permission of the building principal.

MESSAGES TO STUDENTS - Because of the pod structure of our classrooms, one message delivered via intercom interrupts learning in three classrooms. Therefore, we do not access students via the intercom, unless it is an extreme emergency and has administrative approval. We will make "all-school" announcements at the end of third period, notifying students they have a message in the office. It will be each **student's responsibility to pick up their messages during lunch.**

ATTENDANCE – Northern Middle School students have consistently had outstanding school attendance. Our staff hopes that we strive to maintain our excellent attendance rate. The Calvert County Code of Student Conduct outlines the attendance policy for middle school students. Below, we have outlined a few particulars for Northern Middle.

During the school year, the need for a student to be absent may arise. Legal excuses for an absence include illness, death in the family, quarantine, observance of a religious holiday, court summons, etc. **Lawful and unlawful absences are both counted as absences.** Students missing 18 days total (lawful or unlawful) for one school year will be considered for retention based upon the CCPS Code of Conduct. Students who receive bus suspensions are still required to attend school. Students who are absent from school or leave school early may not attend after-school activities without prior approval of the principal.

Students who are absent 12 or more days will be considered having chronic absenteeism and may be required to provide doctor's notes for any absences thereafter and placed on an attendance contract.

MAKE-UP WORK - It is the responsibility of each student to make arrangements with the teacher for work missed during an excused absence. Generally, students will have 1 day for every day of absence to make up missed work. For extended illness, requests for work can be made through the guidance office. Twenty-four (24) hours' notice must be given. Students are eligible for make-up work based on the procedures in the Code of Conduct. Students will receive a grade for make-up work and will be graded in accordance with regular classroom procedures. **Homework and projects due on the date of absence should be turned in on the first day back.**

NOTES EXCUSING ABSENCES - Upon returning to school after an absence, each student has three school days to present the required written excuse note to his/her first period teacher from the parent/guardian indicating the reason for the absence. The note will include 1) the student's first and last name; 2) the student's grade; 3) the parent or guardians first and last name; 3) the reason for the absence; and 4) a phone number where the parent/guardian can be reached. The school reserves the right to request doctor verification with extensive absences.

FAMILY VACATIONS & TRIPS - Vacations are not recognized as legal absences in COMAR 13A.08.01.03. If a family anticipates that their child may miss school for a reason that is not listed as a lawful absence listed above, the family should petition the principal, in writing, in advance of the absences, with the following information: student's name, grade, parent/guardian name, the reason for the absence, and a phone number where a parent/guardian can be reached. The principal has the authority to approve or deny the request for a legal absence.

ARRIVING AT SCHOOL - Students are allowed to enter the school at **7:10 am**. Students may enter only through the main cafeteria door and the front door. Upon entering the building, students can go to their lockers but then must report directly to homeroom/first period class by **7:20 a.m.** Students who eat breakfast must report directly to the cafeteria before going to their locker. Students who are consistently tardy to Homeroom/First Period class will be subject to disciplinary action, which may include temporary loss of hallway and/or breakfast privileges.

MORNING DROP-OFF – NMS parents who drop off their student(s) are asked to turn left onto Flint Hill Road then left into the parking lot near our cafeteria. The drop off zone for students extends from the sidewalk by the NMS cafeteria, continues along the sidewalk towards the NMS office, and continues into the parking lot in front of the Mary Harrison Center. Please pull up to the furthest spot in the drop off zone so that we can allow as many vehicles into the zone as possible. Students should be ready to exit their vehicle quickly so that we can keep traffic flowing. Upon students exiting, vehicles follow a route that allows them back onto Flint Hill Rd.

STUDENT USE OF KEEP-N-TRACK – Students signing in late and leaving early will use the Student Keep-n-Track system.

TARDINESS TO SCHOOL - When arriving to school after **7:20 a.m.** students should be escorted into the main office by their parent/guardian with a note indicating the reason for the tardiness and to sign the student in. A student who continually arrives late to school will be referred to the administration for counseling and possible disciplinary action. (Students should **not** be dropped off on the sidewalk.)

An excused **late arrival is for a dentist/doctor appointment, illness, or a family emergency.** Traffic patterns and over sleeping are not excused as “late arrivals.” If it is a dentist/doctor appointment, please be prepared to provide an appointment card. If the child develops a “pattern” of not feeling well in the morning, our school nurse will ask for doctor verification and your child will become part of our medical watch list.

