



**Clear Spring
Middle School**

**2019-2020
Student and Family
HANDBOOK**

**CLEAR SPRING MIDDLE SCHOOL
STUDENT AND FAMILY HANDBOOK**
12628 Broadfording Road • Clear Spring, MD 21722

NAME: _____ GRADE: _____

HOMEROOM: _____

Vision

We are a community promoting personal responsibility and academic excellence.

Mission

We believe that all students can and will learn when we provide quality instruction which looks at the whole child: where our students are when we get them, where we need to get them, and how we will get them there.

Principal: Christine Corbeil
Assistant Principal: Robert King

School Telephone: 301-766-8094
Counseling Center: 301-766-8097
School Nurses Office: 301-766-8099

Welcome to Clear Spring Middle School! The middle school years are exciting ones, and growing through these years will provide students and families with significant challenges and wonderful memories.

Our school community strives to support all students and staff by teaching and promoting positive behavior school wide. We have three rules which are reinforced daily and in all areas of the school: Be Respectful, Be Responsible, and Be Ready. We expect that students and families will work cooperatively with us to help instill and reinforce these rules.

The staff at Clear Spring Middle stands ready to work with you toward our students' academic, social, physical and emotional success, helping to assure their development as well-rounded students. We expect our students to work with us toward these goals, and we invite the participation of parents in the school. Please feel free to contact us if you have a question about any factor that may affect the education of our students. We hope that you find our Student and Family Handbook to be helpful in answering many of the questions that arise between home and school.

The Board of Education of Washington County does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs to Washington County Public School System students.

TABLE OF CONTENTS

| | | | |
|-----------------------------------|----|-------------------------------------|----|
| Absence from School | 2 | Homerooms | 1 |
| Arriving at School | 1 | Homework | 3 |
| Assemblies | 11 | Alternative In-School | 6 |
| Attendance Procedures | 2 | Lockers | 10 |
| Behavior Incentive Programs | 4 | Lost and Found..... | 11 |
| Bell Schedule..... | 1 | Make-up Work | 3 |
| Bullying and Harassment..... | 5 | Media Center | 8 |
| Cafeteria Procedures..... | 9 | Morning Announcements..... | 1 |
| Counseling Center..... | 8 | Out-of-School Suspension..... | 6 |
| Discipline | 5 | Phys. Ed. Uniforms..... | 11 |
| Dismissal | 2 | PTSA | 10 |
| Dress Code..... | 6 | Portable Electronic | |
| Early Dismissal..... | 2 | Communication Device..... | 9 |
| Edupoint Synergy Student | | Reporting Accidents..... | 11 |
| Information System..... | 3 | Reporting Threats to Safety | 11 |
| Eligibility..... | 4 | School Policies and Procedures..... | 1 |
| Emergency Drills | 11 | School Closings and Delays..... | 11 |
| Extra-Curricular Activities | 3 | Services and Resources..... | 8 |
| Field Trips | 11 | Skateboards | 11 |
| Food Services..... | 9 | Tardiness | 2 |
| General Behavior..... | 4 | Teacher's Authority | 5 |
| Grade Reports | 3 | Telephone Use..... | 9 |
| Gum..... | 7 | Vacations | 3 |
| Hall Procedures | 5 | Withdrawal From School | 3 |
| Health Office..... | 8 | | |

For additional information on the following policies and procedures, see the WASHINGTON COUNTY PUBLIC SCHOOLS HANDBOOK and GUIDE.

| | | |
|----------------------------|--|--------------------------|
| Attendance | Federal and State Testing | School Calendar |
| Bus Transportation | Grading | School Lunch |
| Counselor's Role | Instructional Programs | Student Discipline |
| Computer Use | Parent Volunteers | Student Enrollment |
| Dress Code | Promotion and Retention | Student Forms |
| Enrollment | Safe Schools | Student Service Learning |
| Extracurricular Activities | Telecommunications Acceptable Use Policy | |

* * *

*Clear Spring Middle School reserves the right to change any provision or requirement of this publication when such action will serve the interests of the school or its students. **Failure to read this handbook does not excuse students from the rules and regulations described herein.***

VISITORS

Parents are encouraged to visit the school. **Visitors should call the school in advance to ensure that timing is agreeable to all. Parents wishing to have a conference with a teacher, counselor, or administrator should call the school to make an appointment.** All visitors are asked to report to the main office upon entering the building and get a visitor's badge before proceeding into the school.

