

# Bobcat Handbook

National Blue-Ribbon School



2024-2025

***“FEEL THE ROAR”***

*We Rise By Lifting Others*

**2954 Chaneyville Rd., Owings, MD 20736**

**443-550-9230 / FAX 410-257-1623**

Welcome to Northern Middle School! We are very excited about the opportunities this year ahead holds for Bobcat Nation. This handbook will address frequently asked questions about Northern Middle & CCPS policies and procedures. Please do not hesitate to call with any questions. Have a great year!

Northern Middle School website – <https://nmsweb.calvertnet.k12.md.us/>  
Calvert County Public Schools website – <https://www.calvertnet.k12.md.us/>

Name \_\_\_\_\_

1st Period Teacher \_\_\_\_\_ Grade \_\_\_\_\_

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# WELCOME TO BOBCAT NATION

Please take advantage of the information provided in this Bobcat Handbook, as it speaks specifically to needed policies and procedures in protecting the learning environment and ensuring the safety of our students. **In addition, all students and parents/guardians are responsible for knowing the CCPS Code of Student Conduct.**

***School Mission:** Northern Middle School will promote a culture of life-long learning with a focus on developing students who are college and career ready for the 21<sup>st</sup> century.*

***We believe Bobcat Nation will:***

- *Recognize, admire, respect, and promote diversity among our school community.*
- *Value our community as a resource to help prepare our students to be productive citizens.*
- *Embrace rigorous instructional practices, differentiated instruction, and advances in technology to develop critical thinking and problem-solving skills.*
- *Use data-based decision-making and positive relationship building to create a flexible, equitable, and student-centered learning environment.*
- *Incorporate student voice into the classroom, while positively influencing the educational and social development of students.*
- *Empower students to value their responsibilities and take an active role in the learning process.*
- *Collaborate and demonstrate the value of teamwork as a life skill for college and career readiness.*

## TIPS FOR SUCCESS AT SCHOOL

Northern Middle School strives to provide a positive learning environment, which is physically and emotionally safe. We strive to be consistent, fair, orderly, and maintain mutual respect and care for all students.

Therefore, we expect and will reinforce behaviors which:

- Respect the “climate of learning” and all students within our building;
- Demonstrate reliability and responsibility for our own behavior;
- Promote regard and care for others and others’ property.

In general, the school norms which contribute to this school climate require that students:

- Arrive to class on time prepared to work with necessary materials and prepared to learn.
- Maintain self-control and appropriate school decorum in classrooms, in the lunchroom, and in the hallways.
- Listen to and follow all directions. Know and follow the Code of Student Conduct for CCPS.
- Show respect to adults, fellow students, the school building and others’ property.
- Follow class expectations set by teachers.

Daily Supplies for NMS Students

Students should bring the following items with them each school day.

- Student laptop (please plug it in overnight so it is fully charged)
- Student laptop charger (in case it is needed during the day)
- Personal headphones (they should not be shared with others)
- Bag or backpack
- Course materials and supplies as indicated by teachers

# CLASS SCHEDULE

| Period   | Subject | Teacher | Room # | Which Day? |       |
|----------|---------|---------|--------|------------|-------|
|          |         |         |        | A day      | B day |
|          |         |         |        |            |       |
|          |         |         |        |            |       |
|          |         |         |        |            |       |
|          |         |         |        |            |       |
|          |         |         |        |            |       |
|          |         |         |        |            |       |
|          |         |         |        |            |       |
|          |         |         |        |            |       |
| Advisory |         |         |        |            |       |

## 2024 -2025 MIDDLE SCHOOL A/B CALENDAR

# Middle School A-B Calendar

July 2024

| 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 |    |    |    |

August 2024

| 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 |

September 2024

| 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 |    |    |    |    |    |

October 2024

| 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 |    |    |

November 2024

| S  | M  | T  | W  | T  | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    |    |    | 1  |
| 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 |

