

## **EMS POLICIES & PROCEDURES**

These policies and procedures have been prepared to provide students and their families with information they need in order to have the best opportunity for success in school. While it contains many important rules and policies related to life at East Middle School, it is not intended to be comprehensive and students may be subject to other school rules and policies not included on the school website. We ask parents to review this with their children and help them understand school expectations. Students are always most successful when parents, teachers, and administrators work together.

### **PERSONAL DEVICES**

Please refer to the CCPS Student/Parent Handbook for complete regulations on personal devices.

**At East Middle, cell phones and personal devices must be out of sight from the time they enter the building until they leave.** The only exceptions to this policy are:

- Teacher discretion in the classroom for instructional purposes

Each violation of the EMS technology policy could result in consequences, but more than four (4) violations will result in an automatic office referral, which could result in restriction of device privileges.

### **WATER BOTTLES**

Students may carry their own water bottles during the school day. Water bottles must have a closeable lid and must be clear/see through. Students should drink water. Sugar drinks, sports drinks, etc. are not permitted during the school day. Any alteration to this policy must have a doctor's note and/or prior administration approval.

Filtered water filling stations are located at each water fountain.

Students who bring something other than water may be asked to dispose the contents of the water bottle and/or if the water bottle is not clear/see through they may be asked to place in main office for pick up at end of the school day.

### **LOCKERS & BACKPACKS**

A locker will be assigned to all students to store books, coats and other school related items. If a student wishes to have a lock, he/she must provide their homeroom teacher with the combination or an extra key. Locker stops will be provided throughout the school day.

Students are not permitted to carry a backpack during the school day unless a doctor note is provided or prior administrative approval. Small purses may be carried for personal hygiene and bags to carry PE uniforms are acceptable for the class period students are enrolled in PE.

**PLEASE NOTE:** The principal and/or assistant principals may conduct a search of the school building and every appurtenance thereof, including student lockers. Maryland Public School Law, Article 7.307, establishes the right to search students and their personal possessions while on school property.

### **CARE OF BOOKS AND MATERIALS**

East Middle School provides laptops, Media Center materials, textbooks, and other items for student use. These items are the property of the school system and may be assigned for any length of time. Students are responsible for the proper care and return of school property. Should a student damage or fail to return computers, textbooks, Media Center materials, or other school owned property, or have other obligations, the administration may prohibit the further issuance of school owned property until restitution has been made.

## **PERSONAL POSSESSIONS**

We encourage students to leave valuables at home, as we cannot guarantee the safety of these items. If your child wishes to have a valuable item at school, we suggest that it is kept in their LOCKED locker. This is especially true of large sums of money or electronic devices of any kind.

## **FLEX**

All student schedules include a FLEX period each day. FLEX time serves several purposes:

- Remediation for students who did not understand a lesson when it was taught in class
- The closing of learning gaps students bring with them from prior grades
- The “re-teaching” of concepts prior to re-taking a test
- The opportunity for students to receive help when completing an assignment
- Completing classwork and/or homework

## **LUNCH AND CAFETERIA PROCEDURE**

I will have time to eat my lunch each day. **When I am finished with lunch, I will clean my area. When I finish eating lunch and cleaning my area I may go outside, weather permitting, for the remainder of the time.** During that time I must play fair. If I choose to remain inside, I must stay in my seat and talk quietly with my friends.