EARLY DISMISSAL DURING THE SCHOOL DAY - Students leaving early at any time of the school day must have their parent/guardian sign them out in the main office. They may not walk to vehicles unescorted.

Parents/guardians will be asked to present adequate identification before students are permitted to leave. We will **not** allow a student to leave with anyone who is not the parent or legal guardian without a verifiable note. When the parent or guardian is not picking up the student, he or she must send in a written permission note giving the name of the individual who will be picking up the child. *The names included as emergency contacts on the emergency form are not authorized for pick-up without written permission from the parent/guardian unless it is an emergency situation.* All notes will be verified through the main office.

Students who leave school early may not attend after-school activities, unless early dismissal was for a doctor’s appointment or permission has been obtained from the administration.

DISMISSAL – Students will be dismissed and are to report immediately to their busses. Teachers will be in the hallways as their students are heading for the exits. Those students staying for after school activities are not to leave the building. These students should proceed directly to his/her after school club, sport or organization.

If students are going to be daily car riders, parents should send a note indicating that will occur. Daily car riders will be dismissed prior to bus dismissal.

BUS TRANSPORTATION - All NMS students are provided the privilege to be transported by bus to and from school each day. All students must ride their assigned buses and get off at assigned stops. We recognize the responsibility that school bus drivers have in providing safe, secure transportation each day. At NMS we also expect our drivers to establish a positive and professional relationship with students and, when appropriate, with parents/guardians. We feel that establishing a cooperative spirit with both students and their parents/guardians is the most effective method of preventing any situations which may eventually result in a bus referral written by the driver.

The Calvert County Board of Education has adopted a rather stringent policy regarding student behavior and consequences resulting from violations of the school bus safety rules. The consequences for inappropriate behavior are located in the Code of Student Conduct and on the “yellow bus card” parents/guardians fill out each year. Many violations, even though not major in nature, can result in the suspension of riding privileges. One of our most difficult tasks is to deny riding privileges. Bus suspensions can be assigned from 1 day or for many days. The Board of Education policy is very clear as to the number of suspension days.

At NMS, we have serious concern when students are suspended from the bus because this always affects the family. Alternate methods of transportation to and from school become a necessity. We continue to stress that parent/guardian cooperation and support of the drivers and the rules is extremely important in avoiding any possibility of a bus suspension.

SCHOOL BUS RULES – The driver is in charge of the bus. When a teacher is present, he/she shall have the responsibility for the behavior of students.

- a) Except for ordinary conversation, classroom conduct is expected.
- b) Be courteous and respectful of driver and all passengers; use no profane or abusive language. Bullying or harassing behaviors are unacceptable.
- c) Do not drink, eat, or chew gum on the bus.
- d) Keep the bus clean.
- e) Enter and leave the bus through the front door. Rear doors are to be opened for emergency only.
- f) Keep the aisle clear.
- g) Do not damage or deface any part of the bus. Students and/or guardians must repay the cost of repairing any damage and/or the student will be prosecuted.
- h) The use of tobacco products is prohibited on the bus.
- i) Stay seated in the seat assigned by the driver.
- j) Do not extend any part of the body out of the bus window at any time.
- k) Do not discard any objects out of bus window at any time.
- l) Do not launch, toss, or throw any objects on the bus at any time.
- m) Do not spray any perfume, cologne, deodorant, etc. on the bus.

RIDING A DIFFERENT BUS HOME OR USING A DIFFERENT BUS STOP - Students may be allowed to ride home with another student **only in emergency situations**. Students will not be permitted to change buses on the basis of a phone call. **A note written by the parent/guardian must be submitted before homeroom to the main office for verification and approval of the emergency situation.** The note is to be brought to the main office **BEFORE** the beginning of homeroom at 7:20 a.m. **The note must have a phone number where the school can call and verify the situation, the requested Bus Number (if it is not the regular bus), and the pick-up/drop-off location. *Even with a note, a student will not be permitted to ride another bus unless that note can be verified via telephone by NMS staff. Please include a phone number on the note where you are accessible.*** For students who wish to ride a **different bus in the morning**, the note should be turned in the **previous school day** for approval.

