

THIS AGENDA BOOK BELONGS TO:

HOMEROOM: _____ **BUS#:** _____

PATAPSCO MIDDLE SCHOOL

2017-2018

8885 OLD FREDERICK ROAD
ELLICOTT CITY, MD 21043

MAIN OFFICE	410-313-2848
STUDENT SERVICES	410-313-2850
HEALTH ROOM	410-313-2574
MD YOUTH CRISIS HOTLINE	800-422-0009

WEBSITE	PMS.HCPSS.ORG
FACEBOOK	FACEBOOK.COM/PMS.HCPSS.ORG
TWITTER	@HCPSS_PMS
INSTAGRAM	PATAPSCO MS
STUDENT ABSENCE	PMSABSENCE@HCPSS.ORG
GOOGLE CALENDAR	PATAPSCO.MIDDLE.HCPSS@GOOGLE.COM

DAILY BELL SCHEDULE 2017-2018					
Time	Pd	Syn	6th Grade	7th Grade	8th Grade
8:05 – 8:13	HR	0	Homeroom		
8:15 – 9:05	1	1	Related Arts	Academic/Seminar	Academic/Seminar
9:07- 9:57	2	2	Related Arts/PIP	Academic/Seminar	Academic/Seminar
9:59 – 10:49	3	3	Academic/Seminar	Academic/Seminar	Related Arts/PIP
10:51 – 1:06		4	Pd 4 [4-5] Academic/Seminar 10:51 – 11:41	Lunch [4] 10: 51 – 11: 21	Pd 4 [4-5] Related Arts 10:51 – 11:41
		5		Pd 4 [5-6] Academic/Seminar 11:23 – 12:13	
		6	Lunch [6] 11:43 – 12:13		Pd 5 [6-7] Academic/Seminar 11:43- 12:34
		7	Pd 5 [7-8] Academic/Seminar 12:15 – 1:06	Pd 5 [7-8] Academic/Seminar 12:15 – 1:06	
		8			
1:08 – 1:58	6	9	Academic/Seminar	Related Arts/PIP	Academic/Seminar
2:00 – 2:50	7	10	Academic/Seminar	Related Arts	Academic/Seminar

Tuesday ‘KNIGHT TIME’					
Time	Pd	Syn	6th Grade	7th Grade	8th Grade
8:05-8:42	HR	0	Homeroom + Knight Time (37 minutes)		
8:44-9:30	1	1	Related Arts	Academic/Seminar	Academic/Seminar
9:32-10:18	2	2	Related Arts/PIP	Academic/Seminar	Academic/Seminar
10:20-11:06	3	3	Academic/Seminar	Academic/Seminar	Related Arts/PIP
11:08-1:14		4	Pd 4 [4-5] Academic/Seminar 11:08-11:54	Lunch [4] 11:08-11:38	Pd 4 [4-5] Related Arts 11:08-11:54
		5		Pd 4 [5-6] Academic/Seminar 11:40-12:26	
		6	Lunch [6] 11:56-12:26		Pd 5[6-7] Academic/Seminar 11:56-12:42
		7	Pd 5 [7-8] Academic/Seminar 12:28-1:14	Pd 5 [7-8] Academic/Seminar 12:28-1:14	
		8			
1:16-2:02	6	9	Academic/Seminar	Related Arts/PIP	Academic/Seminar
2:04-2:50	7	10	Academic/Seminar	Related Arts	Academic/Seminar

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SCHOOL PROCEDURES

During an average day at Patapsco Middle School, there are over 800 people working in the building at one time! To help create an environment that is friendly, inviting, and cooperative, our staff has established specific procedures for all of us to follow that deal with common, everyday activities. The purpose for including these guidelines and procedures is to keep everyone on the same page from day one.

At the beginning of each school year, staff members review these procedures with our students. When the need arises, we revisit topics periodically throughout the year. However, since our faculty strives to help students reach independence and be accountable for their actions, we are confident that students will take it upon themselves to check their agenda books on a regular basis in order to align with the Patapsco tradition of excellence.

Absence Procedures

- Ask your parent/guardian to send an email to pmsabsence@hcpss.org or to call Student Services to report your absence.
- When you return to school, bring a note signed by your parent/guardian that explains your absence.
- Request make-up work from your teachers. You have the same number of days to make up the work as the number of days you missed school.

Assembly Procedures

- Enter the cafeteria in a single file line, ready to follow directions.
- Show respect for yourselves, to others around you, and to assembly participants, by behaving in an appropriate manner.
- Demonstrate responsible behavior by listening to dismissal directions and by leaving in an orderly manner with your teacher.

Bathroom Procedures

- Obtain permission from your teacher.
- Have your Student Agenda signed as your pass to the bathroom.
- Sign the classroom log when leaving and returning.
- Use the closest bathroom.

Building Entry Procedures

- Enter through your assigned door, as directed by your homeroom teacher, when the tone sounds.
- Go directly to your locker and get all necessary materials for morning classes.
- Report directly to Homeroom.

In cases of inclement weather, students will be invited to wait inside their regular entrance at 7:50 a.m.

Building Evacuation

- All students will evacuate to the upper baseball fields using the nearest exit.
- During class: Quietly form a single, straight line, and exit with your class following the assigned escape route.
- Between classes and during lunch/recess: Evacuate using the closest doors and locate your homeroom number in the upper baseball field.

TIP: Homerooms will be lined up by grade level 8, 7, 6 from left to right.

- If you are not with your class when the alarm sounds, exit through the nearest doors and report to the closest adult. ***Stay with that adult until you are given permission to rejoin your class.***
- Re-enter the building following the directions of your supervising teacher.

Building Exit Procedures

- Report to your locker to get homework materials.
- Exit through the nearest doors.
- Move quickly to your bus and board in an orderly manner -OR- exit the building and go directly home.
- Remain in the building **only** if you have permission to stay with a staff member **and** have written permission from your parents/guardians.

Bus Procedures

- You must ride your assigned bus at all times.
- Parents/Guardians may request long-term permission for their child to ride two different buses for daycare and medical emergencies only.
- Applications for change in transportation can be obtained in the front office.

Bring Your Own Devices

- Students are permitted to carry cell phones or other personal electronic devices during the school day.
- Devices are to be kept off or on silent.
- Devices should not be visible unless under the express consent and supervision of a teacher.
- Devices may be used during non-instructional times: before/after school, lunch/recess, during transition times.
- Students may not use devices to take photographs, video, or voice recordings without adult permission.
- Violations will result in device being confiscated and turned in to the office.

Early Dismissal Procedures

- Bring a note to Student Services that contains the following information: name, date, reason for being excused, time you will be picked up, and parent/guardian signature.
- Obtain an early dismissal note from the Student Services Secretary to present to your teacher before you leave class.
- At the designated time, report to the Main Office to wait for parent/guardian to sign you out.
- **Students may not leave the building before a parents/guardian or other authorized adult signs the student out.**

Adults should be prepared to provide picture identification when signing students out from school.

Hallway Procedures

- Stay to the right side of the hallway.
- **Walk** with a purpose; do not run!
- Keep it moving! Keep it quiet!
- Take the most direct route to class.

Please note: You must have written permission - a signed Student Agenda or valid pass - to travel in the hallways during classes.

Health Room Procedures

- All students are required to have a signed pass or student plan book before being admitted to the health suite – *except in cases of valid, urgent emergencies.*
- Secure a pass from the teacher whose class you will be missing.
- Students will not be permitted to visit the health room between classes.
- Students may not carry any medications (prescription or over the counter) in the school building without a valid 'carry order' on file with the school nurse/health assistant.

Late Arrival Procedures

- Report to student services and sign in to receive a pass
- Go directly to your locker and get your materials.
- Report immediately to your scheduled class.

Locker Procedures

- You may go to your locker:
 - Before Homeroom
 - Before and after lunch
 - Dismissal
 - Other times as assigned by grade level teams.
- Lockers are for individual use only – do not share your combination or your locker with others.
- Back packs, string bags, outer wear (e.g heavy coats) are to be stored in lockers.
- Students should keep lockers neat and free of debris and food.
- Students may not affix stickers or other permanent decorations on the locker door.

Patapsco Middle School is not responsible for personal items that are lost, stolen, or damaged.

Lunch Procedures

Cafeteria

- Remain seated at your table and avoid ‘table hopping’.
- Use appropriate table manners.
- Dispose of all trash appropriately making sure to recycle and teracycle.
- Obtain permission before leaving the cafeteria for any reason.
- Remain at your seat until your table is dismissed for recess.

Recess

When the recess signal has been given:

- Dispose of all waste and recycle trash.
- Food and drink may not be taken outside of the cafeteria!
- Report all injuries and conflicts to the nearest staff member.
- At the sound of the whistle, return equipment to the equipment bag and report to your next class.
- Return to classes in an orderly manner.

Media Center Procedures

General:

- All students must check in at the Circulation Desk upon arriving to the Media Center without a scheduled class.
- All students must have a pass to be in the Media Center.
- Students wishing to utilize the Media Center during lunch/recess should obtain a pass from the Circulation Desk prior to lunch.

Computer Use:

- Free Searching (Google, Yahoo, etc.) is not permitted without permission from, and supervision by, a school staff member.
- Students must ask permission before printing! Go Green!

Student Agenda Procedures

- Carry your Agenda at all times during the school day.
- Write your name, Homeroom teacher’s name and your bus number in permanent marker on the inside cover of the Agenda as well as on the title page.
- Maintain your Student Agenda in its original condition. ***Pages are not to be removed for any reason.***
- Record all homework, long-term assignments, and upcoming tests/quizzes in the daily assignment section.
- Use the Agenda as your pass when traveling the hallways. An adult must sign in the ‘Hall Pass’ box at the bottom of the current day.
- Student Agendas are not to be shared.

