

Stevensville Middle School

“A Maryland Blue Ribbon School”

610 Main Street
Stevensville, MD 21666

Parent and Student Handbook

2009-2010

Sean P. Kenna, Principal

Carrie Mitten, Assistant Principal

Jennifer Schrecongost, Counselor

Telephone (410) 643-3194

Fax (410)-643-3046

The Mission of Stevensville Middle School is to motivate, educate and prepare ALL students to realize success at their next level of education.

GREETINGS FROM THE PRINCIPAL

Welcome to Stevensville Middle School! The faculty and staff are 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 Arts, Music, Physical Education, Health and Foreign Language domains; (3) supporting positive sustained relationships between students, teachers, and parents; (4) establishing teaching teams to meet the needs of the middle school learner; 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. I welcome your involvement and cooperation in making this year successful. I 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 aspect of our school. Please review it carefully with your child and if you have any questions regarding the content, please contact me at (410) 643-3194. *Please sign the tear-off portion at the bottom of this page so that your child may return it to his/her homeroom teacher.*

Sincerely,

Sean P. Kenna, Principal

Handbook 2009-2010 School Year

Signing this acknowledgment reflects that I have read the document and have reviewed it with my child.

Name of Student _____

Homeroom Teacher _____

Parent/Guardian's Signature _____

Cellular Phone Permission Form

In order for a student to be in possession of a cellular phone during school, written authorization must be provided to the principal for approval. Please complete the form below and return to the principal prior to bringing a cellular phone to school.

I, _____, give permission for my child to
(Parent/guardian name)

have in his/her possession a cellular phone at school. I have reviewed with my child the conditions provided in this handbook and the county handbook regarding having a cellular phone at school.

My child, _____, and I are aware
(Student's Name)

that the cellular phone *is not to be turned on* during the school day, during a school sponsored trip, during the school day and/or on the school bus *even* in the case of an emergency. I understand that use of cell phones in an emergency can decrease the effective response by Emergency Personnel as they arrive and help to secure the emergency situation. We further understand that failure to follow these conditions will result in disciplinary action, which may include confiscation of the cellular phone.

(Parent/guardian signature and Date)

(Student's signature and Date)

Cellular Phone Number: _____

Statement of Philosophy

In order to establish a safe and orderly environment conducive to learning, the following statements of philosophy have been developed:

- Students have a right and responsibility to learn.
- Teachers have a right and responsibility to teach.
- All students are capable of choosing appropriate behavior.
- Each student is responsibility for his/her actions.
- Everyone can show respect at all times.

Non-Negotiable Rules

- RESPECT YOURSELF** – Do only those things that will help you to achieve a successful and healthy future.
- RESPECT OTHERS** – Treat others with courtesy, justice, and truthfulness.
- RESPECT PROPERTY** – Take care of your things and those things we share.

SCHOOL RULES	POSSIBLE CONSEQUENCES
<ol style="list-style-type: none"> 1. Be on time and attend school daily. 2. All book bags are to be stored in your assigned locker. 3. Do not wear clothing depicting violence, alcohol, drugs, obscenities, or creates a disturbance to the learning environment. Hats and other headwear are not to be worn in school. 4. Do not bring portable pagers, laser pens, walkie-talkies or electronic toys to school. 5. Do not engage in physical or verbal violence. 6. Do not use inappropriate language. 7. Any substance or item that is harmful to the well being of you and others is not permitted in school. 8. Intimidation, extortion, fighting, bullying and harassment are all prohibited. 9. Combustible or explosive items are <i>prohibited</i> 10. Guns, knives, and look-alike weapons or toys are prohibited. 	<p>Warning</p> <p>Conference with student</p> <p>Conference with parents/guardians</p> <p>Detention after school or during school</p> <p>Loss of privileges/participation in school activities</p> <p>Saturday School</p> <p>In-school suspension</p> <p>Out-of-school suspension</p> <p>Extended suspension or recommendation to Anchor Points Academy</p> <p>Expulsion</p> <p>A referral to outside agencies or law enforcement involvement</p>

PROCEDURES AND POLICIES

When does the school need signed notes from parents/guardians...?

If a student is walking or riding bike to or from school.

If an authorized person is picking up a student after school named in the note.

If a student is staying after school for a teacher or a school activity.

If a student must ride a different bus for emergency reasons or for permanent child care.