STAYING AFTER SCHOOL – A student should not remain after school unless he/she is being supervised by a teacher or sponsor. Students are reminded that all school rules apply during extracurricular activities. Students must arrange prompt transportation home following such events, or future opportunities will not be afforded to them. Students and families are expected to have made arrangements for rides home **prior to** a student staying after school for a planned activity. If an unexpected situation occurs during the course of the day, your child will be allowed to use the phone to contact a parent/guardian.

CRITERIA FOR ACCEPTING PAYMENTS ON BEHALF OF STUDENTS

Calvert County Public Schools has established standard criteria for accepting payments made on behalf of students. When accepting payments from on made on behalf of students, please follow the guidelines below:

- Payments must be made in the form of cash, money orders, cashier's checks, or personal checks. No checks written on business accounts are acceptable.
- Checks must be written on accounts held by local (Maryland, Virginia, or D.C.) or national financial institutions.
- The account holder's address displayed on the face of personal checks must be a local address. A Maryland, Virginia or D.C. address should be considered local. The address must be preprinted, not handwritten. No starter checks.

These guidelines apply to payments made payable to Calvert County Public Schools or Northern Middle School for goods or services sold to students. These include payments made to school activity funds.

SCHOOL MEAL PRICES FOR BREAKFAST & LUNCH

Breakfast - \$1.65, Reduced: \$0.30

Lunch - \$2.80, Reduced: \$0.40

Milk - \$0.55

NUTRISLICE - The Child Nutrition Department publishes CCPS school menus online through an inter-active program called Nutrislice. Nutrislice's technology allows not only menus, but also item descriptions, nutrition facts and even ingredient lists to be easily accessed from a computer or mobile device all from within one location! You can access Nutrislice from the Calvertnet home page or directly at www.calvertnet.nutrislice.com.

MY SCHOOL BUCKS - Northern Middle and CCPS utilize a "lunch account" system called My School Bucks. We have found that having students use a lunch account has turned out to be the most efficient method of ensuring that students have the money for lunch and eliminating the chance of "lost or stolen" money. Each student has been issued a student identification number. When a student goes through the lunch or breakfast line, he/she will enter this number. The computer has already been programmed with information on all students. After entering his/her number, a student may pay for lunch. A student may also put money "on account" by going to My School Bucks on the internet at <https://www.myschoolbucks.com/>. This means that students can pre-pay for meals. Then, at breakfast or lunch, a student may enter his/her number and the amount of the meal or snacks will be subtracted from his/her account. When a student's account drops below the amount of one lunch, the student will be verbally notified. It is the student's responsibility to notify his/her parent/guardian. If you plan to put money on account by check, please make the check payable to Northern Middle School Cafeteria. Students should give the check to the cashier during breakfast or lunch to deposit on their account. **Students should never share their number with anyone else, and of course, should never use anyone else's number to get lunch.** Students violating this policy will be referred to the administration and/or school liaison officer.

FREE OR REDUCED LUNCH - Students will receive a free or reduced lunch application at the beginning of the school year. If you are interested in receiving free or reduced lunch and think that you are eligible for this program, please complete an application and return it to your 1st period teacher as soon as possible. If you received free or reduced lunch last year (by application), your status will remain the same until your new form has been processed. Your completed application must be reviewed and on file by October 13, 2017. If your status is to be changed, you will be notified. Students continuing to receive free/reduced lunch from the previous year's "carry-over" will be dropped from this program unless an application has been completed and processed by October 17, 2017. New applications will be accepted throughout the school year as needed due to individual circumstances.

WHAT HAPPENS IF MY CHILD ARRIVES AT SCHOOL WITHOUT LUNCH OR MONEY TO PURCHASE LUNCH? – To ensure students have funds available for school meals, parents/guardians are strongly encouraged to register online at www.MySchoolBucks.com. This secure site allows parents/guardians to; create low balance notifications, view student account balances, view student purchases, deposit funds (fee applies) and set up automated payments (fee applies). If a student comes to school without lunch or money to purchase a meal:

- Student will be given a meal voucher from school administration or designee to obtain lunch from the cafeteria. Vouchers may not be used for à la carte purchases. School administration or designee will then notify the parent/guardian via note, phone call or E-mail to inform them that their student received a meal voucher due to lack of funds and that the parent/guardian is responsible for repaying the amount owed to the school. *This amount cannot be repaid via MySchoolBucks.*
- After three (3) outstanding occurrences, the student will be provided with a voucher for an alternate meal consisting of milk, graham crackers, fruit and vegetable for which parents/guardians will be charged one dollar (\$1.00). School administration or designee will contact the parent/guardian via telephone regarding the total amount owed to help ensure the student has access to a nutritionally balanced meal each day.
- If occurrences become excessive and the debt remains unpaid, school administration in conjunction with the Student Services Department, will work with the family or local agency regarding follow-up.
- Students may always purchase a meal with "cash in hand" regardless of the amount owed.
- As a courtesy, students will be notified by the cashier when their account balance drops below \$5.00.
- Information regarding the CCPS Insufficient Meal Funds procedure is provided in writing to households at the beginning of each school year and made available on the Calvert County Public Schools website.
- Households are encouraged to submit a meal benefit application each year to see if they qualify for free or reduced price meal benefits. Meal benefit applications may be submitted at any time during the year.
- School administration or designee will work with parent/guardian to reclaim unpaid debt by the end of the school year. *Procedure 4305.1 regarding the School Child Nutrition Program is available in its entirety on the Calvert County Public Schools website This institution is an equal opportunity provider.*

PHYSICAL EDUCATION – All P.E. students are expected to dress out for gym every class. A note signed by a parent or guardian is required to excuse a student from P.E. for 1 or 2 days. Longer excused periods of time from P.E.

require a doctor's excuse. Students are required to purchase a school gym uniform. However, repeated need to borrow uniforms or failure to dress properly will be considered as not being prepared for class; this could result in poor grades and/or disciplinary action.

LOCKERS - Students will be assigned lockers for storage of books and coats. Lockers are to be kept clean and free of items not essential to schoolwork. All students are responsible for protection of personal property, school texts, and materials with the use of a padlock if the locker does not have a built-in lock. The school assumes no responsibility for the security of the items placed in a student's locker. **STUDENTS ARE TO USE ONLY THE LOCKER ASSIGNED TO THEM AND THERE WILL BE NO SHARING OF LOCKERS.** Students will be allowed to use their lockers anytime during the school day. We will conduct periodic locker clean outs, but it is the students' responsibility to keep their lockers in reasonably good order throughout the school year.

School officials may at any time conduct such searches to ensure the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable cause to believe that the student possesses an item, the possession of which constitutes a criminal offense, under State Law (House Bill 250) or which violates Calvert County Public Schools policy.

BACKPACKS – Encourage your child to use his/her locker. The top of the shoulder where the straps of a backpack distribute the weight of the load is an area of the body that is rich in nerves and blood vessels that serve much of the rest of the body – arms, hands, neck, back, and head. Excessive weight of a backpack can lead to a number of health problems for a child. Occupational therapists recommend that, when it comes to kids and backpacks, the child should wear both straps of the backpack to equalize the weight and prevent shoulder, neck, and back problems. The straps should be padded.

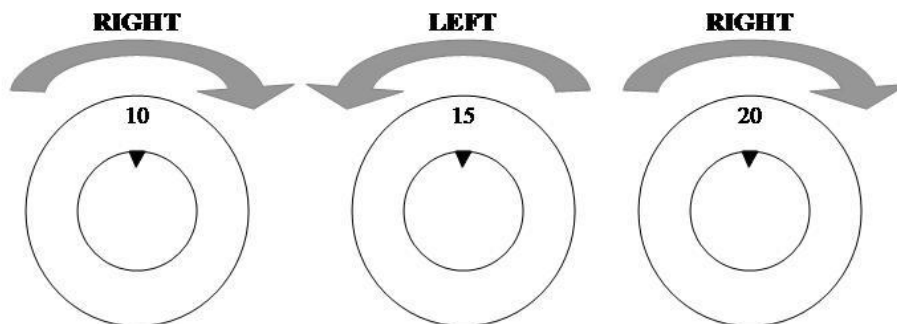
Tips for wearing backpacks:

1. Do not over-pack. The weight of the backpack should not exceed 10% of the child's body weight.
2. If the backpack is too heavy, remove some books and carry them in your arms.
3. Wear both straps of the backpack.
4. Wear backpacks with padded shoulder straps and a waist belt.

OPENING A COMBINATION LOCK

HOW TO OPEN A COMBINATION LOCK

SAMPLE COMBINATION: 10 – 15 - 20



Step 1 – Start at Zero.

Step 2 – Turn the dial right to 10.

Step 3 – Turn the dial left. You must go past ZERO once. Stop at 15.

Step 4 – Turn the dial right to 20.