Student Services Procedures

If you need to see your counselor:

- Obtain permission from your teacher.
- Have your Student Agenda signed and sign out on the classroom log.
- If a counselor is not available, it may be necessary to leave a note so an appointment can be made. If your situation is urgent, please be sure to let someone know.

Student Services: 410-313-2850

Health Room: 410-313-2574

pmsabsence@hcpss.org

EMERGENCY PROCEDURES

What would you do if you were in the hallway, on the way to the bathroom, and there was an emergency? For each of the following emergency procedures, list what you would do. Refer to the Emergency Procedures list on page 1 to check your answers.

MY EMERGENCY EXIT PROCEDURES

My Homeroom Number is # _____. Between classes and during homeroom, I will go to the upper baseball fields and find my homeroom by number.

As long as the pathway is clear, I will use the following exits for each class period if I have to evacuate the building...

Period	Evacuation Exit
HR	
1	
2	
3	
4	
5	
6	
7	
Lunch/Recess Between	

What I should do when an announcement is made to...

Shelter in Place	
Duck, Cover, Hold	
Modified Lockdown	
Lockdown	

KNIGHTLY REWARDS

The following is a list of possible rewards that can be extended to students who meet or exceed Patapsco expectations in following school procedures:

TEACHER LEVEL

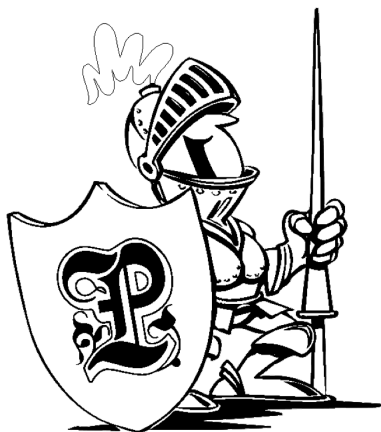
- Notes in the Student Agenda
- Positive E-mails & Phone Calls
- Positive Postcards – Knightly Notes
- HW Passes
- Recognition Postings (classrooms & hallways)
- Positive Office Referrals
- Stickers/Tickets

TEAM LEVEL

- Leadership Roles – Round Table
- Celebrations
- Academic Awards
- Citizenship Awards – SOM Nominations
- Quarterly or Year-End Awards for Achievement
- Team/Teacher-Student Conference
- Content Incentives

SCHOOL LEVEL

- Attendance & Honor Roll Postings
- Citizenship Awards – SOM Honorees
- Patapsco Faire – School-wide Celebration
- Raffles



KNIGHTLY CONSEQUENCES

The following are suggested interventions that may be used by teachers in correcting a student's inappropriate behavior. These actions are not listed in a particular order of use. A staff member may choose to begin at any phase or level depending upon the details of the incident and previous interventions used or assigned.

Level 1: Warning

Student-Teacher Conference
Time Out (in class)
Parent Contact (e.g. note in Student Agenda)
Loss of Privilege – teacher based (e.g. loss of recess)

Level 2: Parent Contact

Lunch Detention
Student Services Referral
Student-Teacher Conference
Time Out (out of class)

Level 3: Parent Phone or Email Contact

AM/PM Detention
Team Intervention
Team/Student Conference
Parent/Student/Teacher Conference
Parent/Student/Team Conference
Team/Administration/Student Conference
Parent Visit/Shadow Student

Level 4: Office Referral**

Team/Administration/Student Conference
Extended School Day

** Students who receive Office Referrals in excess or for egregious offenses may be partially or completely excluded from participating in various school activities. These may include, but are not limited to: school socials (e.g. *Faire Day*), field trips, extracurricular activities, and others as determined.

SCHOOL & COUNTY POLICIES

This section of the Patapsco Student Agenda is dedicated to explaining, in greater detail, the various county and local school policies and regulations students are held accountable for daily. Each school year, the superintendent directs school principals to inform all students, parents/guardians, and staff of the policies included in this section at the beginning of the school year and at other times when deemed appropriate. By providing you with the information in this Student Handbook, we hope to supply you with quick and ready access to the material. Policies are regularly reviewed and updated by HCPSS. For the most current policy revision, or to view the policy in its entirety, along with supporting regulations and procedures, you may visit the HCPSS website at www.hcpss.org or request copies through the Public Information Office at 410-313-6682.

ACADEMIC DISHONESTY/CHEATING

(Policy 8120) According to the Code of Conduct for Howard County Public Schools, cheating/academic dishonesty is defined as “receiving or providing inappropriate information from any source regarding test items or content.” This includes, but is not limited to: copying the work of someone else, permitting your work to be copied by another, and representing someone’s work or ideas as your own. The latter is also called plagiarism. If a student is found to be guilty of either cheating or committing an act of academic dishonesty, they may receive loss of credit for all or part of the assignment. Depending on the severity of the incident in question, they may also receive an Office Referral.

ALCOHOL AND OTHER DRUGS

(Policy 9230) The possession, use, or distribution of alcoholic beverages and other drugs on school premises or at school-related or school-sponsored activities is prohibited. Legal searches and seizures related to this policy may be conducted on school property. Confidentiality is guaranteed for students who seek counseling for drug or alcohol abuse problems.

ATTENDANCE

(Policy 3000 and 9010) There is a direct relationship between academic achievement and regular school attendance. Students who attend class every day develop

a sense of continuity in the material presented, in the problem-solving techniques used by the teacher, and in the academic and behavioral expectations for all students.

It is the responsibility of the student to:

- Take advantage of the educational opportunities offered to them.
- Attend regularly scheduled classes unless officially excused.
- Know and fulfill the specific required objectives set by the teacher in each course taken.

Lawful Absence and Lateness

Students are considered to be lawfully absent or late to school for the following reasons:

- Illness of student
- Court summons
- Death of immediate family or other
- Observance of an approved religious observance
- State of emergency
- Suspension
- Lack of authorized transportation
(i.e. confirmed failure of bus to pick up student)
- Other emergency or sufficient circumstances as determined by the Superintendent

Absences Email (pmsabsence@hcpss.org) or call **Student Services (410-313-2850)** to your report your child's absence. When the child returns from a legal absence, a **written note** from the parent/guardian **is still required** within two school days, or the absence will be recorded as ‘truancy’ (not excused).

Students, who attend school for less than two hours, will be marked as absent for the full day. Students who attend for four or more hours will be marked present for a full day. Absences of between two and four hours, at any time during regular school hours, regardless of the reason, will receive credit for a half-day of attendance.

Unlawful Absences and Tardiness The only lawful absences are those listed above. All other absences and case of lateness are unlawful.

Tardiness, Absence and Early Dismissal Procedures

By state law, school attendance is required for students ages 5 through 16. A student arriving late to school is considered tardy. A student is counted present for the school day if they are in attendance for four hours or more of the school day. A student is counted present for a half day if they are in attendance for at least two hours but less than four hours of the school day.

Tardiness to Class Grade-level teams will determine consequences for tardiness to class. Grades may also be affected by chronic, unexcused lateness.

Tardy Students are expected to enter the building at 8:00 a.m. and to be in their seats when roll is taken by 8:05 a.m. Please email pmsabsence@hcpss.org or call the Student Services Office and leave a message if your child will be late to school. Legal reasons for tardiness are the same as those listed for absences.

Early Dismissal A note is to be sent to the Student Services on the morning of the early dismissal with the student's name, grade, reason, and time your child will be picked up. Your child will be given an early dismissal stamp in their Student Agenda to leave class and report to the front office. The student must be signed out on the log in the front office.

Discretionary Absences A pre-arranged absence is time off from school that is authorized by the parent or guardian *and is preceded* by the completion of a 'Pre-Arranged Absence' form. A parent may exercise their discretion to request student absences up to three (3) days per school year. The school's obligation is to encourage good attendance and to inform the student and family of the anticipated consequences of absences due to personal or family business. Class periods or school days missed can never be fully recovered. Therefore, the school encourages scheduling these activities at times that will not require absence from school. Pre-arranged absence forms are available in Student Services as well as on our website. All work provided prior to the absence is to be turned in upon the student's return to school.

Accrued Absences and Tardiness We monitor student attendance carefully. Any student who develops a pattern of frequent or repetitive absences/tardiness, whether for lawful or unlawful reasons, will be placed on a 'Watch List.' Attendance is critical to the level of academic success a child attains and, therefore, the following interventions may be applied:

- Lunch detention
- Student Conference with Guidance Counselor
- Letter to Parent/Guardian
- Referral to Administration
- Parent/Guardian Conference
- Attendance Contract
- Requirement of Doctor's Notes
- Referral to Pupil Personnel Worker
- Retention of student

Students are considered to be chronically absent when their year-to-date absence rate meets or exceeds 20% of the school days. Following 15 consecutive days of absence, students may be withdrawn from the HCPSS.

Make-up Work Procedures It is the student's/parent's responsibility to obtain make-up work from the school or the teacher. **Students who are absent two or more consecutive days may request to have make-up work collected by Student Services (410-313-2850).** If the

Student Services Office is contacted by 8:00 a.m., the requested work may be made available for pick-up by 3:00 p.m. that same day. For work requested after 8:00 a.m., pick-up will be available on the following school day. Students are encouraged to access Synergy to identify missed assignments and to establish a list of homework buddies to consult when absent.

Students are granted the same number of days to complete missed work as the number of days absent immediately following the absence. Assignments due on the date of the absence must be submitted upon the student return. If the work is not turned in by the agreed upon date, a penalty for late work may be applied at the discretion of the classroom teacher. In cases of serious illness, special arrangements for completing missing work can be made with the student's teachers.

Students who are lawfully tardy to class or school will be given the same chance to make up work, however penalties may be assigned.

School-Sponsored Activities When a student is participating in an approved school activity during the school day, the student is counted "present" for the day provided arrangements have been made in advance. Students who are not present during the regular school day may not attend school-sponsored activities during or after school hours.