December 2024

| 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 |    |    |    |    |

January 2025

| 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 |    |

February 2025

| 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 |

March 2025

| 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 |    |    |    |    |    |

April 2025

| 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 |    |    |    |

May 2025

| 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 |

June 2025

| 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 |    |    |    |    |    |

# NMS ADVISORY PERIOD 2024-25

During the Advisory time period each day, a variety of school initiatives will be implemented. During this time period, the focus areas in the school will be:

- Mentoring
- Academic Interventions
- Social Skills & Groups
- Enrichment Activities
- Building Relationships

The purpose of Advisory is to create opportunities for students and staff to focus on schoolwork and build social-emotional and organizational skills.

**Mondays and Fridays** - Students will be assigned to an Advisory class and teacher. These Advisory classes will engage in school-wide initiatives that focus on community building, social emotional learning, peer interactions, goal setting, etc.

## **Advisory Mondays**

- Community Building activities followed by:
  - Check HAC to monitor work completion/grades
  - Work on schoolwork & projects
  - Get support on work from the teacher or peers
  - Building relationships with peers and staff

## **Advisory Fridays**

- Social-Emotional Learning activities through the Character Strong Program

**Tuesdays, Wednesdays, and Thursdays** – Students will rotate between their assigned class periods for additional time with their teachers. A day/B day classes will meet during the Advisory period based on the A day/B day calendar. A day/B day teachers will communicate and collaborate to adjust students as needed for the designated period each day.

|               | <b>Tuesday</b>         | <b>Wednesday</b>       | <b>Thursday</b>        |
|---------------|------------------------|------------------------|------------------------|
| <b>Week 1</b> | 1 <sup>st</sup> period | 2 <sup>nd</sup> period | 3 <sup>rd</sup> period |
| <b>Week 2</b> | 4 <sup>th</sup> period | 5 <sup>th</sup> period | 6 <sup>th</sup> period |

## **Additional Time with Teachers and Classes**

- Receive intervention/remediation/tutoring
- Enrichment activities
- Check HAC to monitor work completion & grades
- Work on schoolwork & projects
- Make up tests & quizzes
- Get support on work from teachers or peers
- Building relationships with peers and staff

## **General Expectations**

- Similar to the rest of the school day, students should not be utilizing their laptops, phones, or other devices during the Advisory time period each day to play games, use social media, etc. The expectation during Advisory is that they are using their time productively.
- Students will report to their assigned Advisory teacher on Mondays and Fridays, just like they would for any other class period. Attendance will be taken.
- Tuesday/Wednesday/Thursday - teachers who would like to meet with one of their students who is not in the designated class for that day for tutoring/support/make-up work will communicate with the student's assigned teacher similar to what occurs throughout the rest of the school day. Once cleared, a pass should be written and provided to the student. Students should first report to their designated teacher for the day to check in. Upon showing the pass, they should then report to the requesting teacher.

# INSTRUCTIONAL & TECHNOLOGY RESOURCES

**STUDENT LAPTOPS** – Northern Middle School participates in the CCPS one to one laptop program for all students. NMS students will receive specific laptop information and guidelines during the first week of school. Students are allowed to bring their laptops home and will be encouraged to do so. In addition, students will be required to use their laptops for various school assignments and are responsible for keeping the laptop charged.

Each device is covered by an Accidental Damage Plan (ADP). This insurance through Calvert County Public Schools will cover certain damages to the device. When the device is damaged in any way, the student should report the damage to the school. The ADP does not cover the issued charger or intentional damage (i.e. extensive, purposeful damage or loss) to the device. The student will be responsible for intentional damage repairs up to the cost of the device (approximately \$590.00) and charger (approximately \$40).

**STUDENTS LOGGING INTO SCHOOLOGY** – For students to be able to complete their work regardless of the grade level, they must access Schoology through the tab “For Students” on the CCPS website. Students will be prompted to enter their Office 365 credentials and their password. For additional information regarding student logins, visit the Digital Learning page on the CCPS website, and scroll to the bottom.