If a student needs an early dismissal: The student will be given a permission slip allowing him/her to leave class for early dismissal. If unexpected circumstances arise during the day, please contact the school before 2:15 p.m. to arrange for early dismissal. An authorized person must sign out all students who leave school early in the main office. Students leaving school one hour prior to dismissal time will be counted absent in the afternoon. If a student leaves school early because of illness, she/he must bring a note to the main office upon returning to school.

If a student arrives late to school: Students arriving after the school day has begun are to report to the main office with a note signed by the parent or guardian providing a reason for the lateness. Students arriving after first period starts may be required to wait until the beginning of second period to enter the classroom as to not disrupt instructional already in progress. Students arriving one hour or more after the school day has begun will be counted absent one-half day.

When a student returns to school after an absence. The written note must state the student's name, the date(s) of absence, and the reason for the absence. All undocumented absences will be considered unlawful.

Did you know...?

That there is a lost and found box located in the office?

That all visitors are to report to the office upon arrival? Visiting a classroom, teacher or student requires approval from the main office. Each visitor will be issued a visitor pass to enter any area other than the main office. Visitation to your child's classroom during the school day is to be approved by the administration 24 hours in advance.

That report cards are distributed every nine weeks? Interim reports may be distributed at the discretion of the teacher.

That a student must have their AGENDA BOOK signed as a hall pass from a staff member any time she/he is not in the assigned classroom?

That book bags and backpacks are not permitted in classrooms? They may be carried to and from school but must be kept in lockers. Large ones with wheels will not fit in the locker!

That electronic devices are not necessary for classroom use and athletic and sports equipment are not permitted in school (skateboards, roller blades, hockey sticks, etc.)?

That you may sign up for Parent Portal which will provide you with up-to-date grades for your child.

That student may ride bikes to school? Students may ride bikes to and from school with a note from home. 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.

When may I...?

Use my locker? Lockers are to be used before and after school and before and after lunch. Students are not permitted to use lockers between classes or during class without permission from the classroom teacher.

Use the telephone? The school telephones are only to be used in an emergency and with permission from a school official. Classroom phones are to be used at the discretion of the teacher. Cell phones may not be turned on during the school day or on school transportation. Cell phone permission form must be on file prior to possession of a cell phone in school by a student.

Use the restroom? Students are encouraged to use the restroom before school begins and during their lunchtime. If it is necessary to use the restroom between classes, the student is to first report to the class and then receives permission from the classroom teacher.

What do I do if...?

I come to school late? All students who come to school late are to report to the main office to receive an admission slip before going to class. All lateness is considered tardy, which is monitored by the school and becomes part of the student's record. Tardiness to school is cumulative and may affect attendance.

I've been absent from school? Students who have been absent from school are to take their signed parent/guardian note to the guidance office before school begins. It is the student's responsibility to obtain all make-up work from teachers and to complete within a time frame established by the teacher.

I must miss school days for family trips? Family trips and vacations are NOT considered lawful reasons for a student to be out of school. Requests will NOT be approved as a legal absence. Students will not be provided assignments in advance of the absence. Make-up work will be given to the student once he/she returns to school.

I forgot my lunch? When a student forgets a lunch (or an instrument, picture money, etc.), she/he may go to the office and ask a staff member to call a parent/guardian. Main entree lunches may be charged in the cafeteria. Charges may not exceed the cost of two lunches. Parents are responsible for paying their charge.

I get sick in school? Students who become ill during the school day may ask for a pass to go to the health room. Please refer to the Health Services section for additional information.

If inclement weather delays or closes school? The decision to delay the opening or the closing of school will be announced on area radio stations (WBAL and WCEI) and TV stations (2, 11, and 13). Information on delayed openings can also be obtained by calling the Board of Education office in Centreville at (410) 758-2403. When there is a delayed opening, all buses will run regular routes ninety minutes later than the regular scheduled time unless otherwise specified. The school will open for students at 9:15 a.m. when there is a ninety-minute delay. There is no breakfast program if school is delayed. It is recommended that each family make an emergency plan for their child so she/he knows what to do and where to go should school dismiss early. These plans are especially crucial in situations when a school may have to close due to inclement weather or mechanical failures.

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 documented case(s) of academic dishonesty will be subject to disciplinary action.