BULLYING, CYBERBULLYING, HARASSMENT, OR INTIMIDATION

(Policy 1060) Howard County Public School system is committed to providing safe school environments as outlined in Policy 1040. In addition, as a result of legislation passed in 2008, the Board of Education developed Policy 1060 Bullying, Cyber-bullying, Harassment or Intimidation, which establishes expectations for maintaining a safe and respectful school climate where bullying, cyber-bullying, harassment and intimidation are not tolerated. Bullying may include the following specific behaviors:

- Hitting, kicking shoving, spitting, hair pulling or throwing something
- Getting another person to hit or harm the student
- Teasing, name-calling, critical remarks, or threatening, in person, by email or text message
- Bullying by demeaning and making the target of jokes
- Rude and/or threatening gestures
- Excluding or rejecting the students
- Intimidation, extortion or exploitation
- Spreading rumors or gossip that is harmful
- Cyber bullying

All reports of bullying, cyber bullying, harassment and intimidation will be documented and the student making the report, or an appropriate adult, should complete and submit a Reporting Form. The victim and witnesses will be informed that confidentiality cannot be insured because it is not possible to predict what will be discovered as a result of the investigation. The offender will be informed that retaliation against any victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.

Policy 1060 requires compliance with the Maryland Safe Schools Reporting Act of 2005 which provides for any student, staff member, parent/guardian or close adult relative of a student to report any incident of bullying, cyber-bullying, harassment or intimidation that occurs on school property, at a school-sponsored activity or event, on a school bus or substantially disrupts the orderly operation of the school. Incidences of bullying may be reported using a printed form (available in the school office or at www.hcpss.org/parents/school-culture-andclimate/report-bullying/) or through HCPSS Sprigeo, an online reporting system, at: report.sprigeo.com. See Policy 1060 for additional information.

BRING YOUR OWN DEVICE

(Policy 8080 and 3040) Students are permitted to carry and use portable electronic devices during the school day. Devices must be turned off or in silent mode at all times and should not be visible during, or disrupt, instructional time unless under the express direction and supervision of a school staff member. [Instructional time is defined as from the sound of the late bell to the sound of the dismissal bell.]

The instructional and administrative guidelines below apply to students who opt to bring a personal device to HCPSS schools and school sanctioned/sponsored events:

- Students must comply with class and school rules and all relevant HCPSS Board Policies.
- Administration, faculty, and staff may request at any time that students turn off and put away technology devices. Failure to do so may result in disciplinary action and possible revocation of privileges.
- Individuals assume full responsibility for their non-HCPSS owned technology devices. This includes the device's safety, security, and maintenance.
- Schools may designate approved personal communication device zones/times on school grounds; however, personal communication devices may not be used in locker rooms or bathrooms at any time.
- Students must obtain consent from staff and participants before taking, uploading or sharing photos, recording audio, or capturing video at school/events.
- Any disruption to class or other educational activity may result in disciplinary action.

- The placing and answering of personal phone calls, personal texts, or personal emails during instructional time are prohibited.
- Students are not required to use their data plans to access instructional materials. With express consent from a staff member, students may connect to a HCPSS network.

Portable electronic devices are vulnerable to loss or theft. We highly encourage students and parents to engrave or permanently mark their devices with owner information. Students and parents must assume total responsibility for any privately owned technology used at HCPSS schools and school sanctioned/sponsored events. If a privately owned device is stolen, the victim must immediately report the incident to a school administrator; however, HCPSS will not accept the responsibility for any lost or stolen privately owned electronic device. School staff cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning privately owned technology. Furthermore, HCPSS is not responsible for any possible device charges to private accounts that might be incurred during approved school-related use.

Students will be allowed additional access to cell phone usage given positive adherence to digital citizenship policies. Students who fail to abide by stated policies and guidelines may have their property taken for safe keeping by any staff member. Confiscated property will be turned in to the main office. Items will be returned to a parent or guardian during regular office hours. Repeated violations may result in total loss of privilege.

CIVILITY POLICY

(Policy 1000) The Board has set clear expectations for civil behavior that supports a safe, welcoming, and nurturing environment on school property and at school-related activities. Unacceptable behaviors include but are not limited to:

- Rude, insulting, or demeaning language / actions.
- Persistently unreasonable demands.
- Intrusive and/or interruptive behavior.
- Displays of temper.
- Harassment and intimidation.
- Threatening and/or abusive gestures and behavior.

Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior. When resolution is not reached through cooperative agreement, either party involved may cite this policy and notify the other person that they are ending the conversation or the interaction and removing themselves from the situation by ending a phone call, walking out of the room, or requesting the other individual to leave the room.

COMMUNITY OFFENSES

(Policy 9280) The presence of a student in school who has been charged with a community offense may pose a serious threat to the safety and well being of students and/or staff. Additionally, their appearance in school may disrupt the educational process in the school. When it is determined that a student charged with a community offense represents a serious threat to others, or whose presence in school has a direct effect on the order and general welfare of the school, the student may be assigned to an Alternative Educational Placement.

COMPUTER/TECHNOLOGY GUIDELINES

(Policy 8080) The Howard County Public School system recognizes that the Internet shifts the ways that information may be accessed, communicated, and transferred by members of society and these changes may also alter instruction and student learning. The Howard County Public School System generally supports access by students to a variety of information resources along with the development of appropriate skills to analyze and evaluate such resources.

Students are responsible for good behavior on the Internet just as they are in a classroom or a school hallway. A network is provided for students to conduct research and communicate with others. Access to network services will be provided to students who agree to act in a considerate and responsible manner. In addition, students will not be allowed to access the Internet without a staff member monitoring their work.

Each student will be required to sign a Computer Use Agreement at the beginning of the school year. We ask that parents take the time to review these guidelines and expectations with their student, as use of the Internet is a privilege, not a right. Failure to adhere to the agreed upon guidelines may result in suspension or revocation of Internet access as well as other disciplinary actions.

Acceptable uses of the Internet include activities that support learning and teaching. Internet users are encouraged to develop uses which meet their individual educational needs and which take advantage of the network's functions. Unacceptable use of the network includes, but is not limited to:

- Violating the rights to privacy of other students.
- Using profanity, obscenity, or other language, which may be offensive to another user or otherwise violates the Civility policy.
- Copying materials in violation of copyright law.

- **Plagiarizing (which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source).**
- Using the network for financial gain or for any commercial or illegal activity.
- Unauthorized entry to and/or destruction of computer systems and files.
- Re-posting personal communications without the author's prior consent.
- Revealing home phone numbers, addresses, or other personal information.
- Making personal purchases or unauthorized orders.
- Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others.
- Downloading or copying information on to disks or hard drives without prior teacher approval.
- Accessing unauthorized websites (e.g. YouTube, Facebook, etc.)
- Promoting or depicting the use of tobacco, drugs, alcohol, or other illegal or harmful products, profanity, obscenity, the use of weapons, terrorism, gang affiliation, or violence.
- Using language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.
- Actions that cause or are likely to cause a disruption to school activities or the orderly operation of the school.
- Actions that constitute bullying, cyber-bullying, harassment, or intimidation in violation of Policy 1040 Safe School Environments, or Policy 1060 Bullying, Cyber-bullying, Harassment, or Intimidation.

DISCIPLINE

(Policy 9200) The Board of Education recognizes the need for a school environment that is orderly and safe for all students and staff. It also recognizes that the behavior of a student is the shared responsibility of the student, the home and the school. The school staff has the responsibility for taking appropriate action when a student is involved in a situation that does not contribute to a safe and orderly environment. Discipline is intended to foster student growth, to teach students methods of self-responsibility, and to ensure an acceptable environment for teachers to teach and students to learn.

The student has the right to know the reasons for disciplinary action. School personnel have the responsibility for determining the appropriate disciplinary

action based upon how severe the student's behavior is and/or how often the student's behavior takes place.

All disciplinary policies are in effect during regularly scheduled school hours as well as other times and places where school administrators have authority over students. These events may include, but are not limited to, school-sponsored events, field trips, 'Foreign Study' trips, athletic functions and the like.

The professional staff at our school has the responsibility for taking appropriate action when a student is involved in a situation that is not conducive to a safe and orderly environment. The student has the right to be informed of the reasons for disciplinary action. For your convenience, the Parents Guide to the Code of Conduct can be found in section III of this handbook.

DISCRIMINATION

(Policy 1010) The Board of Education is committed to providing an educational and work environment that fosters equitable opportunities and an appreciation of diversity and commonality in a culturally pluralistic society. To that end, education that is multicultural will be promoted through curriculum, instruction, staff development, and resource selection. In order to promote the worth and dignity of all individuals, the Board will not tolerate any act of discrimination, intimidation, harassment, or hate/bias based on race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status or sexual orientation by students, employees, or third parties.

It is a violation of this policy for any student, employee, or third party to engage in acts of discrimination or hate/bias based on the categories listed above. It is also a violation of this policy to engage in retaliation toward any individual for having reported or threatened to report discriminatory behavior. Consequences for a student, employee, or third party who violate this policy will be differentiated according to applicable school system policies and other applicable state and federal laws. Violations of this policy are cumulative. Subsequent offenses may affect the nature and severity of further consequences.