**STUDENT RESOURCE COURSE IN SCHOOLOGY** – CCPS students will automatically be enrolled in a course within Schoology that will be a great resource for learning how to work within the program. It includes how-to video and printed instructions, tutorials for Schoology as well as using Teams, all from a student point of view. To access the course in Schoology, click Courses.

**ISSUES WITH A LAPTOP** – If students have questions about their device (laptop/computer), students can get help from a member of the CCPS IT team at [helpdesk@calvertnet.k12.md.us](mailto:helpdesk@calvertnet.k12.md.us) or call 443-550-8146. Students needing assistance can also drop off their laptop in the main office and fill out a paper Help Desk ticket.

Supports are also available on the CCPS website using the Technology Support button under “Quick Links” on the top of the main page. This resource provides links to submit help desk tickets, frequently asked questions, and other resources students can use to solve issues.

**CCPS MIDDLE SCHOOL GRADING POLICY** - The basic determinant of grades should be student achievement since progress toward a standard of learning is the goal of education. Teachers will communicate the specifics of their grading system at the beginning of the course. This communication will include how the grade will be calculated, what categories of grades will be used, weights for grade categories, and make-up procedures. Each student in grades 6-12 will receive an interim report and a report card four times a year. A copy of each report shall be maintained electronically.

The following alpha grading system to reflect student achievement and performance on work assigned shall be used:

- **A=90%-100%** (Achievement and performance exceed the level of mastery of the Calvert County course standards and MSDE Content Standards).
- **B=80%-89%** (Achievement and performance show growth beyond the Calvert County course standards and MSDE Content Standards).
- **C=70%-79%** (Achievement and performance meet the Calvert County course standards and MSDE Content Standards).
- **D=60%-69%** (Achievement and performance levels satisfy minimum course standards and MSDE Content Standards).
- **E=0%-59%** (Achievement and performance fail to meet the Calvert County course standards and MSDE Content Standards).

## **STUDENTS & PARENTS CHECKING GRADES – HOME ACCESS CENTER (HAC) –**

Parents of Calvert County Public Schools students are able to view their child's gradebook, interim reports, and report cards online through the Home Access Center (HAC), the online application that allows families to view grades and monitor progress throughout the school year. **Middle and high schools do not print paper interims and report cards. Families who do not have computer access may contact the counseling office to obtain a paper copy of an interim report or report card.**

To further secure Home Access Center (HAC) credentials and in accordance with best practices and student data governance protocols, CCPS has modified the process for Home Access Center logins and passwords.

HAC Accounts for Students in grades 6-12 have been switched to LDAP authentication. This means that students will access HAC using their Student ID number and their Office365 password. DO NOT enter the full email address. Only enter the letter 'S' followed by the 5-digit student ID number. For example, a student with a student ID of 12345 would enter S12345 for the User Name and whatever their Office365 password is. If a student does not remember his/her Office365 password, please email [helpdesk@calvertnet.k12.md.us](mailto:helpdesk@calvertnet.k12.md.us) and ask to have their Office365 password reset to their 8 digit birthdate. The 8 digit birthdate for a student born on January 1, 2005 would be 01012005. The S prior to the student ID must always be a capital S.

Guardians with existing HAC credentials will continue to login to HAC using their current credentials. These parents will see no change. If you do not remember your HAC login credentials, please use the Forgot my Username or Password link. If this does not work for you, please contact your child's school.

New guardians without HAC credentials or existing guardians who have never logged into HAC previously must self-register to receive a HAC account. Please use the Click Here to Register for HAC link. The Click Here to Register with Access Code link is not enabled at this time.

Please guard your login credentials carefully as your originally issued credentials will provide you access to HAC for the duration of your child's education with CCPS.

This application allows you to view your student's current grades, assignments, and attendance in a real-time environment.

Grades will typically be visible in HAC within two weeks of the assignment due date. Additional time should be provided in the case of assignments that may take longer to grade (e.g., projects, research papers, etc).