ALCOHOL AND DRUG POLICY

The possession or consumption of alcoholic beverages, controlled dangerous substances, counterfeit controlled dangerous substances, noncontrolled substances as defined by Article 17, Section 286B of Annotated Code of Maryland, or other intoxicants, on school buses, within school buildings or upon school property, or during any school, school related or Board of Education sponsored activity, whether held on school property, including private clubs, businesses or commercial establishments is strictly prohibited. Compliance with the standards of conduct set forth in this policy is mandatory. Violation of this policy shall result in suspension or expulsion from school in accordance with regulations promulgated by the Superintendent of Schools. Distribution of the above shall result in suspension with a request for expulsion.

A student may not attend any school, school related or Board of Education sponsored activity, whether held on school property or at locations off school property, including private clubs, businesses, or commercial establishments, after having used or consumed any alcoholic beverage, controlled dangerous substance, counterfeit controlled dangerous substances, noncontrolled substances as defined by Article 17, Section 286B of the Annotated Code of Maryland, or other intoxicant. Compliance with the standards of conduct set forth in this policy is mandatory. Violation of this policy shall result in suspension or expulsion from school in accordance with regulations promulgated by the Superintendent of Schools.

ANIMAL POLICY

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.

ATTENDANCE

The school can perform its educational responsibilities only if students are present for instruction. Regular attendance in school and classes is imperative for success. It is the duty of parents to see that their children regularly attend school and Maryland Law makes failure to do so a misdemeanor. 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. The forging of signatures may result in a suspension from school. The note is given to the guidance secretary. After six absences the guidance office will contact the parent/guardian to verify the absences. Students accumulating ten absences will be referred to Pupil Personnel Services for a review of attendance. Students with excessive absences will be considered for retention. A doctor's note is required for illness in excess of five (5) consecutive days. Habitually tardy or truant students will be referred to Pupil Personnel Services for appropriate action. Excessive absence from school (20 or more days) may result in a student not being considered for enrollment in advance placement and/or elective courses. Students with exemplary attendance will be recognized annually.

Lawful Reasons for Absence (work may be made up):

Death in the immediate family	Observance of a religious holiday
Illness of student	State emergency
Court summons	Suspension from school
Hazardous weather conditions	Lack of authorized transportation (shall not include student denied authorized transportation for disciplinary reasons)
Work approved or sponsored by the school	School activity

Other emergency or circumstances which, in the judgment of the superintendent or designee, constitute a good and sufficient cause for absence from school.

Any absence, including any absence for any portion of the day, for any reason other than those cited as lawful, will be considered unlawful and may constitute truancy. Tardiness will be treated in a similar manner as lawful and unlawful absences. The reasons for tardiness should be considered on the same reasonable grounds as those considered for absences. Tardiness can be a serious disruption to the educational process. Tardiness is defined as the student not being in the classroom when the class period starts. Upon returning to school from any absences, the student will be required to provide a written note or the absence(s) will be recorded as unlawful. When possible, we appreciate your efforts to arrange personal appointments around your child's school schedule. Extracurricular activities should be scheduled for after school hours not requiring an early dismissal.

CARE OF BOOKS

Textbooks are provided free with the understanding that the user will give the book proper care, will protect it with a suitable cover, and will return it upon request. Lost and/or damaged books must be replaced. The cost charged for replacing a textbook is based on the cost to purchase a new book for student use. Outstanding debts must be paid before report cards are issued. Students with outstanding debts may lose the privilege of checking out books from the media center or attending extra curricular activities such as assemblies and field trips.

CAR RIDERS

Students arriving to school by car in the morning are to be dropped off in the BACK of the faculty parking lot or 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 are to not enter the bus loading and unloading area DURING THE HOURS POSTED.

CELLULAR PHONES

Students may have cellular phones in school with written authorization from the parent or legal guardian and approval by the administration. Written authorization must include a statement by the parent/guardian granting permission for their child to have the cell phone and the telephone number of the cell phone. Students with permission to have a cellular phone on school grounds must keep them deactivated and out of sight during regular transportation to and from school and during regular school hours. They must be kept in a book bag, backpack, purse, or locker. Cellular phones may not be used during school for any reason. After regular school hours cell phones may be used if students are participating in non-academic activities. Unauthorized use of cellular phones will result in disciplinary action, which may include confiscation of the phone until it is returned to its owner or surrender to law enforcement officers or loss of phone possession privileges.

CHANGE OF RESIDENCE, TELEPHONE NUMBER, ETC.

Notify the guidance secretary immediately if there is a change in your address, telephone number, or in any emergency data regarding your child. If the residence is outside the

Stevensville Middle School attendance area, a transfer to the school in your attendance area is required. If you are transferring out of county or state, our school will prepare the necessary transfer papers and forward the records to the new school upon receiving the request for the school. Information necessary for enrollment at a new school will be provided for you to deliver to the new school.