DRESS CODE & STUDENT EXPRESSION

(Policy 9210) Patapsco Middle School maintains standards of dress and appearance to ensure that our school is a safe and respectful place to learn. All dress and grooming shall meet health and sanitary standards. Any type of apparel that is considered to be disruptive, dangerous, or provocative shall not be permitted during school hours or during school sponsored activities. These

dress guidelines will present no difficulties if students remember to avoid extremes of dress. Exceptions will be made for religious and medical reasons only. Our guidelines are:

- Shorts and skirts should be an appropriate length for school. Remember, middle school students are active learners who often stretch, bend down, kneel, run, and play. Length is an important consideration.
- Tank tops, crop tops, halter tops, single arm tops and muscle shirts should not be worn. Bra straps and undergarments should not be exposed. Likewise, garments intended as sleepwear are not appropriate for school (e.g. slippers, etc.).
- Headwear, hats, bandanas and sunglasses cannot be worn.
- Clothing that exposes belly buttons or has excessive rips, tears, or holes should not be worn.
- Pants should not be long enough to drag on the floor and/or hang low enough on the waist to reveal undergarments.
- Clothing and jewelry that display images, messages and/or slogans that may be offensive or violent are not to be worn. Unacceptable topics include illegal drugs, alcohol, tobacco, profanity, weapons, gang tags and sexually explicit messages or innuendo.
- Shoes should be worn that protect the entire foot and allow for full participation in class activities. We recommend that students wear closed-toe shoes or sandals. Teachers have the right to require certain footwear to allow participation in class.
- Clothing that indicates affiliation or support of known gangs is prohibited.
- Students may not use backpacks or other accessories to carry books during the school day. Any item used or intended for this purpose must be stored in the student locker.

If a student fails to follow these guidelines, they will be asked to remove the item or change into another outfit more suitable. In addition, a parent will be notified.

Student dress and appearance are the basic responsibility of each student and his/her parent/guardian. However, if any member of the staff feels a student is in violation of the Dress Code Policy, the student will be sent to an administrator who will determine if a violation has occurred. If the administrator determines that the student is in violation of the Dress Code Policy, the student will be allowed to correct their appearance. If the student does not comply with the request of the administrator, the parent/guardian will be contacted and disciplinary action may be taken.

Patriotism and Religious Exercises

Schools are required to display and properly care for the American flag on the school site and in each classroom.

Public schools may require students to participate in morning opening exercises, which may include approximately one minute of silence. The period of silence must be neutral with respect to religion.

G RADING, PROMOTION, RETENTION & ACCELERATION

(Policies 8010 & 8020) The Board of Education is committed to ensuring that all students meet or exceed rigorous performance standards. Accordingly, grading and achievement information must be determined in a consistent manner and regularly reported to students and their parents. Grading and promotion within the school system is based on the degree of success the individual student has achieved in the educational program.

The grading system for kindergarten through Grade 8 includes evaluation, effort, and instructional codes and/or comments. The decision to retain or accelerate a student is based on a number of factors including:

- Academic achievement
- Demonstrated progress in response to academic interventions
- Age of the student
- Previous retention or acceleration
- Attendance record
- Parental concerns
- Developmental, health, and emotional factors
- Report card data and information
- Formal intervention plans
- IEP/504 Committee recommendations

Policy 8010, Grading, Reporting, Promotion, Retention, and Acceleration has been developed to ensure students are prepared for the academic rigors of high school and the Maryland High School Assessments. The Howard County Board of Education has established the following criteria regarding promotion at the middle level:

Middle school students must pass all courses and receive a final grade of not lower than “C” in all core subjects (English/Language Arts, mathematics, science, and social studies) or they will automatically be considered for retention. A student who does not meet this requirement may be recommended to attend summer school.

Decisions regarding promotion, retention and acceleration shall be based on a student’s performance and academic progress over the entire school year. When the performance of any middle school student is below grade/curriculum expectations, the teacher and or/grade-

level team will, with the knowledge and appropriate participation of parents/guardians, develop strategies to improve the student’s achievement.

All decisions regarding the retention of students with an Individualized Education Program will be considered by the IEP team.

Grading

Staff members have the decision-making ability to determine how they will grade and weigh student assignments and performance. While each individual grading policy may differ from class to class, the same standard letter grade scale is used throughout the building. Definitions for letter grade designations are as follows:

- A: superior in quality as well as in quantity. The student works consistently at the highest level of goal achievement.
- B: above average in quality and quantity. It represents a high quality of goal achievement.
- C: work is of average quality. It represents an acceptable level of goal achievement.
- D: work is below average and represents a low quality of goal achievement.
- E: indicates that work is not at a minimum level of goal achievement and will not count toward promotion.
- I: indicates the student did not complete the required coursework and the teacher has granted an extension to complete the work. Students must fulfill the agreement within two weeks of the initial grade report.

HCPSS CONNECT: On-line Grades and Course Information

HCPSS Connect provides access to a variety of student information and classroom instructional tools offering personalized communication and timely, relevant, and easily accessible information relating to your student. These tools allow parents/guardians to login and view student assignments, scores, due dates etc. Parents can check a student's current assignments to monitor homework completion or to see what make-up work is required following an absence. They can praise a student who is doing well, motivate a student who is not working to their potential, and get help for a struggling student.

Parents can access HCPSS Connect using the same login-in and password as set up for accessing the Family File. If you are a parent/guardian new to the system, you will receive an email notice on how to sign up. For more information, visit hcpss.org/connect/.

What Parents Can Expect:

1. Teachers will update grades a minimum of every two weeks.
2. Major assignment grades (e.g. tests, projects, etc.) will be reviewed with students before they are posted.
3. Parents are asked to talk to their student about a grade prior to contacting the classroom teacher. Parents are also asked to encourage students to advocate for themselves regarding academic grading concerns.
4. Teachers will do their best to respond to emails from parents within two school days. Please remember that teachers have the responsibility for over 125 students daily and planning time is limited during the school day.

Tips for Using HCPSS Connect:

- *Log on Regularly:* Set aside a time to review grades and upcoming projects with your student(s) on a weekly basis.
- *Practice Patience:* Each teacher may have a different routine/day for entering and updating information.
- *Foster Independence and Personal Responsibility:* Discuss what you see with your student and encourage them to talk to their teacher if they have any concerns. In general, students should approach their teacher with questions before parents do.

Grade Reports

Synergy is the primary system for reporting interim and final grades. Final grades will appear in Synergy as they appear on interim reports and on report cards at the end of each quarter. Paper copies of official grade reports are sent home at the midpoint of each quarter and approximately two weeks following the end of each quarter. The purpose of these reports is to make parents/guardians aware of their student's progress. Individual assignments and assignment scores are viewable in Canvas. Individual assignment scores are not viewable in Synergy.

Homework/Student Agenda

Each student has been issued a Student Agenda. The student is responsible for listing all homework for each class on a daily basis. In the event that homework is not assigned for that day, the student should write "Study" for that particular class. It is strongly recommended that parents/guardians check the student Agenda each night to follow the student's progress and to check for notes from teachers as our staff may use the Agenda as communication tool. Parents/guardians are asked to initial the book on a weekly basis. We also require that students leave the Student Agenda intact (i.e. refrain from tearing out pages). This allows us to preserve a record of our communication with each other in addition to keeping

track of absences and short and long-term assignments. In the event a student loses his/her Agenda, a new one will be issued at a replacement cost of \$5.00 per book.

Homework Guidelines

In order to ensure that each student meets or exceeds rigorous performance and achievement standards, Howard County Public Schools must assist students in maintaining and extending their learning. The appropriate design, use, and evaluation of regular homework assignments are integral pieces needed to achieve that goal.

Throughout all grade levels, teachers will provide homework that is engaging, varied, and meets the needs of the individual learner as to master the subject matter. Homework can assist students in reinforcing previously taught skills, exploring and extending knowledge, preparing students for future lessons, challenging and inspiring independent learning, and exploring new talents and skills. It must be useful, responsive, engaging, varied, and challenging. Homework is the most valuable tool schools have available to them that allows parent/guardians to be included in their student's day-to-day school experiences and enables students to take into their home environment that which is taught at school. Parents and guardians can follow student learning by monitoring their homework. Therefore, all Howard County schools have developed and implemented this comprehensive homework policy based upon countywide criteria as well as on the needs of the school's community.

At Patapsco Middle School, our homework guidelines incorporate the following features:

- Differentiated assignments to meet the needs of individual students and curricula.
- Clear guidelines for dealing with late or missing homework.
- Information for parents/guardians regarding school, team, and teacher homework guidelines, student homework responsibilities, and how parents/guardians can help monitor, assist, and discuss homework. Each team will communicate this information clearly to parents at the beginning of each school year.
- Approximately five to ten hours of homework a week are suggested for each middle school student. Homework assignments may reinforce previously taught skills, prepare students for future lessons, extend learning, promote creativity, and/or be a reflection of the student's day at school.
- Middle school students have more than one teacher. Therefore, teams of teachers will coordinate activities so that reasonable amounts of homework are given across subjects each night, and so that opportunities for integrating subjects are maximized.

MEDICATION INFORMATION & PROCEDURES

(Policy 5100) School system requirements for medication administration must be followed in order for students to take medication during school hours and school-sponsored events. The following guidelines have been provided for your convenience. For more information, please contact the Health Assistant or Cluster Nurse.

All medications should be given to students at home whenever possible. However, if it is necessary for a student to receive medication while in school, the following procedure must be followed for both prescription medications and all over-the-counter medications such as Advil, Tylenol, cold and allergy preparations, and medicated lotions or creams:

- A complete written physician order must be obtained by the parent/guardian; forms are available in the school health room and from the HCPSS health services webpage.
- The parent/guardian must give written permission to administer the medication to the student.
- Over-the-counter medication must be in a new, unopened container labeled with the student's name, name of the medication, date of the order, complete directions for administration in school, physician's name, and the expiration date of the medication; prescription medication should be in the pharmacy container. Ask the pharmacy for a second labeled bottle for school.
- The medication must be delivered to the school by the parent/guardian, not by the student.
- A new physician's order form must be submitted each time there is a change of dosage or time of administration and for every new school year.

Extended Day Field Trips

If medication is required for administration before or after regular school hours, the parent/guardian must provide a separate medication order and enough medication in a properly labeled prescription or original over the counter container for the duration of the trip. A medication order form completed by a physician/prescriber is required for all medications, i.e. prescription, OTC, homeopathic and herbal.