SCHOOL POLICIES AND PROCEDURES

ARRIVING AT SCHOOL

- ***Arrive at school no earlier than 8:15 a.m.***, then go directly to your designated area.
- If you arrive after 8:30 a.m., go directly to your locker, then to your homeroom.
- **After arriving at school, students may not leave the premises for any reason without permission from the principal or assistant principal.**
- Parents driving students to school are to drop students off in the lower area indicated by signs.

SCHOOL DISMISSAL

Students are expected to leave the building by 3:30 p.m. unless they are working under the supervision of a teacher. Unsupervised use of the building before or after school is not permitted.

HOMEROOMS

Students must be seated in homeroom each morning with D.E.A.R. materials at 8:40 a.m., students obtain iPads, listen to televised morning announcements and other organizational tasks may be accomplished.

MORNING ANNOUNCEMENTS

Each morning opening exercises and morning announcements are broadcast to every homeroom to share important information. Each student is expected to pay close attention.

Organizations wishing to have announcements shared on morning announcements should place a written copy of the announcement in the labeled box in the main office by 4:00 p.m. of the day preceding the announcement.

BELL SCHEDULE

The school operates on an eight period day with students taking related arts and academic classes each day.

Bell tones sound at the following times throughout the day to help coordinate the school schedule with the exception of Periods 5 & 6: Listed below is Rotation 1:

| | |
|-------------|----------------------------------|
| 8:30 | Students released from Cafeteria |
| 8:30–8:40 | Student Locker Time |
| 8:40–9:30 | Period 1 |
| 9:33–10:20 | Period 2 |
| 10:23–11:05 | Period 3 |

Lunch Shift 1: 11:05 – 11:35 Lunch
11:35 – 11:45 Recess
11:45 – 12:27 Period 4

12:30 – 1:13 Period 5

Lunch Shift 2: 11:08 – 11:50 Period 4

11:50 – 12:20 Lunch
12:20 – 12:30 Recess
12:30 – 1:13 Period 5

Lunch Shift 3: 11:08 – 11:50 Period 4

11:53 – 12:35 Period 5

12:35 – 1:05 Lunch
1:05 – 1:15 Recess

1:16 – 2:01 Period 6

2:03 – 2:42 Period 7

2:45 – 3:30 Period 8

***** Lunch schedules varies based on rotations***

ATTENDANCE PROCEDURES

Regular school attendance is important and required by Maryland school law and Board policy.

A student in attendance for more than 4 hours is counted present for a full day. A student is counted present for a ½ day if in attendance for at least 2 hours but less than 4 hours.

LEAVING SCHOOL BEFORE DISMISSAL / EARLY DISMISSAL

No student is permitted to leave the school building at any time during the school day without first securing an early dismissal pass. *Get early dismissal passes at the beginning of the day upon arrival at school.* A note that is signed by the parent and explains the reason for the request is to be presented to the secretary in the main office, and an early dismissal pass will be issued. The student must show the early dismissal to the teacher at the time of dismissal. When leaving school, each student must be signed-out at the office by a parent or other authorized adult. Students must turn in their iPad to secretary before leaving. May pick up the following morning from the office.

Students may leave the building with a parent or an adult listed on that student's emergency contact list, if written parent permission is sent to school.

No student will be released from school to attend activities of another grade level except with written approval from the principal.

ABSENCE FROM SCHOOL

Maryland law requires all students to attend school. Because students fall behind when they are not in class, all absences from school are discouraged. Please call the school when your child is absent. It is school procedure to telephone a parent or guardian when a student is absent from school if a parent has not called the school. If a student is absent, she or he should bring a note from the doctor, if appropriate, or from the parent, to the main office as soon as the student returns.

The note should include:

- the student's first and last name,
- date(s) of absence,
- specific reason for absence,
- signature of the parent or guardian

The office secretary will provide an admittance slip to the student coded to indicate whether the absence is excused, lawful, or unexcused, unlawful. Teachers will assign make-up work for students who have lawful absences.

Excessive absence may jeopardize a student's learning, promotion to the next grade, or cause a student to become ineligible to participate in activities.

In order to be eligible to participate in extracurricular activities, students must demonstrate acceptable attendance by having

- no unexcused absence during the three (3) weeks before the event, or
- no more than six (6) absences in the first semester for a first semester event, or
- no more than 12 absences in the school year.

TARDINESS

Students arriving at school after 8:40 a.m. are considered late and must report to the office to receive a tardy slip. A note from home should accompany any student who is late to school. Accumulation of unexcused tardies may result in disciplinary action.

Students have time in between classes to use the restroom or to get a drink. When a student is late to class, he or she should have a pass. If the student does not have a pass, the teacher will determine whether the reason is excusable or not. Patterns of tardiness to class will be addressed with disciplinary consequences.

Refer to the WCPS Handbook and Guide for additional information on attendance.