COMPUTER/ELECTRONIC COMMUNICATION MISUSE

Any unauthorized use of computers, software, or Internet/intranet account to access Internet/intranet or accessing inappropriate websites or misuse of a website, Internet/intranet account of resource and loading or use of unauthorized games, programs, files, or other electronic media is prohibited and may constitute a suspension or expulsion from school. Use of computer equipment at school may be revoked.

CONFERENCES and PARENT PORTAL

The report card is only one method of communication between home and school regarding your child's academic performance. Conference days are designated in the school calendar. It is very important that parents attend school conferences so the teachers may explain student progress. Additional conferences may be arranged by contacting your child's teacher, guidance counselor, or an administrator. Register in Guidance or at PYSA Back to School Night to access grades, attendance and discipline records for your child(ren) as they are updated at least weekly, sometimes more often.

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.

COURSE DESCRIPTIONS

Teachers provide students with a course syllabus outlining classroom procedures and practices, content summaries, and any other information regarding the class.

CRISIS PLAN

Stevensville Middle School has a crisis plan document that is reviewed and updated yearly based on our training with the Queen Anne's County Emergency Preparedness Department and requirements by the Maryland State Department of Education. It is comprehensive in that it addresses many types of emergencies we may face at some time. Situations are handled differently depending on the crisis and we would receive our direction from our School Superintendent and/or the county's emergency teams. During a crisis, all information regarding a crisis that is released to the public is done through the QAC Public Information Office. If you have any questions regarding our plan or procedures, please do not hesitate to contact the principal. It is recommended that each family have a plan should a crisis happen during school. Your plan should include providing the school with the name of an adult living locally that can pick-up your child from school should you be unable to reach the school due to your location.

DELIVERIES TO STUDENTS DURING THE SCHOOL DAY

Deliveries to students during the school day such as gifts or flowers are discouraged. Students cannot carry glass items or helium balloons on school buses and will not be accepted. Any deliveries for students will be given to them at the end of the school day. As a middle school, we cannot have parties; i.e. Birthday, etc. so do not send in refreshments during the school day.

DRESS CODE

We take pride in the appearance of our students. A clean, neat appearance is primary. Students have the right and responsibility to choose their attire and to arrange their personal appearance in a manner that is healthy, safe, and not disruptive to the educational process. Accordingly, students are prohibited from wearing clothing, hats, jewelry, or having book bags or other articles of personal appearance which:

Depict profanity, vulgarity, obscenity, prejudice, nudity, violent language or pictures and/or double meanings.

Promote use or abuse of tobacco, drugs, alcohol or violence.

May damage physical facilities or school materials

Create a disruption to the educational process of the teacher or student(s) and/or the operation of the school.

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 and 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 that the student to change the item. For repeated violations, initiating discipline action for insubordination may result.

EMERGENCY ALARM

At the sound of the alarm, all students should be alert immediately and await instructions by the teacher for evacuating the building. 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 teacher. Anyone setting off a false alarm or threatening an emergency, such as a bomb threat, is subject to disciplinary action, arrest and prosecution.

EMERGENCY INFORMATION

It is very important for the school to have up-to-date information and emergency contacts for parents/guardians of all students. An information update sheet is provided the first week of school. Please check the information carefully making changes where necessary. These sheets are to be returned to school within three school days of receipt. In the event of an emergency requiring medical treatment and/or hospitalization, we need to be able to contact a legal guardian. If you are to be out of town, please leave written authorization for medical treatment with a relative, friend, neighbor, or physician and give the school office the telephone number of that person.

FIELD TRIPS

Field trips extend the learning that takes place in school. Classroom teachers and other school personnel supervise trips. Parent/guardian chaperones are requested for field trips requiring additional adults. Whenever your child leaves school on a trip, it is necessary to have written permission from the parent/guardian. Forms are sent home in advance and should be returned as soon as possible. Arrangements are made for students not attending a field trip to remain in school in another classroom or independent study. 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. In this case, students and parents will be notified in advance by the administration. **ALL SCHOOL RULES ARE IN EFFECT ON FIELD TRIPS!**

FIREWORKS OR EXPLOSIVES

Possession, use and/or threat to use fireworks, caps, smoke bombs, stink bombs, flares, combustible or explosive substances or combinations of substances or articles is strictly prohibited and will result in a suspension and/or a recommendation for expulsion from school.