SAFE SCHOOL ENVIRONMENTS

(Policy 1040) The Board of Education is committed to providing a nurturing, respectful educational and work environment, where the worth and dignity of individuals is valued and their safety and rights protected. Behaviors that compromise this commitment, interfere with school

operations, or are otherwise contrary to the basic mission of public schools will not be tolerated.

Threats, profanity, defamation, harassment, assault, battery, hazing and intimidation are prohibited in the school system. Students, employees and third parties engaging in these behaviors are subject to disciplinary and/or legal action. Students who violate this policy may also be subject to appropriate educational interventions and/or counseling.

SEARCH AND SEIZURE

(Policy 9260) Students are protected against unreasonable search and seizure by school officials by the Fourth Amendment (*New Jersey v. TLO*, 1985). However, school officials do not need a search warrant to conduct a search of a student, and the level of suspicion required to warrant a search is not 'probable cause' – as is the case in most parts of our society – but rather a standard of 'reasonable belief' or suspicion.

Therefore, a school administrator may make a reasonable search of a student on school premises upon a reasonable belief that the student is in criminal possession of an item, the possession of which is a criminal offense under Maryland law. A third party should be present during the search. Searches may include backpacks, purses, lockers and other items used by a student. Furthermore, the locker space provided to your student is the property of the school and may be searched at any time.

SEXUAL HARASSMENT

(Policy 1020) The Board of Education is committed to providing an educational and work environment that is free from all forms of sexual harassment and discrimination on the basis of gender or sexual orientation. Additionally, students, employees and third parties may be subject to disciplinary action or consequences for inappropriate behavior of a sexual nature, even when the behavior does not rise to the level of sexual harassment as defined by federal and state laws. It is also a violation of this policy for any student, employee, or third party to engage in retaliation toward any individual who reports or makes an allegation of sexual harassment or who participates in the investigation of reported or alleged sexual harassment.

Sexual harassment of a student is defined as unwelcome conduct of a sexual nature by any person that interferes with the student's ability to learn, study, work, achieve, or participate in school activities. Examples of sexual harassment include but are not limited to: offensive language, visual harassment (such as derogatory posters, drawings, gestures, etc.), offensive touching, making unwelcome sexual advances, engaging in sexual behavior,

spreading rumors of a sexual nature, taunting or ridiculing someone because of perceived or actual sexual orientation, or pressuring someone for sexual activity.

A student who believes he or she is a victim of sexual harassment and wishes to file a complaint may do so informally with a teacher or school administrator or their designee. A formal complaint may be made verbally or in writing using a sexual harassment complaint form. Informal complaint procedures are optional and a student can choose to bypass, discontinue, or initiate a formal complaint at anytime during the process.

The school system will respond to allegations of sexual harassment in a timely manner and in all phases of complaint resolution, make every reasonable effort to maintain the confidentiality and protect the privacy of all parties.

SMOKING AND TOBACCO PRODUCTS

(Policy 9240) The use or possession of any tobacco product or cigarette, including rolling papers, lighters, and matches by students is prohibited in school buildings and on school grounds. Middle and high school students found in violation of the policy will, upon first offense, be required to attend a tobacco management class. Failure of the student to attend the tobacco management class will result in a 5-day suspension. For a second offense, a student will be suspended for a period of up to 10 days and will be required to complete a tobacco management program. A third offense results in a suspension of up to 30 days and requires completion of a tobacco management program. Any further violations may result in expulsion.

STUDENT ASSAULT ON STAFF

(Policy 9270) In order for learning to take place, the school environment must be safe and orderly. Therefore, any physical assault by a student on a school staff member is strictly forbidden. Any student who violates this policy will be suspended from school and subject to transfer. Any student involved in a second assault on school staff will be expelled.

STUDENT RECORDS

(Policy 9050 and 9280) Federal and State laws give students and their parents the right to: inspect and review the student's educational records; keep those records confidential; and, have school record inaccuracies corrected.

Right of Access to Student Records

- Parents/guardians have the right to read, inspect, and copy any of their child's records, including records considered confidential by the school.

- Schools must comply with parent's requests for such records, generally within 45 days, and must provide copies for a reasonable fee.
- All rights and protections given parents under this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post secondary school.

Disclosure of Student Records Without Parental Consent

In general, schools may not disclose personally identifiable information from a student's records to third parties without first obtaining parental consent.

School officials will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

- Perform an administrative task required in the school employee's position.
- Perform a supervisory or instructional task directly related to the student's education.
- Perform a service or benefit for the student or the student's family, such as health care, counseling, student job placement, student financial aid, etc.
- Perform a quasi-judicial function as required by federal or state law or Board of Education policy.

Schools may publish "directory information" about students without parental consent provided that parents/guardians have been made aware of the local policy regarding directory information and have been given the opportunity to refuse the disclosure of the information. Directory information may include name, address, telephone number, and other information not generally considered subject to a concern over invasion of privacy.

Amending of Student Records

Parents/guardians have the right to request that the school remove any objectionable information in a student's permanent record. In accordance with this right, each school principal shall furnish parents with an opportunity for a hearing to challenge the content of their child's records should they believe the records are inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. If, after a hearing, the school still refuses to remove the information, then the parents may include as part of the student record a statement of their position regarding the contested information.

STUDENT RIGHTS AND RESPONSIBILITIES

(Policy 9020) The responsibilities and rights of all citizens are guaranteed by the Bill of Rights, the due process amendment of the U.S. Constitution, and federal and state laws. The rights of the individual are preserved only through the protection and preservation of the rights of others. Students have a responsibility for their own

learning, for their personal conduct, and for the manner in which they exercise their rights. Students must accept the consequences of their actions. Students have the responsibility to participate in the educational program offered by their schools and, in doing so, are bound by the policies of the Howard County Public School System.

Students have specific responsibilities and rights related to school attendance, student expression, disciplinary action, due process, search and seizure, student records, student activities, use of school facilities, and non-discriminatory practices.

STUDENT TRANSPORTATION AND CONDUCT ON SCHOOL BUSES

(Policy 5200 & 5210) It is the school system's responsibility to provide safe transportation for students who ride school buses to and from school and on school-related trips. The school bus driver is responsible for ensuring that students behave in a safe and responsible manner and that any behavior that interferes with the safe transportation of students is prohibited. This policy applies to all students, public and nonpublic, for whom bus transportation is provided by the Howard County Public School System, with the exception of special education students. Behavior problems with special education students are dealt with in accordance with applicable laws and regulations.

Students are expected to be at their bus stop five-ten minutes before the scheduled pick-up time, to exercise safe behavior on school buses, and to adhere to the following rules, which are posted on each bus:

- Follow directions from the driver the first time they are given.
- Stay seated in your seat at all times while the bus is in motion.
- Keep all parts of your body inside the bus.
- Keep hands, feet, legs, arms, personal property and your voice to yourself.
- No eating, smoking, drinking or vulgar language at any time on the bus.

Student infractions of the rules/guidelines regarding student conduct on school buses may lead to the temporary suspension of transportation services.

Temporary/alternative bus arrangements

Parents/guardians who wish to have their child ride a bus other than the child's assigned bus should follow the procedures below:

- Send a note prior to the date you wish your child to ride a different bus.
- Include the date/time (a.m. or p.m.) and reason for the bus change request on the note in addition to a

phone number where you can be reached. The Office of Transportation will only approve requests made due to childcare needs or for emergency transportation reasons. Howard County does not provide transportation for social get-togethers, project work, sports, practices, etc.

- The note is to be taken to the front office in the morning for approval by an administrator or their designee.
- Your child will give the approved note to the bus driver when he/she boards the bus.
- If you must make a more extensive change of your student's transportation assignment, contact the Office of Transportation (410-313-6726).
- **Regular bus riders may not walk home without express, written permission from the legal parent/guardian.**

TRESPASSING

(Policy 3020) School properties belong to the citizens of Howard County. Appropriate use of the properties is necessary for the normal educational functions for which these facilities are designed. When the administrators-in-charge of the building determine that certain individuals:

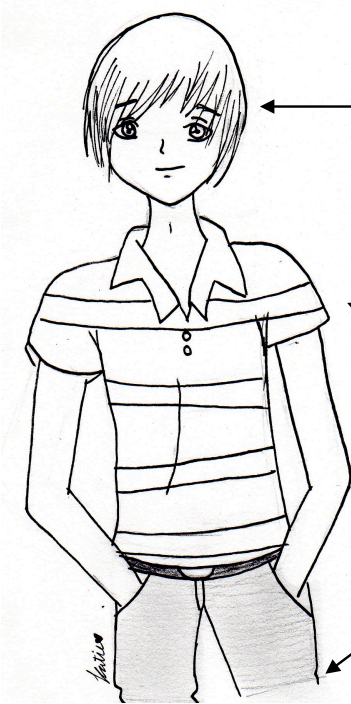
- misuse the property
- are officially suspended from the school system
- have no lawful business to pursue, or
- are acting in a manner that disrupts or disturbs the normal educational functions of the institution

These individuals can be instructed to leave the school buildings or grounds immediately. Failure to comply may result in further school or legal consequences.

WEAPONS

(Policy 9250) The presence of weapons on school property poses a serious threat to the safety and well being of students and staff. It is unlawful for any person to carry or possess any rifle, gun, knife, or deadly weapon of any kind on any public school property in the state of Maryland. Weapons, as defined by school system policy, include: any gun (real or represented as such), form of knife, throwing star, razor, metal knuckles, nunchakus, explosive device, or any other object or implement intended to, or used in such a way as to, cause harm to another. Students found in possession of a weapon on school property will be suspended and the police will be notified and the possession may result in expulsion

DRESS CODE GUIDELINES



Headwear, hats, bandanas and sunglasses cannot be worn within the school building.