VACATIONS

Vacations or trips during the school year are strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that on some occasions, working parents have little control over the time of year when vacations may be taken.

Family vacations are considered lawful only if they have prior written approval of the principal and do not exceed three (3) days per school year. Written requests must be made at least ten (10) days in advance of the requested vacation absence, and after approval, parents and students are responsible for requesting students' assignments.

EDUPOINT SYNERGY STUDENT INFORMATION SYSTEM

Synergy allows parents and students to view up to date information on grades and attendance through either the ParentVUE or StudentVUE portals. You should have received this information previously if your student was enrolled in a WCPS school. If you are new to WCPS, please ask guidance or an administrator for an activation code.

WITHDRAWAL FROM SCHOOL

If a family is moving out of the CSMS district, the student's legal guardian should advise the school counselor. In order to provide for adequate transfer records, the withdrawing student will be required to return all books/school materials to the issuing teachers and to have a withdrawal form completed by teachers and the guidance staff before leaving school. A copy of the form will be provided to the student to take to his or her new school.

HOMEWORK

Homework will be assigned in most subjects, but not every night in each. It is expected that each student will study at home, but the amount of time each day will vary. The habit of regular study and concentration will improve a student's work quality, and well-established work habits will carry over not only to high school, but also to college and to work. Parents can

help by providing a quiet time and place each evening. It is also important for students to know that their parents expect them to study regularly each evening.

MAKE-UP WORK

Make-up work will compensate partially for instruction missed during an absence. Teachers are required to assign make-up work for students who have lawful absences if a request is submitted by the parent or student within the designated time lines. For each day of absence a student is allowed one day to make up the work. A student obtains make-up work by asking each teacher for the work on the day of return to classes. When absent for a day or two, work can be made up upon return to school. For a prolonged absence of three (3) or more days, parents may request work from the main office secretary by communicated to the office by 8:00 a.m. Work may be picked up the next day.

GRADE REPORTS

The grade report provides parents with information about their child's progress in classes. Reports are issued every nine (9) weeks of school during the year. In addition, a progress report is issued halfway through each marking period. Specific dates for each year's grade reports are included in the school year calendar, distributed at the beginning of the school year. Reports are available on Synergy through either ParentVUE or StudentVUE portals. Contact CSMS to receive a paper copy. Students achieving report card grades of 80% or higher in every subject earn Honor Roll distinction. Those achieving 90% or higher in each subject earn Distinguished Honor Roll recognition.

Refer to the WCPS Handbook and Guide for additional information.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities provide outlets for student talents and interests or serve as student incentives. Although groups and opportunities vary from year-to-year, extra-curricular activities include such organizations and opportunities as Student Government, Yearbook Club, P.E.

Intramurals, dances, social events, and other activities not directly related to the WCPS curriculum. Occasionally activities may not begin until 5:00 p.m. or later. The school cannot accept the responsibility for supervising students from dismissal time until the beginning of those activities. Parents are reminded that students should be picked up at the time an event ends. A student who habitually is not picked up on time may be denied participation in after-school events.

ELIGIBILITY

All students must demonstrate acceptable grades, attendance and behavior through Good Standing in order to participate in extracurricular activities. The school administration may declare any student ineligible at their discretion for a specific period of time. Any student who believes that extenuating circumstances should be considered may make a written appeal to the principal requesting that she or he be declared eligible for an event.

GENERAL BEHAVIOR EXPECTATIONS

It is expected that all students will demonstrate behavior consistent with the universal values of the School Wide PBIS initiative respect, responsibility, readiness. Except in cases of an emergency, teachers will not permit students to leave the room during classes. If it is necessary to be excused during a class period, a student will be provided a signed and dated pass, which will serve as identification while out of the room. Students should go to the restroom or get a drink during the break between classes.

BEHAVIOR INCENTIVE PROGRAMS

Positive Intervention and Supports 6th, 7th, and 8th Grade

PBIS is a systematic way to prevent negative behaviors before they start and create interventions for students who display negative behaviors when they do start in a positive way! A reduction in office referrals equals more time for students in class to be engaged in academics versus time in the office. This means more time for learning and teaching.

PBIS awards and activities will be issued through the Student in Good Standing Incentive Program. This program is designed to reward the CSMS students who maintain "Good Standing" while a student at Clear Spring. It is both a monthly and cumulative program. A student will have an opportunity to maintain/earn Good Standing Status each term and marking period. Student's status will be updated

during the first week of each term and newmarking period by the administration.

GOOD STANDING

- Monthly Incentives / Drawings
- Semiannual Reward Activities
- School Dances / 8th Grade Dance
- Administration may include rewards throughout the school year.