FOOD SERVICE

The Marriott Corporation operates the school cafeteria. Breakfast and lunch are served daily except on delayed opening days when there is no breakfast. Cost of meals is established by Marriott and in accordance with guidelines established by the Maryland State Department of Education. Snacks are available during lunchtime. Free or reduced lunch/breakfast programs are available to students whose families qualify. Applications for this program must be renewed each year by September 30 for continued service. New applications may be submitted anytime during the school year for approval. Information regarding meals, prepaying meals and financial assistance for school meals is provided during the first week of school. Food items for a reward or celebration (including birthdays) are prohibited as per the Maryland State Department of Education prior to lunch time.

General Cafeteria Rules:

All meals and snacks will be paid for in the lunch line if not prepaid.

All students are to remain in the cafeteria until excused by the staff member in charge.

Students have designated areas to sit in the cafeteria by class.

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 written permission.

Vending machines will be permitted to be used up until the last ten minutes of lunch time.

Students are responsible for conducting themselves in an appropriate manner. This includes removal of trash from tables and floors and wiping the tables for the next lunch period. Any behavior that results in an unhealthy, disruptive, or unsafe situation will result in loss of cafeteria privileges, clean-up detention, and/or suspension from school.

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 Connect. 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. The final report card will be mailed to parents.

GUEST TEACHERS

We are fortunate to have guest teachers as substitutes when our regular teachers are absent. A guest teacher deserves the highest courtesy and cooperation for students at all times. Students will receive an automatic referral to administration for any misbehavior.

HEALTH SERVICES

In the event that your child has a serious injury, persistent illness, or an elevation of temperature, the nurse, administrator or secretary will make contacts as indicated on your child's emergency information form. Students are permitted to take prescription medication at school ONLY when it is deemed absolutely necessary and ONLY under the supervision of school nurse. STMS adheres to the medication policy set forth by the Board of Education. The policy requires that all medications (oral and topical) including "Over the Counter" nonprescription medications that are to be dispensed at school must be prescribed by a physician using a Medication Order Form. The medication is to be delivered to school by a parent in its original, properly labeled container. All medications shall be kept in the health room not carried by the student during the school day. There is an exception to carrying medicines for those students whose physician has directed on the Medication Order Form that they are to self-carry and administer their asthmatic rescue inhaler. Medication order forms must be renewed by a physician annually. Medications or other personal health equipment that are not picked up from the health room within five (5) days after being discontinued or before the end of the school year will be discarded.

In all cases when a student appears to be under the influence of a medication or drug that has not been administered by a school nurse or designee with prior arrangement, one attempt will be made to contact the parents via the telephone numbers listed on the student information form. If no immediate contact is established in this emergency, the police department and/or 911 will be called and asked for immediate emergency assistance.

Vision and Hearing Screening – At the middle school level these screenings are offered to new students to our system and to those students who have been identified as having a possible concern. The screening occurs during the fall of the year.

Parents who do NOT want their child to participate in these health screenings must notify the school principal and nurse in writing. Notification expires at the end of the year and has to be renewed annually.

HOME-SCHOOL COMMUNICATIONS

Parent involvement in their child's education is the key to success. Parents are encouraged to attend back-to-school night, scheduled conferences to review the academic progress of your child, join the PTA, volunteer in the school and take an interest in what your child is doing and learning. We will communicate with you through notes, the agenda book, telephone calls and

our Thursday Folders. Research indicates when parents and teachers stay in touch student's benefit.

HOMEWORK

Outside assignments or "homework" can effectively extend and reinforce what has been done in the classroom. Homework may include written work, reading, reference work, and/or projects. The purposes of homework are to improve the learning process, provide independent practice toward mastery of skills introduced in the classroom, complete work begun in class, help develop study and work habits, develop research skills, develop critical thinking skills, and create and stimulate interest on the part of the student. The type, quantity, and frequency of homework assigned will depend on the teacher's judgment of the student's needs and ability to complete work within a reasonable time. Parents may assist by providing a quiet time for study, checking progress, and questioning when no assignments are brought home.

HONOR ROLL

The honor roll is published each grading period. Students achieving all "A" grades for the marking period are designated as "Principal's Honor Roll" and students who make "As" and Bs" are designated as Honor Roll. Those receiving one "C" are included, providing there is at least one offsetting "A" of equal course weight during the marking period.