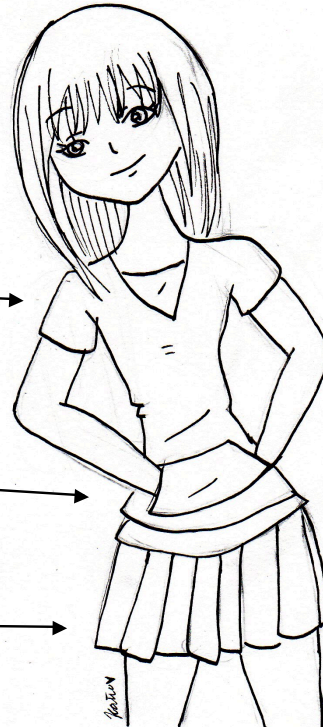
Shirts with sleeves should be worn. If wearing a sleeveless jersey another shirt must be worn underneath. All shirts need to have appropriate graphics and text.

Shoes for males and females should be worn that protect the entire foot and allow for full participation in class activities. Teachers have the right to require certain footwear to allow participation in class.

Shirts need to have a shoulder width of at least 3 fingers wide and cover the chest. Undergarments should not be visible.

Shirts need to be long enough to cover both the stomach and the back.

Shorts and skirts need to be at least middle finger tip length or longer. Undergarments should not be visible when students are seated.

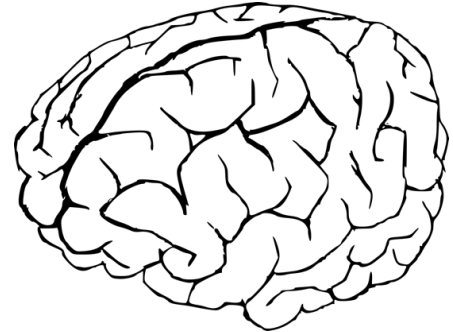


As the school year begins we will review the dress code with all students. If you would like more information about the dress code, the official policy is posted on the Howard County Public School System website, www.hcpss.org under Policy 9210.

EXECUTIVE FUNCTIONING SKILLS

Executive Functioning (EF) Skills exist in the frontal lobe of your brain.

EF skills can be improved with effort and focused attention.



EF Skill	Definition
Attention	The ability to focus on a chosen task.
Emotional Control	The ability to control your reactions to situations and be able to realize when you are out of control.
Flexibility	The ability to switch expectations for plans and events.
Goal Directed Persistence	The ability to plan for a future goal and continue taking actions needed to achieve the future goal.
Metacognition	The ability to understand how people think and learn.
Organization	The ability to create systems of order out of chaotic events and materials.
Planning/ Prioritization	The ability to select most important tasks out of a series and create a plan on how to accomplish a task.
Response Inhibition	The ability to stop oneself from an action.
Task Initiation	The ability to begin a task.
Time Management	The ability to plan small steps to accomplish a task.
Working Memory	The ability to hold onto information until it is needed.

KNOW YOUR STRENGTHS!

NAVIANCE STRENGTHS EXPLORER - FOCUS ON WHAT'S STRONG

Logging on to Naviance:

1. Go to our school Webpage (pms.hcpss.org)
2. Click on 'School Resources'.
3. Scroll down to 'Family Resources'.
4. Click on 'Naviance/Family Connection'.
5. Enter your 9-digit student ID# under email.
6. Enter your active directory password under password.

Career Clusters:

- Agriculture, Food and Natural Resources
- Architecture and Construction
- Arts, Audio/Video Technology and Communications
- Business Management
- Education and Training
- Finance
- Government and Public Administration
- Health Science
- Hospitality and Tourism
- Human Services
- Information Technology
- Law, Public Safety, Corrections and Security
- Manufacturing
- Marketing
- Science, Technology, Engineering, Mathematics (STEM)
- Transportation, Distribution and Logistics

Academic SMART Goal:

STRENGTHS EXPLORER

Achieving: Like to accomplish things and have a great deal of energy.

Caring: Enjoy helping others.

Competing: Enjoy measuring their performance against that of others and have a great desire to win.

Confidence: Believe in themselves and in their ability to be successful in their endeavors

Dependability: Keep promises and show a high level of responsibility.

Discoverer: Tend to be very curious and like to ask 'Why?' and 'How?'

Future Thinker: Think about what's possible beyond the present time, even beyond their lifetime.

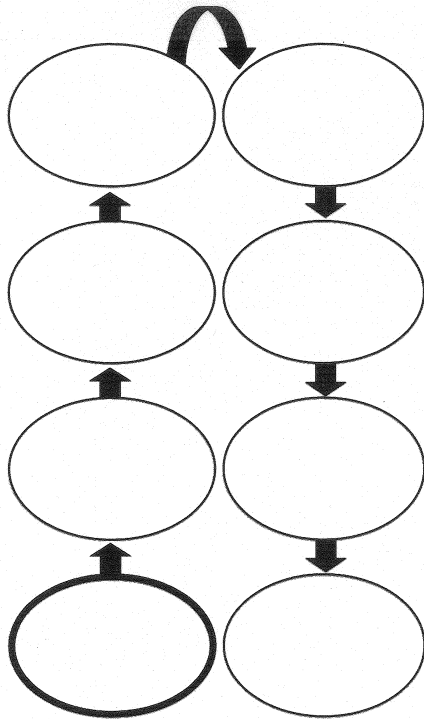
Organizer: Good at scheduling, planning, and arranging things.

Presence: Like to tell stories and be the center of attention.

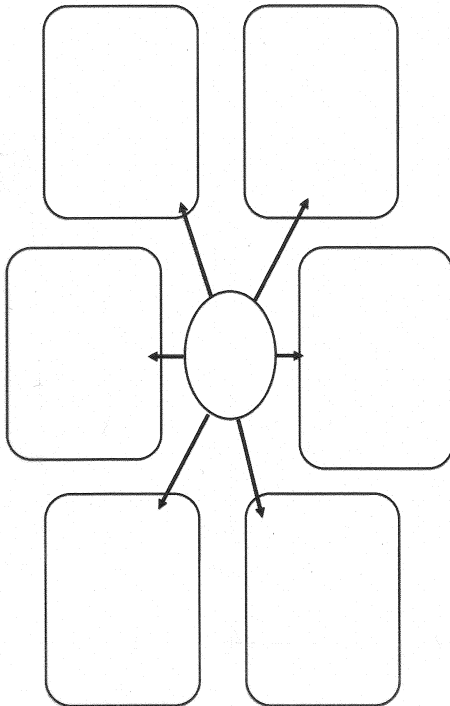
Relating: Good at establishing meaningful friendships and maintaining them.