Requirements for being in Good Standing:

1. May not have more than 2 unexcused tardies to school during the term of each marking period.
2. May not have more than 1 unexcused absence from school during the term of each marking period.
3. May not have been suspended from school for any reason during the term of each marking period.
4. May not have more than 1 discipline referral for any reason during the term of each marking period.
5. May not be failing any classes with below 60% at the end of the term or marking period.

Note: Those students that do not qualify for "Good Standing" status may still attend athletic events but will have to pay the admission price to attend.

CSMS students in "Good Standing" will be indicated through the student ID card/student planner and a specific stamp and/or marking placed on the ID card/planner during the first week of each month by an administrator in the cafeteria at lunch.

BULLYING and HARASSMENT

Bullying and harassment are serious issues and will not be tolerated in any form at Clear Spring Middle School. **Bullying is interpreted to be intentional negative actions on the part of one or more students, that interfere with a student's ability to participate in or benefit from the school's education programs.** Harassment is interpreted to be intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and that interfere with a student's ability to participate in or benefit from the school's educational programs.

Any student engaging in bullying or harassment can expect to receive serious and escalating consequences that may include suspension or attending another school.

Bullying, Harassment, or Intimidation Forms are available to students/parents in the Guidance and Assistant Principal Offices or online at the WCPS website.

TEACHER'S AUTHORITY

The teacher is in charge of the classroom. Teachers admit and dismiss all students. Students are expected to bring all needed materials with them to class. Students are required to report to class on time. If a student is delayed in getting to class, that student should present a signed and dated tardy pass to the teacher. Any student interfering with another student's learning environment will receive disciplinary action from the teacher.

HALL PROCEDURES

While walking in hallways students should

- Walk to the right.
- Avoid running and horseplay.
- Keep voices and noise to a minimum.

When in the halls at times other than class changes, every student must have a signed and dated hall pass. Students are expected to be in their seats with materials out when the bell rings.

STUDENT DISCIPLINE

Students are expected to maintain positive behavior, avoid conflicts, and refrain from being uncooperative or disrespectful to other students and staff members. Initial discipline is handled in the classroom with teachers addressing minor rule violations. If behaviors persist or become serious rule violations, a referral to an administrator will be made. Initial administrative referrals will be given less severe consequences unless the incident warrants immediate, decisive action. Consequences for student misbehavior are progressively more severe as misbehaviors continue or severity increases.

Behaviors that will result in immediate disciplinary consequences from the teacher or from administration include:

- Refusing to do assigned work
- Repeated tardiness
- Failing or refusing to follow directions insubordination
- Threatening others
- Fighting
- Use of tobacco, alcohol or drug substances (will result in police involvement)
- Weapons possession
- Harassment, including sexual harassment
- Truancy or leaving school without permission

Disciplinary consequences that may be assigned to a student for the commission of any of the acts listed or for any other incidence of misbehavior include:

- Student conference and warning
- Required parent conference
- Lunch detention
- Before or after-school detention
- Loss of privileges
- Alternative In-School Instruction
- Saturday School
- Out-of-school suspension
- Extended suspension
- Alternative Placement
- Expulsion

ALTERNATIVE IN-SCHOOL INSTRUCTION

The purpose of the Alternative In-School Instruction program is to modify behavior and provide an alternative to out-of-school suspension. Students assigned to AISI will report to the office instead of going to homeroom. While in AISI, students will be escorted by a teacher to and from the restroom and cafeteria. AISI students are to refrain from talking, remain seated, and complete all work assigned. Students in AISI may not participate in school activities on the day of their assignment. Work will be provided by teachers and, when completed during the alternative in-school instruction assignment, will earn class credit. It is the student's responsibility to make up any tests, quizzes, or class work missed during an alternative in-school instruction by requesting it from the teacher.

OUT-OF-SCHOOL SUSPENSION

Students who are suspended from school are prohibited from being present on school grounds during their suspension. A parent conference is required before a suspended student may return to school.

Students who are suspended become ineligible for upcoming extracurricular activities.

Refer to the WCPS Handbook and Guide for additional information.

WCPS DRESS CODE

STUDENT DRESS CODE REGULATION

The dress code shall apply to all school activities during the traditional instructional school day. Exceptions for legitimate reasons, such as a medical condition or religious practice, as well as for specialized classes or activities, will be considered on a case-by-case basis.

The school administration reserves the right to approve or disapprove any items not addressed in this policy. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students

Head Coverings

Head coverings are acceptable if worn in accordance with a sincerely held religious belief system. Head coverings may also be worn for medical reasons.