INTERIM REPORTS

The purpose of the interim is to communicate student progress to parents. The interim report is issued to students between the fifth and seventh week of the marking period. Parents can receive up-to-date information regarding their child's grades, attendance, and behavior by signing-up for our Internet information system Parent Connect. Information regarding this program is available through our guidance department.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION

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 school grounds without permission the appropriate law enforcement agency may be contacted.

LOCKERS

Homeroom teachers assign students lockers 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. Students need to be responsible and allow enough time to go to your locker and still get to their class on time. **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. Damaging the combination lock by jamming it to remain

unlocked, defacing the locker with stickers and markers, and/or abusing the locker requiring maintenance will be considered school vandalism punishable by suspension and filing charges with the police department. Restitution for the damage will be required. Locker inspection will be held periodically and students are expected to keep their lockers orderly. If you use a locker it is with the understanding it is the property of the school. Public school officials are authorized to search lockers. If your locker becomes broken and will not lock please report it immediately to your homeroom teacher or an administrator. You will be assigned another locker.

Periodically during the school year the law enforcement canine drug and explosives unit will be used to examine lockers for the drug detection and protection.

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. Permission must be secured with written parent note in the morning to stay after school.

MESSAGES TO STUDENTS

Parents, relatives and friends are asked to refrain from having the school deliver personal messages to students. Only emergency calls will be handled. Should an emergency require notifying a student, the parent/guardian should speak to an administrator who will determine how best to notify the student.

OBLIGATIONS

Students who fail to return textbooks, school equipment, or clear debits 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.

PARENT CONCERNS/COMPLAINT

If you or your child has a concern, you should first discuss the problem with the person involved in the situation. If you are not satisfied with the outcome, contact an administrator or guidance counselor to discuss the concern. If the problem or concern cannot be resolved at the informal level, put your concern in writing to the principal. The principal, upon receipt will meet with the student and/or parent to discuss the concern involving additional personnel as needed. Every effort will be made to resolve the situation satisfactory or institute steps to improve the situation.

PARENT TEACHER ASSOCIATION

The PTSA at our school works to promote the welfare of our students in the home, school, and community. Membership is open to all parents, staff, and any adults who are interested in the objectives of the organization.

PARKING

Visitor and designated disabled parking areas are provided. Parking in front of the building is prohibited during the arrival and dismissal of students to permit the school buses to safely transport our students.

PERSONAL ITEMS

Students are encouraged to leave toys, jewelry, money, electronic games, playing cards, trading cards, etc., at home. The school will not be responsible for the theft or damage of any personal item should you bring it to school. Game gear, electronic games, cassette players, CD players if permitted on your child's bus, on arrival to school they must go immediately into your child's locker for the duration of the school day. Skateboards, rollerblades and other athletic equipment are not permitted in school without prior administrative approval. Personal items, such as toiletries or beauty products such as perfume, cologne, mouth washes/sprays, fresheners, and/or lotions, should not be brought to school. Aerosol cans of any kind are not permitted in school.

PICTURES

Traditional individual portraits and class panoramic pictures are taken in the fall. In the spring, additional picture opportunities are available.

PROHIBITED ITEMS

Portable pagers, walkman type radios, tape and CD players, walkie-talkies, ipods and/or laser pointers are not necessary for the instructional program and students are not to bring them to school. 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.

SCHEDULE CORRECTION PROCEDURES

A request for schedule correction is to be made through the guidance department. Schedule corrections will be considered for the following reasons only.

- Change as result of course correction in another subject.
- Correcting schedule for technical errors.
- To allow a student to take advantage of instrumental music.
- To adjust course placement based on academic recommendation by the teacher.

The request for schedule change shall be granted if the approval of the administration and the parents or legal guardian(s) is obtained and there is space available. Schedule corrections will not be made to accommodate requests for specific teachers or to be in a class with specific students.

SCHOOL CLOSINGS

Schools are occasionally closed because of hazardous weather conditions. For information, listen to the radio (WCEI 96.7FM) or TV channels 2, 11, and 13. The decision to close school is made by the Superintendent based on weather reports and road conditions before 6:00 a.m. in the morning. A recording regarding school delays, closings and early dismissals can also be accessed by calling the Board of Education at (410) 758-2403. You can also receive information about school activities and closing by accessing the county website at: <http://www.qacps.k12.md.us>.

SCHOOL IMPROVEMENT TEAM

Our school improvement team addresses the academic needs of the school and students and works to develop solutions to meet those needs. The team consists of administrators, teachers, and support staff, parents and business partners. If you would be interested in becoming a member of the team, please contact the principal.