Further information about HAC can be found in the **HAC Information and FAQs** page.

The HAC Login page may be accessed on the website in the Quicklinks dropdown menu, via the Students and/or Parents tabs of Calvertnet, or may be accessed directly at:

<https://hac4.calvertnet.k12.md.us/HomeAccess/Account/LogOn?ReturnUrl=%2fHomeAccess>

As a reminder, HAC account credentials follow users throughout their child's career with CCPS—you will use the same login and password information until your child graduates.

NMS highly encourages parents/guardians and students to take advantage of this technology. Although HAC is a very useful tool, it is not intended to replace direct communication between teachers, parents/guardians, students, and other school staff.



# STUDENT EXPECTATIONS

**SCHOOL-WIDE BEHAVIOR INTERVENTION FRAMEWORK** – Northern Middle School takes great pride in recognizing and promoting positive behaviors. For those instances when students have difficulty with the above expectations, the following interventions may take place:

- Warning
- Parent contact
- Conference
- Referral to administrator
- Others as deemed appropriate

Each of these interventions will have an expected student outcome. The nature and severity of the incident will determine the order of the consequences. A parent/guardian contact may be made and is encouraged at any step.

**CCPS CODE OF STUDENT CONDUCT** - During the first week of school, all students will receive an email with a link to an electronic copy of the **CCPS CODE OF STUDENT CONDUCT** which outlines how students are expected to behave in school. The materials in this document will be reviewed with the students. Please take a few minutes to review the document at home. Concerns regarding the Code of Student Conduct should be addressed to the Department of Student Services at the Calvert County Board of Education.

**PERSONAL ELECTRONIC & COMMUNICATION DEVICES IN CCPS** - Calvert County Public Schools and its employees are not responsible for the theft, damage, loss, or destruction of cell phones or smartwatches and personal electronic devices brought into school, onto school property, to a school activity or onto a school bus by a student, whether allowed or prohibited.

Students may bring cellular phones/smartwatches to school but, are not permitted to bring in other electronic or communication devices (such as personal laptops) because CCPS provides laptops to students in grades 3-12 and iPads for students in grades PreK-2. Calvert County Public Schools believe there are positive and negative aspects of allowing students to have cellular devices/smartwatches on school property. However, based on local and national data, cell phones and smartwatches have the potential to disrupt classroom instruction and the overall school climate. Thus, guidelines are in place to ensure that the possession and use of cell phones/smartwatches by students does not disrupt the learning environment, before and afterschool activities, or the safe transportation of students. The expectations for the possession and/or use of cell phones/smartwatches at schools, on the bus, and during other school-sponsored activities (i.e., field trips) are described by student level below.

- The use of a cell phone/smartwatch or personal electronic device to secretly record or intercept a private conversation is a violation of state law. Violations may be reported to the authorities.
- The camera/audio/video function of any device must not be used on school property unless used for instructional and/or academic purposes and with the approval of administration and/or teacher.
- **If there is an emergency, parents/guardians are encouraged to contact the school. All cell phone/smartwatch guidelines, expectations, and discipline consequences apply even if communicating with parents/guardians.**
- Personal cell phones/smartwatches must not be used as a hotspot, as this circumvents protections built into our network.
- Smartwatches are required to be turned off throughout the school day and follow all other cell phone guidelines. Electronic communication devices may not be used in Alternative Education, In-School Intervention (ISI), or In-School Suspension (ISS).

## Middle School Students

- Students may bring their phone/smartwatch, but once school begins the device must be powered completely off (not on vibrate or silent mode) and remain in a non-visible, secure location throughout the entirety of each school day.
- Students may use their phone/smartwatch on the bus or school-charted vehicle, but it must not be disruptive or cause a distraction to the driver at any time. Sound must only be audible through headphones. Phone conversations are prohibited.