Other headwear may not be worn in the school building. The following are some examples of prohibited headwear:

- hats
- visors
- sunglasses

Headbands (including bandanas folded as headbands of less than 2 inches in width), scrunches, etc., that are used to hold hair in place and do not cover the entire head are permitted.

Clothing

Tops must be worn in such a manner so as to:

- cover the entire back
- cover the midriff area
- not be see-through
- fit modestly and cover cleavage and chest
- cover undergarments

Sleeveless tops must have two shoulder straps worn on the top of the shoulders and cover all undergarments. Tops must also be worn to:

- cover the entire torso of the body, where torso is defined as the area of the body from hips to underarms
- cover cleavage and chest, fit modestly
- cover the back so as to go no lower than the area where a conventional bra is worn on a female or the mid-point on the shoulder blades of a male
- traditional sleeveless undershirts, muscle shirts, or T-back shirts are not acceptable tops under this policy

Skirts and dresses must be worn modestly and cover all undergarments when sitting or standing.

Shorts must be modest and hang at or near mid-thigh when standing. Shorts must be worn in a manner which covers all undergarments, whether sitting or standing.

All other pants (bottoms) must be worn in such a manner as to:

- cover undergarments at all times
- not be excessively long so as to drag on the floor
- not be excessively baggy or worn on the hip in a manner which exposes undergarments or flesh normally covered by undergarments
- yoga pants (exercise type pants that are not see-through), in a narrow or flair leg, are acceptable

Shoes must be worn at all times. Shoes must fit to allow safe movement and be appropriate to school activities.

Coats and heavy jackets are not to be worn during the school day and should be stored appropriately.

- Light, form-fitting jackets such as: sweat jackets, hoodies, and windbreakers are not considered coats or heavy jackets and are, therefore, acceptable.

Jewelry and Accessories

Jewelry or accessories which can be used as or perceived to be a weapon or threat to others are a safety hazard and are prohibited.

Language, Symbols, and Messages
Words or symbols deemed to be inappropriate for the school setting such as: rude, disrespectful, or discourteous expressions which are inconsistent with civil discourse and behavior, or which may substantially disrupt or materially interfere with the educational setting are expressly prohibited on student apparel and person. Student appearance and apparel must not show any reference to or inference to:

- profanity
- drugs, alcohol, or tobacco
- violence
- suggestive, sexual messages
- language or symbols that offend, demean, or promote hatred toward an identifiable person or group

GUM

Because discarded gum on furniture and floors is unsanitary, mars the school's appearance, and necessitates extra work for its removal, chewing gum is not allowed at school.

SERVICES AND RESOURCES

COUNSELING CENTER

All students will benefit from the comprehensive school counseling program, which is dedicated to empowering every student to achieve academic success, personal and social growth, and their college/career aspirations. Through advocacy, leadership, and collaboration with school, family, and community stakeholders, the School Counselor addresses the developmental needs of all students to ensure they will make a positive difference in their school and community.

ROLE OF THE SCHOOL COUNSELOR

School Counselors work with students who might be experiencing barriers to learning such as poor academic performance, absenteeism, mental health concerns, bullying, family issues and peer conflicts. School Counselors also provide support and assistance to students and families as they navigate crisis and emergency situations.

Individual Counseling – School Counselors provide a safe, trusting environment that respects the privacy, rights and integrity of all students; allowing them the opportunity to freely explore ideas and express feelings. School Counselors provide planned, short-term and goal focused counseling. School Counselors do not provide therapy or long-term counseling in schools; however, School Counselors are prepared to recognize and respond to student mental health needs and to assist students and families seeking resources.

Small Group Counseling – School Counselors facilitate small groups where group members are selected to participate in group discussions, designed around a particular topic that can be related to personal/social development and academic success. Small groups provide students an opportunity to learn from each other, share ideas, give and receive feedback as well as practice skills that can be used in their learning environment and community.

- **School Counseling Curriculum** – School Counselors deliver lessons to students in classrooms and advisory

groups. Lessons address social skill competencies in the academic, career and personal/social domains.

School Counselors also consult with school staff and parents to provide information and community resources in addressing student needs. Students can request to meet with their School Counselor at any time throughout the school year.

Students can also be referred by teachers, administration or parent/guardian. All School Counselors can be reached at his or her school by email or telephone.

PROGRAM OF STUDY

- All students are issued WCPS Program of Study that lists all Middle School classes and requirements.
- It is a WCPS expectation that no schedule changes will be made after first three weeks of the school year.

