

## **Welcome to Stevensville Middle School**

The staff at our school is committed to providing the best educational experiences possible for you. We will be focusing on: (1) establishing a rigorous learning program with emphasis on the five core content areas of reading, language arts, math, social studies, and science; (2) providing extensions from the core content areas into the Visual and Performing Arts, Engineering, Technology, Physical Education, Health and Foreign Language domains; (3) supporting positive sustained relationships between students, teachers, and parents; and (5) providing a safe, nurturing environment for all our students to experience success.

We have a lot to accomplish this year and we know parents are our partners in the important job of helping our students grow mentally, emotionally, and socially while in the middle school. We welcome your involvement and cooperation in making this year successful. We sincerely hope this will be an exciting and successful year for you and your child(ren).

The information in this handbook has been provided to help answer questions you may have about the operational aspects of our school. Please review it carefully with your child and if you have any questions regarding the content, please contact us at (410) 643-3194.

***\*\*Please complete the information on this page, tear it out and return it with your student as soon as possible.***

Sincerely,

Stevensville Middle School Staff

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### **Handbook Sign-off Page 2011-2012 School Year**

**Signing this acknowledgment reflects that I have read the following pages that detail the Stevensville Middle Handbook and have reviewed it with my child.**

**Name of Student (print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent/Guardian's Signature** \_\_\_\_\_

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## **STEVENSVILLE MIDDLE SCHOOL**

610 Main St.

Stevensville MD 21666

410-643-3194

[www.stevensvillems.org](http://www.stevensvillems.org)



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### **YOUR AGENDA BOOK**

The purpose of the agenda book is to help you become more organized and inform you of important school information. An organized student will be more successful in school. You are responsible for this agenda book and it should be in your possession at all times. As you become more comfortable with completing your agenda, you will discover how much time it will save trying to remember schedules, assignments, important dates, and your progress in school. You, your teacher, and your parent/guardian(s) need to share the responsibility for completing the agenda each day and setting goals for constant improvement. Organization is a key to success!

## **STEVENSVILLE MIDDLE SCHOOL HANDBOOK**

The following information and policies are provided in addition to the Queen Anne's County Board of Education's Calendar / Policy Handbook and are specific to Stevensville Middle School.

### **ACADEMIC DISHONESTY**

Deceit and dishonesty in academic work defeat the purpose of which school is intended. In all courses it is unacceptable for students to practice academic dishonesty or assist another in falsifying academic work. Academic dishonesty shall include, but not limited to: using unauthorized material or test aids; copying; plagiarizing; altering records; stealing tests, answer sheets, or test manuals; providing work for another student to copy; providing information about test contents to others; communicating by verbal, visual, or other signal to another student during a testing situation. Students who engage in academic dishonesty will be subject to disciplinary action.

### **ANIMALS**

No live animals may be brought to school without permission of the administration. Documentation that the animal is disease free is required and transportation to and from school is the responsibility of the owner.

### **ATHLETIC EQUIPMENT**

For safety reasons, students may not bring athletic equipment to school without permission of an administrator. Examples of such equipment include, but are not limited to: baseball / softball bats, lacrosse sticks, hockey sticks, skateboards

### **ATTENDANCE**

Regular attendance in school and classes is imperative for success. Upon returning to school after an absence, a written note is required with parent/guardian signature stating the student's name, the date(s) of absence(s), the reason, and a telephone number the parent/guardian can be reached if there are any concerns. A doctor's note is required for illness in excess of five (5) consecutive days. Students accumulating excessive absences will be referred to Pupil Personnel Service. Students with excessive absences may be considered for retention.

Students must be in 1<sup>st</sup> period by 7:58am. Students who arrive after this time must be signed in with a parent or guardian in the front office. In addition, habitually tardy students will be referred to Pupil Personnel Services for appropriate action.

### **BACKPACKS & BOOKBAGS**

For safety reasons, students may not carry backpacks or bookbags during the school day. Students may use them to transfer instructional materials to and from school, but backpacks and bookbags must be stored in a locker during instructional hours.

### **BIKE RIDERS**

Students may ride bikes to and from school with parent permission. All bike riders are required to wear a helmet! A bike rack is located outside the cafeteria. The school is not responsible for any personal property brought to school including bikes. Bike riders are dismissed with walkers at the end of the day. Walkers and bike riders are to report to the flagpole.