**DRESS CODE** - Appropriate dress and appearance are important to the positive environment that exists at Northern Middle School. We appreciate the support and cooperation of students, teachers and parents/guardians in following this code. Students who violate the dress code policy should expect that they will be asked to change clothing and that their parents/guardians may be notified. A student wearing inappropriate clothing may be expected to change into clothing provided by the school and turn in their inappropriate clothing which will be returned to the student at the end of the day. **If a student has a pattern of repetitive violations, disciplinary actions may be taken.**

CCPS Board Policy 3170 and the CCPS Code of Student Conduct outline a **dress code** that shall be followed by all students in kindergarten through grade 12.

When shopping for school clothes/items, please remember:

Students must wear:

- Shirt or top (all shirts and tops must at least cover the student's navel).
- Bottom (for example, pants, sweatpants, shorts, skirt, dress, and leggings).
- Shoes (curricular or activity-specific shoes may be required).

Certain body parts must be covered for each student. Clothes must be worn in a way such that the chest, navel, pelvic/groin area and buttocks are covered with material that is not transparent.

Students are permitted to wear:

- Hats or headwear, as long as the student's face and ears are visible and are not obscured, and the student's identity is not concealed.
- Tank tops (including ones with spaghetti straps), halter tops, and strapless tops
- Ripped jeans that do not expose undergarments.
- Athletic attire.

Students are not permitted to wear:

- Attire that depicts profanity, hate speech, obscenity, or violence, including by the use of weapons.
- Attire that promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
- Attire that promotes, implies, or contains sexually suggestive messages.
- Visible underwear or bathing suits.
- Headwear that obscures the face, except as a religious obligation, observation of a religious holiday, or for a school-related activity.
- Attire that depicts gang affiliation.
- Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, or an invasion of the rights of others.
- Attire that contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others.
- Attire that may be used as a weapon (e.g., chains, dog collars, hats with spikes) or that may cause damage to school property.
- Sunglasses may not be worn inside of the school building unless prescribed by a physician. If sunglasses are prescribed, a medical form must be completed and submitted to the main office.
- Wearable technology (i.e., earbuds, headphones) when it interferes with instruction or student safety.

**CARING FOR OUR SCHOOL** - We take pride in our facility and hope that all students will demonstrate their respect and pride by maintaining a clean and damage free building.

- **Use of Bathrooms:** The bathroom facilities may be used between classes providing that the student can do so without being late to class. Students may be excused from classes in cases of emergencies to use the bathroom. Damage done to restrooms will be considered as destruction of school property & consequences will apply.
- **Halls:** Students are requested to move through the halls in an orderly manner for health and safety reasons.
- **Good Manners:** We encourage all students (and adults) to do their part by picking up dropped papers from the hall and throwing them away in the nearest trash can. We also practice good manners by saying "excuse me" when accidentally bumping into someone, by always using appropriate "in school" language and speaking respectfully to adults and visitors. Thank you in advance!

**PROTECTION OF PERSONAL AND SCHOOL PROPERTY** – Students assume personal responsibility for the safekeeping of all personal articles, as well as those assigned to them by the school. Although the student must have the final responsibility for those items, the school will help by offering these guidelines:

- It is recommended that students do not bring large sums of money or other valuables to school.
- Each student is responsible for keeping their items secure. Do not leave laptops, bags, etc. unattended.
- Students should never share their locker combinations or leave their lockers unsecured.

**GUM, FOOD, AND DRINKS** - Gum is NOT ALLOWED in the school building, **including in the lunchroom and gymnasium**. Students will be asked to throw away gum if they are chewing it. Food will not be permitted in classrooms unless permitted by the classroom teacher. No food or drinks should be open or consumed in the hallway between classes.

**CLASS TARDINESS** – The NMS staff expects students to be on time for classes. Failure to do so will result in classroom or administrative disciplinary actions. A student is considered late when he/she is not in their assigned classroom when the tardy bell rings. A student who arrives to class late must present the teacher with a written pass from the person who has detained him/her.