SCHOOL HEALTH PROGRAM

Health Services are available to students, staff, and faculty during school hours except between 1:30 p.m. and 2:00 p.m., when the office is closed for lunch for anything other than emergencies. Services are provided by a certified nursing assistant in conjunction with a nurse who serves a cluster of schools. Students needing to visit the health office must have teacher permission and a signed and dated pass to do so.

Students will not receive any **medicine or prescribed treatment** without the completion of proper forms. Over-the-counter medications may not be carried by students and should be handled in the same manner through the health room.

MEDIA CENTER

The Media Center is a learning area to be used for studying and reading. Students must have permission from their teacher to come to the Media Center during assigned class time. All materials must be put away after use.

All materials taken from the Media Center must be signed out at the circulation desk. Materials are signed out for two weeks but

may be returned sooner. To keep materials longer than two weeks they must be signed out again at the circulation desk. If a desired book is already signed out, it may be reserved at the circulation desk. Materials should always be returned on time.

FOOD SERVICES

At CSMS, all food or drink is to be consumed in the cafeteria, including lunches brought from home. The cost of a student lunch is \$2.60. If a student forgets his/her lunch or lunch money, a loan may be secured at lunchtime. Reference WCPS Policy: EFEA-R in regard to student Charge Regulation. The student identification number allows access to each student's individual debit account. Deposits or purchases may be made at the register in the lunch line, at My School Bucks, or on-line.

CAFETERIA PROCEDURES

Students are expected to return their trays, dishes, and trash to the disposal window. They should also leave their tables clean and in good condition at the end of the lunch period. Expected behaviors include:

1. Earn lunch seating privileges by demonstrating appropriate behavior.
2. Enter and take a seat quietly.
3. When called to line, take your place at the end of the lunch line and keep your position.
4. No Horseplay.
5. Use a tray for all purchased food.
6. Take no food out of the cafeteria unless directed to do so by an adult.
7. Treat the lunch assistants/staff with the same respect as teachers.
8. Eat only while sitting.
9. Keep the same seat.
10. Return lunch trays and throw away trash.
11. Clean up or report spills.
12. Cell phones/iPads are permitted. Students must follow AUP Guidelines. (No pictures or videos are to be taken)

No opened bottles are permitted outside the cafeteria.

Students with teacher-assigned lunch detention should present a pass to the administrator or lunch assistant immediately upon entering the cafeteria. Students may be assigned lunch detention

if they are not following the cafeteria guidelines or school rules. Weather permitting, after lunch, students will be allowed to go to recess under the supervision of the staff.

Refer to the WCPS Handbook and Guide for additional information.

TELEPHONE USE

Telephone use at CSMS is provided for emergencies or unusual circumstances.

Student can only use school phones for non emergency purposes before school or during lunch. Students must have permission from the secretary. In general, arranging for rides or going home with friends should be accomplished before coming to school. Phone use will not be provided forth is purpose except in an emergency.

PORTABLE ELECTRONIC COMMUNICATION DEVICES

Student use of a personally-owned, electronic device during instructional time is prohibited. A personally-owned, electronic device that a student brings to school is his/her sole responsibility. The Board of Education assumes no responsibility for a personally-owned, electronic device if it is lost, loaned, damaged, or stolen. All students are expected to keep their personally-owned, electronic device secure at all times and not loan it to others. During instructional time (class time) such devices are to be kept out of sight and turned off. Due to confidentiality, privacy, and legal concerns, a student may not use his/her personally-owned, electronic device to take photographs or record audio or video in school, during the school day, or on a school bus. All students are expected to exhibit digital responsibility and to follow the Board of Education's Acceptable Use of Telecommunications Administrative Regulation IIBH-R. The use of technology is a privilege, not a right. This privilege can be revoked.

I KNOW

- CSMS cannot be held responsible for any lost or stolen devices
- The technology equipment, programs, tools, and systems managed by, or used at, CSMS may be monitored by designated staff to ensure appropriate use for educational or administrative

purposes at anytime without notifying the student

- All CSMS equipment and accounts are for school work only and not for personal use
- CSMS cannot filter nor regulate student data network usage; therefore, CSMS cannot be responsible for data costs incurred
- Even though the network employs blocking and restriction devices, the school system cannot guarantee comprehensive control of, or censor, illegal, defamatory, inaccurate, obscene, or potentially offensive material that may be transmitted via the Internet or through the network

I WILL

- Follow all district and school rules, regulations, and policies
- Treat all technology devices carefully and report any issues immediately
- Keep my log in and password information confidential and only share it with my parents/guardians and teacher
- Tell an adult if I read or see something that is not appropriate for school
- Keep myself, family, and friends safe by not publishing identifiable information
- Work only on the websites and programs that my teacher tells me to use
- Only use my personal device and not share with another student