COMMON GRAPHIC ORGANIZERS

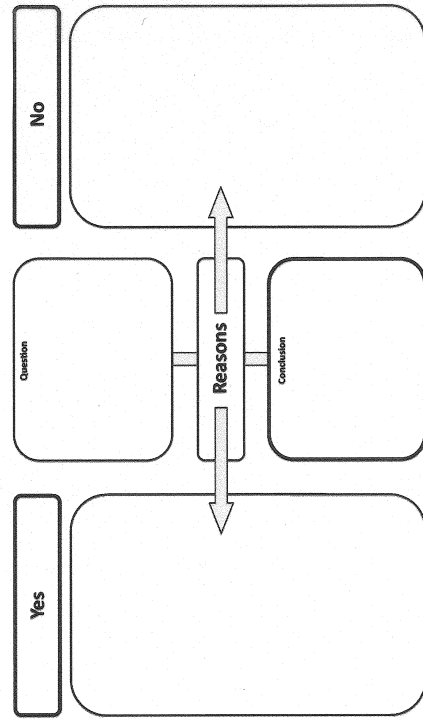
Sequence Flow Map



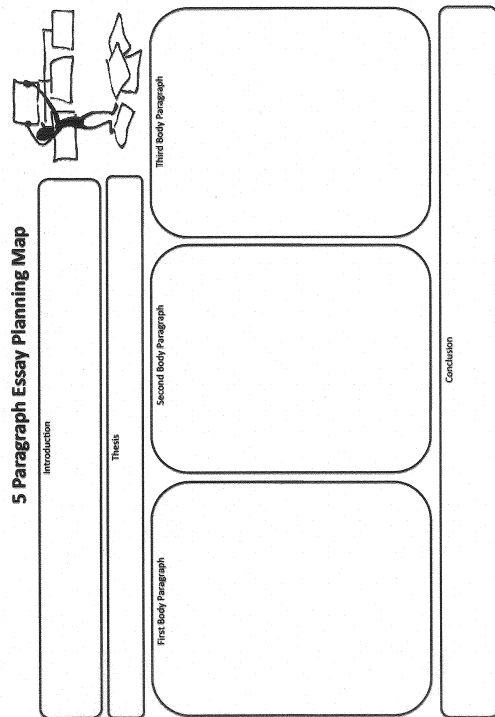
Idea Web



Looking at Both Sides of an Issue

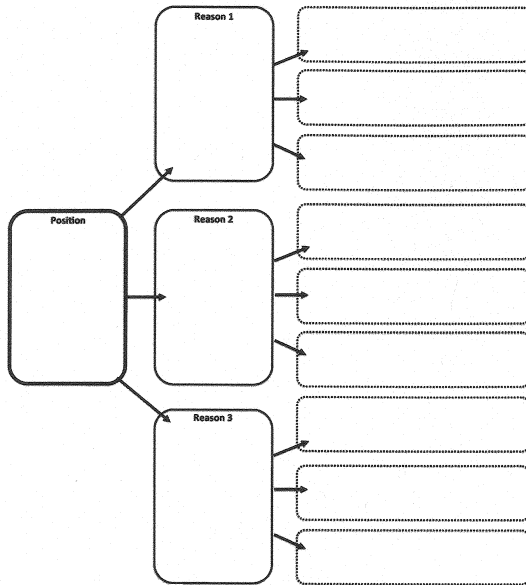


5 Paragraph Essay Planning Map

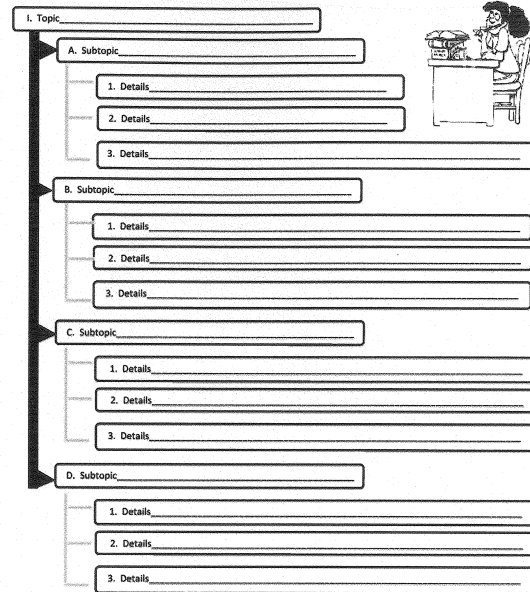


COMMON GRAPHIC ORGANIZERS

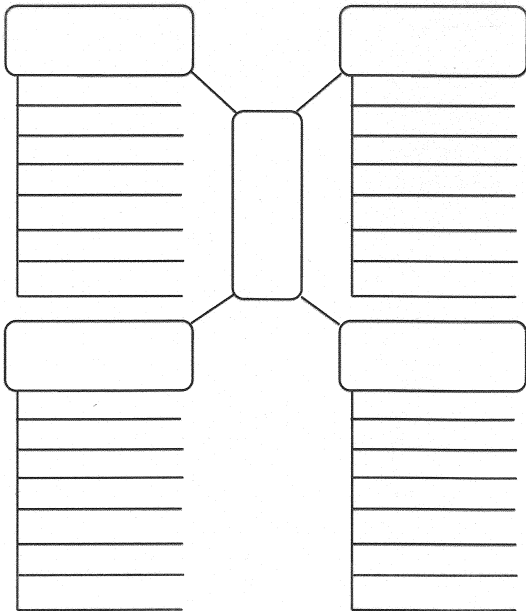
Persuasion Map



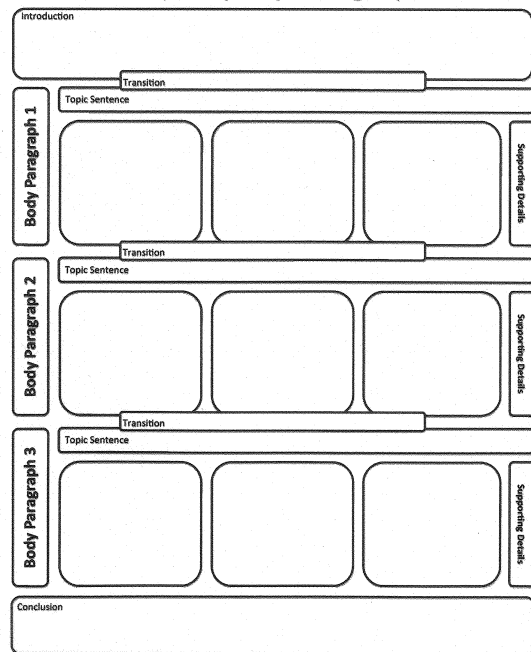
The Outliner



Supporting Details Web



Expository Essay Planning Map



GROWTH MINDSET STATEMENTS

FIXED V. GROWTH

INSTEAD OF...

TRY THINKING...

- | | | |
|--|----|--|
| I'm not good at this. | 1 | What am I missing? |
| I'm awesome at this. | 2 | I'm on the right track. |
| I give up. | 3 | I'll use some of those strategies I learned. |
| This is TOO hard. | 4 | This may take some time and effort. |
| I can't make this any better. | 5 | I can always improve, so I'll keep trying. |
| I just can't do math. | 6 | I'm going to train my brain for math! |
| I made a mistake. | 7 | Mistakes help me to learn. |
| She's so smart. I will <i>never</i> be that smart. | 8 | I'm going to figure out how she does it. |
| It's good enough. | 9 | Is it really my best work? |
| Plan 'A' didn't work. | 10 | Good thing the alphabet has 25 more letters! |

Grace's Law: Maryland's Anti-Bullying Law



Bullying is behavior that is both repeated and intended to hurt someone either physically, emotionally or both. It can take many forms like teasing, name calling, making threats, physical assaults, sexual assaults and cyberbullying.

Cyberbullying is bullying using electronic media such as computers, cell phones, and game systems. Our digital interconnectedness makes bullying different and more damaging than ever before, because hurtful gossip or photos can be shared widely in a matter of seconds.

In October 2013, the state of Maryland enacted Grace's Law, making misuse of interactive computer services a criminal offense. Its purpose is to prohibit anyone from using electronic media to maliciously engage in conduct that inflicts serious emotional distress on a minor and/or places that minor in reasonable fear of death or serious bodily injury. A person who is found guilty of violating this law is subject to imprisonment up to a year and a fine of up to \$500.00, or both.

DANGERS OF BULLYING

There are health risks related to depression for the victim, bully, and those who witness bullying, which may include:

- Irritability or anger
- Nightmares
- Headaches
- Stomachaches
- Inability to concentrate
- Multiple joint and muscle pains
- Weight gain or loss
- Depression
- Self injury (i.e., cutting)
- Difficulties in falling and/or staying asleep
- Impulsiveness
- Suicide attempts
- Homicidal thoughts



HOW YOU CAN PROTECT YOURSELF AND OTHERS

In Maryland's public schools, if you feel you are being bullied, you have the right to report your concerns and the school has the responsibility to investigate those concerns.

- Ask your teacher, counselor, or administrator if you can speak privately about a personal problem. Tell the adult what is happening or making you feel uncomfortable and how long it has been going on.
- **Ask for a Bullying, Harassment or Intimidation Reporting Form.** Complete the form, return it to the administrator, and keep a copy. Feel free to call the Maryland State Department of Education if you have additional questions regarding the completion of the Bullying Form at 410-767-0031.
- Incidences of bullying may also be reported through HCPSS Sprigeo, an online reporting system, at: <http://report.sprigeo.com>.
- Ask the administrator to investigate allegations, develop a plan of support, and schedule a meeting. Tell your parents and ask them to attend.
- If you are being bullied on a social media site, **screen-shot and save** the content to share with parents, police and the school administration. Fill out a report as often as you need to.
- Change your password, use privacy settings, and block people who send negative messages, texts, tweets or photos.
- Ask your friends not to share negative media with you or pass it on to others.

Stand Up...when you hear or see hatred and meanness.

Speak Out...tell them it's not OK. Show support or befriend the mistreated.

Get Help – Report It...tell a responsible adult and fill out a bullying report.

Reporting bullying is not snitching or tattling, it is helping to keep you and others safe. For more information, visit www.stopbullying.gov.

If you or someone you know is thinking about suicide, take it seriously and get help. **Contact the American Foundation for Suicide Prevention at 1-888-333-AFSP.**

September 2017

Calendar is subject to change. Please visit www.hcpss.org for the most recent version.

[illegible]

October 2017

Calendar is subject to change. Please visit www.hcpss.org for the most recent version.

[illegible]

November 2017

Calendar is subject to change. Please visit www.hcpss.org for the most recent version.

[illegible]

December 2017

Calendar is subject to change. Please visit www.hcpss.org for the most recent version.

[illegible]

January 2018

[illegible]

February 2018

February 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<div> <div> February Testing Dates 1. GRE (H&R) ends 2. GRE H&R (H&R) ends 3. ACT/ESS ends 12:30 ACCESS makeup window </div> <div> March 2018 Sun Mon Tue Wed Thu Fri Sat 4 5 6 7 1 2 3 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 </div> </div>						
<div> <div> 4 B 11 A </div> <div> <p> National Assembly and other related interest B Nominating – Budget C Nominating – Finance 101 Lunar New Year – Chinese/Korean Vietnamese *Organized several of previous day </p> </div> </div>	<div> <div> 5 A 12 B </div> <div> <p> Report cards issued PTA/COC meeting Meeting 7:30 pm </p> </div> </div>	<div> <div> 6 B 13 A </div> <div> <p> BDE Public Work Session II on Budget & Fiscal Year 2018 Operating Budget 1-5 pm </p> </div> </div>	<div> <div>  6 B 20 B </div> <div> <p> BDE Public Work Session III on Budget & Fiscal Year 2018 Operating Budget 1-5 pm Public Meeting 7 pm </p> </div> </div>	<div> <div> 7 A 14 B </div> <div> <p> BDE Public Work Session III on Budget & Fiscal Year 2018 Operating Budget 1-5 pm BDE Meeting 4 & 7:30 pm </p> </div> </div>	<div> <div> 8 B 15 </div> <div> <p> BDE Public Work Session III on Budget & Fiscal Year 2018 Operating Budget 1-5 pm </p> </div> </div>	<div> <div> 9 </div> <div> <p> Countywide Planning Learning Day Schedules closed for students </p> </div> </div>
<div> <div> 18 </div> <div> <p> Presidents' Day School and school board closed MAY BE USED AS INDEPENDENT teacher makeup day </p> </div> </div>	<div> <div> 19 A 26 B </div> <div> <p> Presidents' Day School and school board closed MAY BE USED AS INDEPENDENT teacher makeup day </p> </div> </div>	<div> <div> 20 B 27 A </div> <div> <p> OAC Meeting 7 pm </p> </div> </div>	<div> <div> 21 A 28 </div> <div> <p> OAC Meeting 7 pm </p> </div> </div>	<div> <div> 22 B </div> <div> <p> Adoption of FY19 Operating & Capital Budgets & FY20-22 Cap. Improvements 3 pm BDE Meeting 4 & 7:30 pm </p> </div> </div>	<div> <div> 23 </div> <div> <p> Countywide Planning Learning Day Schedules closed for students </p> </div> </div>	<div> <div> 24 </div> <div> <p> Countywide Planning Learning Day Schedules closed for students </p> </div> </div>
<div> <div> 25 A </div> <div> <p> Employee Appreciation Week </p> </div> </div>	<div> <div> 26 B </div> <div> <p> Employee Appreciation Week </p> </div> </div>	<div> <div> 27 A </div> <div> <p> Employee Appreciation Week </p> </div> </div>	<div> <div> 28 </div> <div> <p> Employee Appreciation Week </p> </div> </div>	<div> <div> 29 </div> <div> <p> Employee Appreciation Week </p> </div> </div>	<div> <div> 30 </div> <div> <p> Employee Appreciation Week </p> </div> </div>	<div> <div> 31 </div> <div> <p> Employee Appreciation Week </p> </div> </div>