MAKE SURE YOU STOP EXACTLY ON EACH NUMBER.

HEALTH ROOM REGULATIONS – A student who becomes ill at school will notify his/her teacher and report to the health room with a written pass. The following procedures govern the use of the health room facilities:

- A student will be signed in the health room log indicating the nature of his/her illness.

- The school nurse will notify parent/guardian to pick up children who are too sick to remain in school. The health room is a temporary place for ill students until a parent/guardian can pick them up.
- When your child is picked up, you must sign him/her out in the main office.
- Only emergency first aid can be administered by the school nurse. In the event of an emergency, or if a parent/guardian cannot be contacted, the student may be transported to Calvert Memorial Hospital.
- In the event that a student needs to use crutches/wheelchair/etc., this should be communicated with our school nurse so that proper documentation and supports can be put into place.

MEDICINES – NO MEDICINES, PRESCRIPTION OR NON-PRESCRIPTION, CAN BE KEPT IN SCHOOL WITHOUT ORDERS FROM A PHYSICIAN. ALSO, UNDER NO CIRCUMSTANCE IS A STUDENT TO KEEP IN HIS/HER POSSESSION ANY PRESCRIPTION OR NON PRESCRIPTION MEDICATION.

- A “Request to Administer Medication during School Hours Form” must be completed by a physician **prior to** the school administering **any** medication (*Advil, Motrin, Alleve, aspirin, Tylenol, decongestants, etc.*). These forms are located in the main office.
- All medicines must be **delivered by a parent/guardian to the school nurse or main office staff member** with the above form.
- **Students may not deliver medication themselves, nor transport any medication on buses.**
- **Medication must be delivered to the nurse in the original container.**

The only exception in regard to medication being in student possession is respiratory emergency medications (Asthma Inhalers). Students may carry their inhalers as long as the proper paperwork is submitted and procedures are followed.

SELLING ITEMS IN SCHOOL - Students are not allowed to sell any items in school - including candy, ball cards, or raffles/items from outside groups. Students found selling items will have items and money confiscated; these will be returned to parent/guardian when appropriate.

TEXTBOOKS - Textbooks may be assigned to students by their teachers. Students will be responsible for their books until they are returned to their teachers. The teachers will conduct book checks periodically. Every book assigned to a student must be covered with a book cover. We expect books to be properly cared for. Under normal use, books should be usable for four to five years. Books that are lost or damaged will be the responsibility of the student to replace at current price. The following formula is used to determine the monetary value of lost or destroyed books:

- 1st year of use – replacement cost = full price
- 2nd year of use – replacement cost = 90% of original cost
- 3rd year of use – replacement cost = 80% of original cost
- 4th year of use – replacement cost = 70% of original cost
- 5th year of use – replacement cost = 60% of original cost
- Subsequent years – replacement cost – not less than 50% of cost

EMERGENCY PROCEDURES/FIRE DRILL - Emergency drills are mandated by law and scheduled at various times throughout the year. In an emergency situation, the safety of all students demands that the instructions of the teachers and administrators be followed exactly. All students are to become acquainted with the exits from each classroom as well as the cafeteria and the gymnasium. Teachers will inform all students regarding the proper exits from the class area. Assigned areas for each class outside the building are vital to the safety of everyone. **CLASSES MUST REPORT TO THE ASSIGNED AREAS IMMEDIATELY.**

Evacuation procedures are as follows:

1. All students must exit the building in a quick, orderly manner.
2. Do not push or shove. Do not stop for belongings.
3. TALKING IS NOT PERMITTED during the drill. Everyone must listen to the teachers’ direction.
4. All classes must report quietly to the designated area and remain quiet throughout the drill.
5. Teachers will take attendance as soon as the students are lined up.
6. The signal to reenter will be given by an administrator. All classes will enter quietly.

EXTRACURRICULAR ACTIVITIES - Students are encouraged to participate in extracurricular activities. The middle school offers a variety of sports, clubs, and activities in which a student may participate.