**ATTENDANCE** – Northern Middle School students have consistently had outstanding school attendance. Our staff hopes that we strive to maintain our excellent attendance rate. The Calvert County Code of Student Conduct outlines the attendance policy for middle school students. Below, we have outlined a few particulars for Northern Middle.

During the school year, the need for a student to be absent may arise. Legal excuses for an absence include illness, death in the family, quarantine, observance of a religious holiday, court summons, etc. **Lawful and unlawful absences are both counted as absences.** Students missing 18 days total (lawful or unlawful) for one school year will be considered for retention based upon the CCPS Code of Conduct. Students who receive bus suspensions are still required to attend school. Students who are absent from school or leave school early may not attend after-school activities without prior approval of the principal.

**Students who are absent 12 or more days will be considered having chronic absenteeism** and may be required to provide doctor's notes for any absences thereafter and placed on an attendance contract.

**MAKE-UP WORK** - It is the responsibility of each student to make arrangements with the teacher for work missed during an excused absence. Generally, students will have 1 day for every day of absence to make up missed work. For extended illness, requests for work can be made through the counseling office. Twenty-four (24) hours' notice must be given. Students are eligible for make-up work based on the procedures in the Code of Conduct. Students will receive a grade for make-up work and will be graded in accordance with regular classroom procedures. **Homework and projects due on the date of absence should be turned in on the first day back.**

**NOTES EXCUSING ABSENCES** - Upon returning to school after an absence, each student has three school days to present the required written excuse note to his/her first period teacher from the parent/guardian indicating the reason for the absence. The note will include 1) the student's first and last name; 2) the student's grade; 3) the parent or guardians first and last name; 3) the reason for the absence; and 4) a phone number where the parent/guardian can be reached. The school reserves the right to request doctor verification with extensive absences.

**FAMILY VACATIONS & TRIPS** - Vacations are not recognized as legal absences in COMAR 13A.08.01.03. If a family anticipates that their child may miss school for a reason that is not listed as a lawful absence listed above, the family should petition the principal, in writing, in advance of the absences, with the following information: student's name, grade, parent/guardian name, the reason for the absence, and a phone number where a parent/guardian can be reached. The principal has the authority to approve or deny the request for a legal absence.

**PHYSICAL EDUCATION** – A note signed by a parent or guardian is required to excuse a student from P.E. for 1 or 2 days. Longer excused periods of time from P.E. require a doctor's excuse.

Clothing specifically designed for freedom of body movement contributes to a safer exercise environment during physical education activities. Students can purchase a uniform from their school or bring school appropriate exercise attire and athletic footwear for physical education classes. Appropriate PE clothing includes t-shirts, shorts, joggers, and/or

leggings. Clothing for Physical Education should adhere to dress code regulations. Athletic footwear encompasses sneakers or tennis shoes, as such a closed toe shoe, which is a durable covering for the foot, with a rubber sole and usually a cloth or leather upper, generally extending no higher than the ankle that is designed for safety during physical activity in the gymnasium and on the fields.

**LOCKERS** - Students will have the opportunity to request a locker. Those students who request a locker will be assigned one for storage of books, coats, and school-appropriate belongings. During the school year, students having issues with their assigned locker can stop by the main office to fill out a Locker Help form.

The school assumes no responsibility for the security of the items placed in a student's locker. **STUDENTS ARE TO USE ONLY THE LOCKER ASSIGNED TO THEM AND THERE WILL BE NO SHARING OF LOCKERS.** It is the students' responsibility to keep their lockers in reasonably good order throughout the school year. Lockers are to be kept clean and free of items not essential to schoolwork.

School officials may at any time conduct such searches to ensure the security, discipline, and sound administration of the school. Students and their lockers may be searched when there is probable cause to believe that the student possesses an item, the possession of which constitutes a criminal offense or which violates Calvert County Public Schools policy.

**SELLING ITEMS IN SCHOOL** - Students are not allowed to sell any items in school - including candy or raffles/items from outside groups. Students found selling items will have items and money confiscated; these will be returned to parent/guardian when appropriate.