March 2018

March 2018

Calendar is subject to change. Please visit www.cps.org for the most recent version.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>March holidays and other dates of interest</p> <p>Anti-American History Month</p> <p>3 Holocaust Remembrance Day</p> <p>3 Holi - India</p> <p>3 National Women's History Month begins</p> <p>3 National Black History Month begins</p> <p>3 National Hispanic Heritage Month begins</p> <p>31 President's Day - Jersey*</p> <p>*begins start of previous day</p>	<p>5 A</p> <p>KINDERGARTEN and NEW FIRST GRADER REGISTRATION</p> <p>6 B</p>	<p>6 A</p> <p>28 Palm Sunday - Christian</p> <p>30 Good Friday - Christian</p> <p>31 President's Day - Jersey*</p>	<p>7 A</p> <p>8 B</p> <p>9</p>	<p>1 A</p> <p>2</p> <p>— EMPLOYEE APPRECIATION WEEK —</p>	<p>1 A</p> <p>2</p>	<p>3</p>
<p>11 A</p> <p>12 B</p>	<p>12 A</p> <p>13 A</p> <p>14 B</p> <p>15 A</p> <p>16</p>	<p>BOE meets with ITFA</p> <p>Presidents & CAC 7:30 pm</p> <p>BOE meeting reports issued</p>	<p>15 A</p> <p>16</p>	<p>17</p>	<p>17</p>	<p>17</p>
<p>18 B</p> <p>19 A</p> <p>20 B</p> <p>21 A</p> <p>22 B</p> <p>23</p>	<p>19 A</p> <p>20 B</p> <p>21 A</p> <p>22 B</p> <p>23</p>	<p>BOE Coffee and Conversation 7:30-9 pm</p>	<p>22 B</p> <p>23</p>	<p>24</p>	<p>24</p>	<p>24</p>
<p>25 A</p> <p>26 B</p> <p>27 A</p> <p>28 B</p> <p>29</p> <p>30</p> <p>31</p>	<p>26 B</p> <p>27 A</p> <p>28 B</p> <p>29</p> <p>30</p> <p>31</p>	<p>CAC Meeting 7 pm</p> <p>BOE Meeting 4.5-7:30 pm</p>	<p>28 B</p> <p>29</p> <p>30</p> <p>31</p>	<p>30</p> <p>31</p>	<p>30</p> <p>31</p>	<p>31</p>

*Schedules are either closed (State mandated holiday)

April 2018

[illegible]

	S	M	T	W	T	F	Sa
May Testing Dates							
4 MGA ends	1	2	3	4	5	6	7
7 Govt USASA begins	8	9	10	11	12	13	14
17 ALMAA ends	15	16	17	18	19	20	21
30 Govt malapup begins	22	23	24	25	26	27	28
	29	30					

Calendar is subject to change. Please visit
www.iclps.org for the most recent version.

May 2018

Calendar is subject to change. Please visit www.hcps.org for the most recent version.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		A	1 B	2 A	3 B	4
<p>May 10th - American Day of Prayer</p> <p>May 11th - Memorial Day (State-mandated holiday)</p> <p>May 12th - American Day of Prayer</p> <p>May 13th - American Day of Prayer</p> <p>May 14th - American Day of Prayer</p> <p>May 15th - American Day of Prayer</p> <p>May 16th - American Day of Prayer</p> <p>May 17th - American Day of Prayer</p> <p>May 18th - American Day of Prayer</p> <p>May 19th - American Day of Prayer</p> <p>May 20th - American Day of Prayer</p> <p>May 21st - American Day of Prayer</p> <p>May 22nd - American Day of Prayer</p> <p>May 23rd - American Day of Prayer</p> <p>May 24th - American Day of Prayer</p> <p>May 25th - American Day of Prayer</p> <p>May 26th - American Day of Prayer</p> <p>May 27th - American Day of Prayer</p> <p>May 28th - American Day of Prayer</p> <p>May 29th - American Day of Prayer</p> <p>May 30th - American Day of Prayer</p> <p>May 31st - American Day of Prayer</p>	<p>10 American Day - Christian</p> <p>11 American Day - Muslim</p> <p>12 American Day - Muslim</p> <p>13 American Day - Muslim</p> <p>14 American Day - Muslim</p> <p>15 American Day - Muslim</p> <p>16 American Day - Muslim</p> <p>17 American Day - Muslim</p> <p>18 American Day - Muslim</p> <p>19 American Day - Muslim</p> <p>20 American Day - Muslim</p> <p>21 American Day - Muslim</p> <p>22 American Day - Muslim</p> <p>23 American Day - Muslim</p> <p>24 American Day - Muslim</p> <p>25 American Day - Muslim</p> <p>26 American Day - Muslim</p> <p>27 American Day - Muslim</p> <p>28 American Day - Muslim</p> <p>29 American Day - Muslim</p> <p>30 American Day - Muslim</p> <p>31 American Day - Muslim</p>	<p>6 A</p> <p>7 B</p> <p>8 A</p> <p>9 B</p> <p>10 A</p> <p>11</p> <p>12</p>	<p>13 B</p> <p>14 A</p> <p>15 B</p> <p>16 A</p> <p>17</p> <p>18</p> <p>19</p>	<p>20 B</p> <p>21 A</p> <p>22 B</p> <p>23 A</p> <p>24 B</p> <p>25</p> <p>26</p>	<p>27</p> <p>28 A</p> <p>29 B</p> <p>30 A</p> <p>31</p>	

June Testing Dates		July 2018						
2	Sat							Sat
3	Sat							Sun
4	Sun							Mon
5	Mon							Tue
6	Tue							Wed
7	Wed							Thu
8	Thu							Fri
9	Fri							Sat
10	Sat							Sun
11	Sun							Mon
12	Mon							Tue
13	Tue							Wed
14	Wed							Thu
15	Thu							Fri
16	Fri							Sat
17	Sat							Sun
18	Sun							Mon
19	Mon							Tue
20	Tue							Wed
21	Wed							Thu
22	Thu							Fri
23	Fri							Sat
24	Sat							Sun
25	Sun							Mon
26	Mon							Tue
27	Tue							Wed
28	Wed							Thu
29	Thu							Fri
30	Fri							Sat
31	Sat							Sun

[illegible]

July 2018

July 2018

Calendar is subject to change. Please visit
www.hqaz.org for the most recent version.

July 2018						
June 2018		July 2018		August 2018		
Sun	Mon	Tue	Wed	Thurs	Fri	Sat
28	29	30	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	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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	 <p>July holidays and other dates of interest are indicated on the Bus "Stop" 24 Pioneer Day - Mormon * begins sunset of previous day</p>			

August 2018

STUDENT SERVICE LEARNING LOG

Homeroom _____ Last Name _____ First Name _____

Theme _____

Content Class	Date	Activity Description	Hours	Preparation, Action, Reflection	Teacher Initials

SERVICE LEARNING VALIDATION ORGANIZER

PREPARATION	What problem was identified?	
	How does this impact our community?	
	What did you learn / what skills did you acquire to address the problem?	

ACTION	What type of service was engaged in?	Direct: Face-to-face help Indirect: “Behind the scenes work” Advocacy: Using your voice or skills to make a difference
	What exactly did you do?	
	How did you do it?	

REFLECTION	Did your efforts make an impact? How do you know?	
	How did it benefit others?	
	How did your learning and actions benefit you?	

Student Acknowledgement of County Policies and Regulations

Homeroom
Teacher _____

Student
Name _____
Last First

Your signature below is an indication that you are aware of the Rules and Policies regarding:

- Academic Dishonesty/Plagiarism (#8120)
- Alcohol and Other Drugs (#9230)
- Attendance (#3000 & 9010)
- Bring Your Own Device (#8080 & 3040)
- Bullying, Cyberbullying, Harassment, Or Intimidation (#1060)
- Civility (#1000)
- Community Offenses (#9280)
- Computer/Technology Guidelines (#8080)
- Discipline: Student Code of Conduct (#9200)
- Discrimination (#1010)
- Dress Code (Policy #9210)
- Grading, Promotion, Retention & Acceleration (#8010 & 8020)
- Medication Information & Procedures (#5100)
- Safe Schools Environment (#1040)
- Search and Seizure (#9260)
- Sexual Harassment (#1020)
- Smoking & Tobacco Products (#1050 & 9240)
- Student Assault and/or Battery on School Staff (#9270)
- Student Records (#9050 and 9280)
- Student Rights and Responsibilities (#9020)
- Student Transportation (#5200)
- Trespassing (#3020)
- Weapons (#9250)

Date

Grade/School /Patapsco Middle School

Student Signature

Please Print Your Full Name Here

Parent/Guardian Signature

Print Parent/Guardian Name Here

THIS PAGE IS TO BE SIGNED AND RETURNED ASAP