SCHOOL SECURITY

All visitors are to enter the building through the main entrance of the school and go to the main office to sign in before going to any area of the school building or grounds. If you are picking up your child early from school, you are to sign the sign-out log that is kept in the office. School personnel may require photo identification from anyone who comes to the school to pick up a child. Students will be released only to parents/guardians, individuals listed on the emergency form, or school pick-up form. Your cooperation will help us provide a safe and orderly environment for children and staff. STMS is equipped with security cameras.

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. A principal, assistant principal, or authorized school resource officer of a public school may search a student and his/her possessions, locker, 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.

SERVICE LEARNING

Service Learning is a state graduation requirement in Maryland. The ultimate goal of the Service Learning Program is to help students become an integral part of their community and to help them understand and appreciate the role of service in a democratic society. In the middle school, students complete the requirement by participating in curriculum based projects. Students complete the three stages of service learning - preparation, action, and reflection – under the supervision and coordination of their interdisciplinary team's teachers.

SEXUAL HARASSMENT

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature. Examples of sexual harassment include, but are not limited to the following:

Verbal harassment such as derogatory comments or expressions, slurs, or unwanted sexual advances or invitations

Visual harassment such as photographs, posters, cartoons, drawings, or gestures

Physical harassment such as assault, unwanted or offensive touching, blocking of normal moving

Retaliation for having reported or threatened to report harassment.

The penalties for sexual harassment are serious and may include suspension from school, recommendation for expulsion from school, and action by police and judicial authorities.

SPECIAL EDUCATION

A program is available to identify students needing additional help in their schoolwork and learning. Students must be referred and meet specific guidelines in order to qualify for this program. If you have any questions regarding special education services, please contact the principal or the IEP Chairperson.

504 ELIGIBILITY

A student who has a confirmed physical or mental impairment that substantially limits one or more major life activity is eligible for reasonable services and modifications to the student's regular education program through a 504 plan. For more information regarding 504 eligibility, please contact the Guidance Counselor.

STUDENT CONDUCT

We believe all students can behave appropriately in our school. 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. We will not tolerate any student who is attempting to prevent us from teaching or preventing any other student from learning. Student behavior will be monitored to ensure a safe and productive learning environment. We expect student language and conduct to show respect for self and others. Use of foul language anywhere on campus may result in suspension from school. Public displays of affection are not appropriate in the school setting and may result in a referral to the office.

STUDENT GUEST POLICY

No student guests are permitted on campus due to school liability and insurance.

STUDENT RECORDS

Bylaw 13A.08.02, in accordance with the Federal Family Educational Rights of Privacy Act, gives parents of students under the age of 18 and students over the age of 18 the right to inspect and review any and all official records, files, and data directly related to the student. The Bylaw further provides that student records are confidential and will not be released or made available to persons other than appropriate school personnel, parents of students over the age of 18 without the written consent of parents and/or students. Provisions of the Bylaw do permit school officials to disclose personally identifiable information from the educational record of a student if that information has been designated as "directory information." Stevensville Middle School recognizes the following definition of "directory information": *The student's name, address, telephone number, date and place of birth, grade, and dates of attendance.* School officials will disclose "directory information" on students unless the parent or student over the age of 18 informs the school in writing that such personally identifiable information is not to be designated as directory information with respect to the student. Parents/guardians must also notify the school in writing if they do not wish to have their child's name or picture released to the newspaper. The school must receive this letter no later than 30 days following the distribution of this notice.

TESTS AND ASSESSMENTS

During your child's years in public school, there will be several occasions when state mandated tests will be given to students. Your child's academic performance is based on more than test results; however, the testing program is an important part of our effort to monitor student progress and to evaluate instructional programs. At the middle school level, all students in grades 6-8 will take the Maryland School Assessment (MSA) in reading and math. Specific dates will be provided closer to the testing time. Eighth grade students will be administered the Otis Lennon School Ability Test (OLSAT) in April. It is requested that each parent make every effort to have their children in school during these state mandated tests so we can adequately reflect our students' progress and needs. Your cooperation in arranging appointments and/or absences from school so that they do not interfere with these dates is greatly appreciated.

TOBACCO

The sale or use of tobacco in any form is prohibited in all school system owned or leased buildings and on all school grounds at all times. The use or possession of tobacco in any form or tobacco products, including lighters and matches, is prohibited on any school related activity, on the school grounds and on school buses. Students will be suspended from school for violating this policy.