**EMERGENCY PROCEDURES/FIRE DRILL** - Emergency drills are mandated by law and scheduled at various times throughout the year. In an emergency situation, the safety of all students demands that the instructions of the teachers and administrators be followed exactly. All students are to become acquainted with the exits from each classroom as well as the cafeteria and the gymnasium. Teachers will inform all students regarding the proper exits from the class area. Assigned areas for each class outside the building are vital to the safety of everyone. **CLASSES MUST REPORT TO THE ASSIGNED AREAS IMMEDIATELY.**

**Evacuation procedures for students are as follows:**

1. All students should follow the directions of the staff member and exit the building in a quick, orderly manner.
2. Do not push or shove. Do not stop for belongings.
3. TALKING IS NOT PERMITTED during the drill. Everyone must listen to the teachers' direction.
4. All classes must report quietly to the designated area and remain quiet throughout the drill.

# **ARRIVAL/DISMISSAL & TRANSPORTATION**

**ARRIVING AT SCHOOL** - Students are allowed to enter the school at **7:50 am**. Students may enter only through the main cafeteria door and the front door. Upon entering the building, students can go to their lockers as needed but then must report directly to homeroom/first period class by **8:00 a.m.** **Students who eat breakfast must enter the building at the cafeteria entrance rather than the main office entrance.** Students who are consistently tardy to their Homeroom/First Period class will be subject to disciplinary action.

**CAR RIDERS** – NMS parents who drop off or pick up their student(s) are asked to turn left onto Flint Hill Road then left into the parking lot near the NMS cafeteria. The drop off and pick up zone for students extends from the sidewalk by the NMS cafeteria, continues along the sidewalk towards the NMS office, then continues along the sidewalk in front of the Mary Harrison Center. Please pull up to the furthest spot in the drop off zone so that we can allow as many vehicles into the zone as possible. Students should be ready to exit their vehicle quickly so that we can keep traffic flowing. Upon students exiting and entering, vehicles follow a route that allows them back onto Flint Hill Rd.

**TARDINESS TO SCHOOL** - When arriving to school after 8:00 a.m. students will need to sign in at the main office with a note indicating the reason for the tardiness.

An excused **late arrival is for a dentist/doctor appointment, illness, or a family emergency.** Traffic patterns and over sleeping are not excused as “late arrivals.” If it is a dentist/doctor appointment, please be prepared to provide an appointment card. If the child develops a “pattern” of not feeling well in the morning, our school nurse will ask for doctor verification and your child will become part of our medical watch list.

When students arrive late to school, they miss out on essential instruction given at the beginning of class. This can significantly reduce achievement, regardless of academic ability. To emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day, Northern Middle School has a tardy policy. If your child is illegally late to school more than three times within a marking period, he/she will serve a Lunch Detention. Additional consequences may be added as needed. If your child is late for an excused reason, please accompany your child into the school or with a note.

**EARLY DISMISSAL DURING THE SCHOOL DAY** - Students leaving early at any time of the school day must have their parent/guardian sign them out in the main office. They may not walk to vehicles unescorted.

Parents/guardians will be asked to present adequate identification before students are permitted to leave. We will **not** allow a student to leave with anyone who is not the parent or legal guardian without a verifiable note. When the parent or guardian is not picking up the student, he or she must send in a written permission note giving the name of the individual who will be picking up the child. *The names included as emergency contacts on the emergency form are not authorized for pick-up without written permission from the parent/guardian unless it is an emergency situation.* All notes will be verified through the main office.

Students who leave school early may not attend after-school activities, unless early dismissal was for a doctor’s appointment or permission has been obtained from the administration.

**DISMISSAL** – Students will be dismissed and are to report immediately to their busses. Teachers will be in the hallways as their students are heading for the exits. Those students staying for after school activities are not to leave the building. These students should proceed directly to his/her after school club, sport or organization.