### **CAFETERIA CONDUCT**

All students are to remain in the cafeteria until excused by the staff member in charge. Students are responsible for the cleaning of their area and tables before leaving the cafeteria. Students will be permitted outside when they have finished their meals and cleaned their area, weather permitting. Students will be able to use the restrooms by the cafeteria during lunchtime with permission. No food purchased in the cafeteria is to be taken outside the cafeteria. Recess privileges will be revoked if behavior outside is unacceptable. Students will not be excused from the cafeteria to go to other parts of the building without permission from staff.

### **CONSUMPTION OF FOOD A DRINKS DURING THE SCHOOL DAY**

To insure a clean, healthy, and attractive environment at school certain restrictions on where and when food is consumed are in effect. Students are expected to observe these rules: All lunches are to be consumed in the cafeteria during the lunch period. Snacks, water, sodas, and other refreshments may not be carried into the classrooms or hallways. Water fountains are available. Teachers may permit classroom snacks on occasion, but all food must be consumed prior to going to the next class period. Food sales by individuals or groups may not take place during the school day, including in the cafeteria, without administrative approval.

### **CUTTING CLASS /LEAVING SCHOOL WITHOUT PERMISSION**

Students are expected to follow their assigned schedule each day. Skipping or “cutting” class presents a serious safety issue, and students who engage in this misconduct are subject to discipline consequences. Students are to remain on school grounds during the school day. Students are to be under adult supervision when outside the school building. If a student leaves the school building or school grounds without permission, appropriate consequences will be levied, including the contact of law enforcement agencies.

### **DRESS CODE**

Students are prohibited from wearing clothing, hats, jewelry, or having bookbags or other articles of personal appearance which:

1. Depict profanity, vulgarity, obscenity, prejudice, nudity, violent language or pictures and/or double meanings.
2. Promote use or abuse of tobacco, drugs, alcohol or violence.
3. Create a disruption to the educational process of the teacher or student(s) and/or the operation of the school
4. Creates, or has the potential to create, a health or safety hazard.

Clothing that reveals underwear or bare midriff is prohibited. This includes shirts that expose large areas of bare skin. Tank-tops and other shirts must be at least one inch wide over the shoulder. Pants should be worn above the buttocks. Shorts are to be long enough to touch the top of the middle finger when arms are by your side.

When a student's attire, personal appearance or property disrupts the educational process or creates a potential health or safety hazard, the principal or his/her designee shall intervene and take corrective actions, including but not limited to, asking the student to change the item.

### **EMERGENCY ALARM**

At the sound of the alarm, all students should be alert immediately and await instructions by the teacher. If a student is not in the classroom when the alarm sounds, evacuate the building immediately by the nearest exit and report to a teacher outside. Students should evacuate the building in an orderly manner and remain with their assigned classroom teacher until directed to return to the inside of the building. All students are responsible for following the directions provided by any staff member. Anyone setting off a false alarm or threatening an emergency, such as a bomb threat, is subject to disciplinary action, arrest and prosecution.

### **FIELD TRIPS**

Whenever your child leaves school on a trip, it is necessary to have written permission from the parent/guardian. Field trips that have a cost to the student needs to be paid on or before the written permission due date. There will be no refunds for students or chaperones not attending due to absence. Appropriate behavior is expected and field trips will not be offered to students with documented unacceptable behavior or behavior that could create an unsafe situation on a trip away from school. All school rules and board policies are in effect on all field trips.

### **GRADING**

Each teacher will provide students with a syllabus at the beginning of the year explaining their grading system. Grades are reported by percentages in our electronic grade book and by letter grades (A thru E) on the report cards. Report cards are computerized. Parents may access the electronic grades for their child through Parent Portal. Students not achieving at the satisfactory level (C or better) may be considered for retention at the end of the school year. Information regarding this program is available through our guidance department. Report cards are distributed four times during the school year.

### **HALL PASSES**

Students in the hall during class time must have a hall pass from a staff member.

### **HOME-SCHOOL COMMUNICATIONS**

Parent involvement in their child's education is the key to success. Parents are encouraged to attend back-to-school night and scheduled conferences to review the academic progress of your child. We will communicate with you through e-mail, written correspondence, telephone calls and our Thursday Folders.

## **LOCKERS**

A locker will be assigned to each student during the first week of school. Lockers are provided for the storage of texts, school supplies, backpacks, and outerwear. All coats are to be kept in the lockers during the school day. **KEEP YOUR COMBINATION A SECRET!** The school assumes no responsibility for locker security. If you share or abuse your locker, you will have it taken away. Locker inspection will be held periodically and students are expected to keep their lockers orderly. If your locker becomes broken and will not lock please report it immediately to your homeroom teacher or an administrator. All lockers are the property of the school. Administration and authorized school officials may search any locker at any time, for any reason. Periodically during the school year the law enforcement canine drug and explosives unit may be used to examine lockers for the drug detection and protection. Students and parents should assume no expectation of privacy when using a school locker.