I WILL NOT

- Use technology to hurt, scare, or bully others
- Change, tamper with, or attempt to circumvent any of the school equipment, systems, and security/content filtering measures
- Access or try to access another person's files, folders, accounts, or work in general
- Reuse or redistribute content created by others without their permission (i.e. plagiarism)
- Use or post to any social media venue without the consent of the classroom teacher or administrator
- Photograph or video record students, staff, facilities, or school documents unless approved by the classroom teacher or administrator

Consequences

Noncompliance with applicable regulations will result in:

- Disciplinary action consistent with CSMS policies and regulations up to and including confiscation of personal devices
- Revocation of accounts
- Suspension of access to school technology resources
- Criminal prosecution as well as disciplinary action set forth by the school or district

Refer to the WCPS handbook for additional information regarding electronic devices.

LOCKERS

A locker and a lock will be assigned to each student. All students must use school-provided locks. The lock must be returned at the end of the school year, or the student will be charged \$6.00 to replace the lock. Students should keep lockers locked at all times and should not share their lock combination or their locker with anyone. Keep all coats, books, and supplies in the assigned locker. The school is not responsible for losses that may occur; however, any loss should be reported promptly to school authorities. The principal and assistant principal have the right and the duty to inspect and to search lockers from time to time. Lockers are the property of the school and are not private space. Do not put anything into a locker if it should not be in school.

PTSA

The PTSA (Parent Teacher Student Association) is a chartered affiliate of the Maryland Congress of PTA's. The PTSA role is to promote a healthy relationship between students, parents, and school staff. The PTSA has also chosen to sponsor many of the school's programs and activities for students such as dances, spaghetti dinner auctions, and similar activities. Membership drives are conducted each fall. In addition to becoming members, families are urged to become active participants by considering volunteering, chairing a committee, accepting the duties of an officer of the organization. Our school is made strong through the active participation of parents.

OTHER HELPFUL INFORMATION

REPORTING ACCIDENTS

Every accident involving personal injury must be reported to the teacher in charge as soon as possible after the injury. The teacher will refer the student to the office for medical attention from the school nurse or assistant and to complete an injury report.

EMERGENCY DRILLS

Each classroom contains instructions for emergency evacuation. Several different emergency drills, including evacuation, reverse evacuation, shelter-in-place, and duck-cover-and-hold drills will be held throughout the year. Immediately at the sound of the alarm or emergency announcement, every student is to follow the direction of his or her teacher and proceed to the designated location in an orderly manner, where roll will be taken. It is important for every student to cooperate fully during a drill, since the process rehearses important emergency safeguards. Bus evacuation drills will also be held twice each year to familiarize students with the process of emergency bus procedures.

REPORTING THREATS TO SAFETY

Keeping our school and our students safe is everyone's responsibility. Any student who suspects that there may be a danger to student safety for any reason should tell a staff member immediately. Never wait to report something because you don't know whether it's true.

FIELD TRIPS

When students are on school sponsored field trips, they are subject to all school regulations, WCPS Dress Code, and to the discipline of the teacher in charge. Permission slips signed by the student's parent or guardian are required for all field trips away from the school. Students must be eligible to attend field trips.

LOST AND FOUND

Although the school is not responsible for lost items, a Lost and Found site is located in each team area. It is highly recommended that students identify their belongings and clothing with name labels to help avoid loss.

ASSEMBLIES

Assemblies are planned periodically to provide students with informative, inspirational, or entertaining programs. The behavior of the audience plays a significant part in the determination of future assembly programs, so students are urged to proceed to and from the performance with cooperation, extend courtesy to others including fellow audience members and performers, to listen for directions, and to express their appreciation by applauding appropriately.

PHYS. ED. UNIFORMS

P.E. uniforms may be purchased at the beginning of each school year. Students may also wear a white T-shirt and blue shorts.

SKATEBOARDS

The possession or use of a skateboard on school property is not permitted.

SCHOOL CLOSINGS and DELAYS

Please do not call the school or a radio station. Accurate information maybe obtained from local TV or radio stations in the area, generally by 6:00 a.m. (see list below) You may also register to receive automatic electronic notification by visiting the WCPS web-site.