Fall sports include **soccer** and **volleyball**. Winter sports include **boys' and girls' basketball, poms and cheerleading**. Spring sports are **softball, baseball, girls' and boys' track**. Athletics in middle school promotes dedication, responsibility, leadership and school spirit. All students that are eligible may attend a clinic session and try-out for a team. Middle school athletics is a pay-to-play program. Calvert County middle school students will be required to pay a fee that must be paid before students can participate in these sport-specific, skill-oriented clinics. At the end of the clinic, a team will be selected from the participants. If a student is selected for the team, an additional fee will be required. Fees collected help to offset the costs of operating the only interscholastic middle school athletic program in the state. Students must obtain a physical prior to attending the clinic for an athletic team. The completed physical form, school insurance waiver, and athletics informed consent forms must be turned in prior to the start of the clinic. Forms are available at the school or at www.calvertnet.k12.md.us.

Many students participate in other school-sponsored organizations such as Student Government Association, Band, Chorus, Musical Theater, Future Business Leaders of America, Robotics, Green Club, Yearbook, MESA, etc. Also, teachers may have tutorials and homework clubs as well as enrichment activities as available. Middle School **does not** offer an after school activity bus.

PTSA - Northern Middle School has an amazing PTSA organization. They provide wonderful leadership and support as they continually model learning, advocate for learning, and help create an environment that enhances learning. Please consider being an active part of their ranks and always remember to say, "thank you," for what they do. All students, parents, and teachers are encouraged to join the PTSA to benefit our school. Membership dues information will be provided via first day folders. Further information regarding PTSA is available on the school website.

HOMEWORK SUGGESTIONS

- Help set up a consistent organized place for homework to be done.
- Help your child establish either a consistent schedule for completing homework or help him create a schedule each Sunday night that reflects that particular week's activities.
- Encourage, motivate, and prompt your child, but do not sit with him/her and do the homework with them. The purpose of the homework is for your child to practice and use what he/she has learned. If your child is consistently not able to do the homework by themselves, please contact the teacher.
- If your child is practicing a skill, ask him/her to tell you which steps are easy, which are difficult, or how they going to improve. If your child is doing a project, ask them what knowledge is being applied in the project. If, your child is consistently unable to talk about the knowledge they are practicing or using, please call the teacher.
- Although there might be exceptions, the minutes your child should spend on homework should equal approximately 10 times his/her grade level (a 2nd grader would spend 20 minutes, a 3rd grader, 30, and so on).
- When bedtime comes, please stop your child, even if he/she is not done.

Excerpt from:

Marzano, Robert J., Debra J. Pickering and Jane E. Pollock. Classroom Instruction that Works: Alexandria, VA: Association for Supervision and Curriculum Development, 2001.

Tips for Parents/Guardians

- Stress self-responsibility – Do not “enable” your child. Students should be responsible for homework and remembering their things. Let them take the consequences for actions that are in their own control. Constant “rescuing” tells a child that you don't think they are capable.
- Encourage your child to be accountable for the choices he/she makes.
- Develop open communication with your child.
- Encourage your child not to procrastinate.
- Parents/guardians should attend Open House.
- Make sure your child's name is on each textbook, notebook, jacket, lunch, etc. (so items can be returned if lost)
- Plan and schedule school projects. Help your child set-up a timeline schedule and check your child's progress.
- Help your child create a “things to do list” and have them check off things when completed.
- Set a specific homework time free of distractions. Encourage your child to read and review if no written homework is assigned that night.
- Have your child practice opening a combination lock.
- Have your child pack his/her backpack each night after completing homework. Fewer things are forgotten if packed the night before. Place the backpack in the same place every evening (by the door).
- Parents/guardians should contact their child's teacher if they suspect a problem or if they are not seeing their child doing homework.
- Parents/guardians should have a calendar of school events to mark important dates (i.e., report card and interim distribution days).
- Keep the “Parent/Guardian Letters” each teacher will send home in the first week of school. This outlines each teacher's class expectations, grading policies, policy on make-up work and homework. This letter should be kept for the entire school year and referred to often by both the child and the parent/guardian.
- Each day in class, your child will likely be copying a “Warm-Up” and an “Objective” from the board. Your child should be able to show you this daily. Checking the “Warm-Up” and “Objective” will enable you to monitor what your child is doing in each subject on a daily basis. Some teachers give an open notebook quiz on this information.
- Review the CCPS Student Code of Conduct with your child.
- Each student is provided with a planner at the beginning of the school year. This planner will contain the Student Handbook. It is also an excellent tool for recording homework assignments, long-term projects, and upcoming events. The planner can also be an effective tool for parent/guardian-teacher communication.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
443-550-8000

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Ms. Laveeta Hutchins
Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocrcas.ed.gov> or call 1-800-421-3481.