## **LOITERING**

Students must be in a school activity in order to remain in the building or on school grounds before or after school. No student should be in an area or room without teacher or staff supervision. Students should not remain after school to attend other school programs or to use the athletic courts or equipment unless properly supervised.

## **OBLIGATIONS**

Students who fail to return textbooks in good condition, school equipment, or clear debts with the school or cafeteria have an obligation and may not receive school reports or materials until the obligation is cleared. In some cases students will not be permitted to attend extracurricular activities until their obligations have been met.

## **PERSONAL ITEMS**

Students are encouraged to leave valuable items and large sums of money at home. The school will not be responsible for the theft or damage of any personal item brought to school.

## **PROHIBITED ITEMS**

Any item that potentially interferes with, or distracts students from, the instructional process is prohibited. Examples of such items include, but are not limited to: I-pods, gaming devices and laser pointers. If brought to school the item may be confiscated and released only to the student's parent or guardian. In some instances, disciplinary action may be necessary. Glass containers of any kind are not permitted on school buses and should not be carried to school for safety reasons. Aerosols and pump sprays are considered a health concern and irritant and are not permitted in school.

## **SEARCH AND SEIZURE**

School officials at any time may conduct such searches as are essential to the security, discipline and sound administration of the school. Administrators or authorized school officials may search a student and his/her possessions, or any part of the physical plant if there is reasonable belief that the student has in his/her possession anything which because of its presence, (a) presents an immediate danger or physical harm or illness to any person, (b)

the student has in his/her possession an item, the possession of which is a criminal offense under the law of the state or a violation of the policies of the school or school system.

### **SPECIAL EDUCATION & 504 ELIGIBILITY**

A program is available to identify students requiring specialized instructional programming because of physical or psychological conditions. Students must be referred and meet specific guidelines in order to qualify for these programs. If you have any questions regarding special education services, please contact the principal or the IEP Chairperson. For more information regarding 504 eligibility, please contact the Guidance Counselor.

### **STUDENT CONDUCT**

Students are expected to behave at all times in a manner that will bring credit to themselves, their school, family and community. It is important for students to recognize that they are responsible for their behavior on the way to and from school, during school hours, on the bus and at all school events. Any behavior that interferes with school activities will not be tolerated. Students must conduct themselves in a manner that shows respect for themselves and others. Use of foul language anywhere on campus may result in discipline consequences. Public displays of affection are not appropriate in the school setting and may result in discipline consequences.

### **STUDENT DROP OFF / PICK UP**

Students arriving to school by car in the morning are to be dropped off in the back of the school by the breezeway entrance to enter the building. Students being picked up at the end of the day will be dismissed through the main entrance way of the building after the buses have departed the school grounds. Parents may not enter the bus loading and unloading area until all busses and walkers have departed this area.

### **TRANSPORTATION**

Students will be transported by the means of transportation on file in the office. Students are permitted to ride ONLY the bus they have been assigned unless prior approval has been given. The transportation and safety of students to and from school is the responsibility of the bus driver, who is in complete charge of the bus. Students are to follow all rules established by the bus driver and the Board of Education. Misbehavior may result in suspension of riding privileges.

#### **CONSEQUENCES FOR MISCONDUCT INCLUDE, BUT ARE NOT LIMITED TO:**

Verbal or Written Warning  
Conference with student and / or parents  
Detention after school or during school  
Loss of privileges / participation in school activities  
Saturday School  
In-school suspension  
Out-of-school suspension  
Extended suspension or recommendation to Anchor Points Academy  
Expulsion  
Referral to outside agencies or law enforcement involvement

## **Bell Schedule**

1<sup>st</sup> 7:58 – 8:56

2<sup>nd</sup> 8:59 – 9:55

3<sup>rd</sup> 9:58 – 10:54

4<sup>th</sup> 10:57 – 12:30

6<sup>th</sup> Grade Lunch 10:54 – 11:24

7<sup>th</sup> Grade Lunch 11:27 – 11:57

8<sup>th</sup> Grade Lunch 12:00 – 12:30

5<sup>th</sup> 12:33 – 1:30

6<sup>th</sup> 1:33 – 2:30