Radio.....WJEJ/1240 AM, WCRH/90.5 FM,
WQCM/94.3 FM, WIKZ/95.1 FM,
WAYZ/104.7 FM, WFYN/101.5 FM,
WPPT/92.1 FM, WARK/1490 AM,
WWEG/106.9 FM, WLTF/97.5 FM,
WICL/ 95.9, WFMD/930 AM,
WFRE/99.9 FM, WDHC/92.9 FM,
WCST/1010 AM, WKGO/106.6,
WCBC/1270 AM, WKZG/107.1 FM

TelevisionWDVM/Hagerstown, WRC/Washington,
WUSA/Washington, WBAL/Baltimore

Antietam Cable Channel 99

Website www.wcpsmd.com

WCPS Facebook Page

WCPS Central Office Main Line..... 301-766-2800

WCPS App

Connect Notifications(for parents, guardians and
WCPS staff only)

WASHINGTON COUNTY PUBLIC SCHOOLS

2019-2020 Academic Year Calendar

SUMMER:
Schools & Center for Education Services (CES) Closed Fridays

4: Independence Day (Schools & CES Closed)

| JULY 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | | | |

- 1:** New Year's Holiday (Schools & CES Closed)
- 20:** Martin Luther King's Birthday (Schools & CES Closed)
- 30:** End of Second Marking Period (47 Days)
- 31:** Professional Learning Day for Teachers (No Students)**

| JANUARY 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 | |

Teachers: 21 Students: 20

SUMMER:
Schools & CES Closed Fridays through August 16

19-22: New Teacher Induction Days

23: Identified Non-Work, Non-Paid Day (Schools & CES Closed)

26-30: Professional Learning Day for Teachers (No Students)

| AUGUST 2019 | | | | | | |
|-------------|----|----|----|----|----|----|
| 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 |

Teachers: 5 Students: 0

- 17:** Presidents' Day (Schools & CES Closed)**

| FEBRUARY 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 |

Teachers: 19 Students: 19

- 2:** Labor Day (Schools & CES Closed)
- 3:** School Begins for Students

| SEPTEMBER 2019 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 | | | | | |

Teachers: 20 Students: 20

| MARCH 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | | | | |

Teachers: 22 Students: 22

- 18:** Association Day (Schools & CES Closed)

| OCTOBER 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 | | |

Teachers: 22 Students: 22

- 8:** End of Third Marking Period (47 Days)
- 9:** Professional Learning Day for Teachers (No Students)**
- 10:** Spring Break (Schools & CES Closed)
- 13:** Spring Break (Schools & CES Closed)**
- 28:** Primary Election Day Professional Learning Day for Teachers (No Students)

| APRIL 2020 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | | |

Teachers: 20 Students: 18

- 7:** End of First Marking Period (47 Days)
- 8:** Professional Learning Day for Teachers (No Students)
- 27:** No Teachers & No Students (11, 12 Month Employees Work)**
- 28-29:** Thanksgiving Break (Schools & CES Closed)

| NOVEMBER 2019 | | | | | | |
|---------------|----|----|----|----|---|---|
| S | M | T | W | T | F | S |
| | | | | | 1 | |
| 4 | 5 | 6 | 7 | 8 | 9 | |
| 11 | 12 | 13 | 14 | 15 | | |
| 18 | 19 | 20 | 21 | 22 | | |
| 25 | 26 | 27 | 28 | 29 | | |

Teachers: 18 Students: 17

- 25:** Memorial Day (Schools & CES Closed)

| MAY 2020 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | | | | | | |

Teachers: 20 Students: 20

- 23:** Identified Non-Work, Non-Paid Day (Schools & CES Closed)
- 24-27:** Winter Break (Schools & CES Closed)
- 30-31:** Winter Break (Schools & CES Closed)

| DECEMBER 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | | |

Teachers: 15 Students: 15

- 2-5:** Evening Graduations
- 15:** Last Day for Students -
- Assuming 4 Inclement Weather Days
 - 2 1/2 Hour Early Dismissal
 - End of Fourth Marking Period (43 Days Including 4 Inclement Weather Days)
- 16:** Last Day for Teachers
- Assuming 4 Inclement Weather Days
 - Professional Learning Day for Teachers

| JUNE 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | | | | |

Teachers: 12 Students: 11

Schools/CES Closed **End of Marking Period** **Professional Learning Day** **2 1/2 Hour Early Dismissal** **New Teacher Induction Day** **No Teachers/Students**

***IMPORTANT NOTICE:** The Board of Education reserves the right to extend the school year or to modify the school calendar in the event that makeup days are not sufficient to meet the 180-day requirement for students by the Code of Maryland Regulations (COMAR 13A.02.01.04 - Length of the School Year) and the 190-day requirement for teachers by Negotiated Agreement (Article 7.2-Work Year). The school year may be extended through June 22, 2020, and/or other modifications to the school calendar may also be necessary for students and teachers. **Additional make-up days could include, but not be limited to, November 27, January 31, February 17, April 9, and April 13.

BOE Approved 1/8/19