TRANSPORTATION

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. Riding on a school bus is a privilege and may be

suspended whenever a student's behavior is unsatisfactory. Severe or continual misbehavior may result in permanent suspension from riding the bus.

Students will be sent home by the usual 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. For your child's protection, requests to change your child's afternoon routine must be made in writing, receive permission from the bus driver if the request involves riding a different bus, and provide the school all necessary information on where the child is to be discharged from the bus.

VACATIONS/FAMILY TRIPS

Vacations and family trips during the time school is in session are not legal absences. Extended absences from school are not beneficial to the learning. The direct instruction provided by the classroom teacher and the discussions that take place cannot be replicated nor replaced by worksheets or assignments done independently. Students will be responsible for any assessment or major project missed during the absence. Additional time for completing work is the discretion of the teacher and does not have to be provided. Work will not be provided in advance of any vacation or trip.

VANDALISM

The care of school property is the responsibility of each of us. Individuals who vandalize school property will be subject to disciplinary measures in addition to making restitution for damages and filing a report with the police department. This includes the school building and the school buses.

VISITORS

All visitors are to report to the main office before entering any part of the school building to sign in and receive a visitor pass. Visitors will not be permitted in the classrooms during instructional time without making prior arrangements with the teacher and administration.

VOLUNTEERS

Volunteers are welcomed and their time and talents greatly appreciated.

WEAPONS

Possession of an object or implement capable of causing harm or used in such a way to cause harm to another is considered a weapon and prohibited. This includes all guns, including pellet and BB guns, knives, and/or any object visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon. Any student in violation of the weapons regulation will be at a minimum suspended from school. Students in possession of a firearm will be suspended from school for ten days with a recommendation of expulsion and reported to the police department. Look-a-like items of weapons or toys are also prohibited on school property, school buses, and school sponsored activities (on and off school grounds). Possession may result in a suspension from school and report to police authorities.

Appropriate law enforcement agency shall be notified immediately by school administrators in:

- 1. All instances of alleged sexual assault or other assault requiring outside (non-school based) medical attention.**
- 2. All instances of alleged possession or recovery of firearms, explosives or other weapons or threats involving the use of such items.**

For additional information regarding county policies, please refer to the Queen Anne County's Calendar.

YOUR HOMEWORK AGENDA

The purpose of the homework agenda is to help you become more organized. An organized student will be more successful in school. You are responsible for this agenda book and should be in your possession at all times, especially when used as a hall pass. 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.

STUDENT RESPONSIBILITIES INCLUDE:

Attending school everyday and on time.

Developing good work habits and study skills.

Taking home materials and information needed to complete assignments.

Budgeting your time so that long term assignments or projects are completed in a timely manner.

Returning completed work to the teacher by the requested date.

Keeping accurate records of your grades.

TEACHER RESPONSIBILITIES INCLUDE:

Making clear and specific assignments.

Providing guided practice prior to any practice homework assignment.

Communicating with parent(s) or guardian(s) when necessary.

PARENT/GUARDIAN RESPONSIBILITIES INCLUDE:

Asking to see notebooks, assignment sheets, grade sheets, and agenda calendar on a regular basis.

Helping your child schedule uninterrupted study time.

Providing a quiet, well-lighted area to study and do homework.

Setting time aside to review with your child assignments and record of grades.

Communicating with the teacher when your child shows a consistent lack of understanding regarding assignments or homework

Encourage your child to seek help and ask questions.

Enabling your child(ren) to arrive at school on time and attending school everyday.

GENERAL SCHOOL INFORMATION

SCHOOL HOURS FOR STUDENTS: 7:45 AM – 2:30 PM

STUDENTS ENTER BUILDING: 7:45 AM

STUDENTS RIDING BIKES/WALKING ARE DISMISSED AFTER BUS RIDERS

SCHOOL HOURS FOR STAFF: 7:30 AM – 3:00 PM

BREAKFAST HOURS: 7:45 AM – 7:55 AM

90-MINUTE DELAY OPENING START TIME: 9:15 AM

HALF-DAY DISMISSAL TIME: 12:00 PM

SCHOOL TELEPHONE NUMBER: 410 643-3194

SCHOOL FAX: 410 643-3046

SCHOOL WEBSITE: <http://www.qacps.k12.md.us/stm/welcome.htm>

The Queen Anne's County Public Schools does not discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation or familial status in matters affecting employment or in providing access to programs.