If students are going to be daily car riders, parents should send a note indicating that will occur. Daily car riders will be dismissed prior to bus dismissal.

**BUS TRANSPORTATION** - All NMS students are provided the privilege to be transported by bus to and from school each day. All students must ride their assigned buses and get off at assigned stops. We recognize the responsibility that school bus drivers have in providing safe, secure transportation each day. At NMS we also expect our drivers to establish a positive and professional relationship with students and, when appropriate, with parents/guardians.

We feel that establishing a cooperative spirit with both students and their parents/guardians is the most effective method of preventing any situations which may eventually result in a bus referral written by the driver.

The Calvert County Board of Education has adopted a rather stringent policy regarding student behavior and consequences resulting from violations of the school bus safety rules. The consequences for inappropriate behavior are located in the Code of Student Conduct and on the “yellow bus card” parents/guardians fill out each year. Many violations, even though not major in nature, can result in the suspension of riding privileges. One of our most difficult tasks is to deny riding privileges. Bus suspensions can be assigned from 1 day or for many days. The Board of Education policy is very clear as to the number of suspension days.

At NMS, we have serious concern when students are suspended from the bus because this always affects the family. Alternate methods of transportation to and from school become a necessity. We continue to stress that parent/guardian cooperation and support of the drivers and the rules is extremely important in avoiding any possibility of a bus suspension.

**SCHOOL BUS RULES** – The driver is in charge of the school bus except when a teacher, coach, or chaperone is present. The driver of the bus is required to assign students to specific seats. The driver is also required to report misconduct to the school principal or designee. The driver may suspend a student’s riding privileges for one day for misconduct on the bus provided that he/she notifies the student, the student’s guardian, and school officials as required.

- a) Except for ordinary conversation, classroom conduct is expected. **Cell phone/smartwatch use with headphones/earbuds is permitted.**
- b) Be courteous and respectful of driver and all passengers; use no profane or abusive language. Bullying or harassing behaviors are unacceptable.
- c) Do not drink, eat, or chew gum on the bus.
- d) Keep the bus clean.
- e) Enter and leave the bus through the front door. Rear doors are to be opened for emergency only.
- f) Keep the aisle clear.
- g) Do not damage or deface any part of the bus. Students and/or guardians must repay the cost of repairing any damage and/or the student will be prosecuted.
- h) The use of tobacco products, nicotine delivery devices, and vaping is prohibited on the bus.
- i) Stay seated in the seat assigned by the driver. **Nose and toes must be facing the front windshield.**
- j) Do not extend any part of the body out of the bus window at any time.
- k) Do not discard any objects out of bus window at any time.
- l) Do not launch, toss, or throw any objects on the bus at any time.
- m) Do not spray any perfume, cologne, deodorant, etc. on the bus.

**HERE COMES THE BUS APP** – please sign up for “[Here Comes the Bus](#)” (HCTB). HCTB is both a website and an app allowing parents to find the most current bus stop information for your student. Here is how to get started:

- Download “Here Comes the Bus” by Synovia Solutions, LLC from your app store or visit [www.herecomesthebus.com](http://www.herecomesthebus.com). (Free)
- Follow the steps to set up your account. (You will need to know your child’s Student ID#.)
- Our district code is **87557**.

**RIDING A DIFFERENT BUS HOME OR USING A DIFFERENT BUS STOP** – Students may be allowed to ride home with another student only in an emergency situation. The requesting parent must notify the NMS Main Office in writing PRIOR to the requested day. Even with a note, a student will not be permitted to ride another bus unless that note can be verified via telephone by NMS staff. Please be aware that if a bus is at capacity, no guest riders will be permitted to ride that bus regardless of the reason.

**STAYING AFTER SCHOOL** – A student should not remain after school unless he/she is being supervised by a teacher or sponsor. Students are reminded that all school rules apply during extracurricular activities. Students must arrange prompt transportation home following such events, or future opportunities will not be afforded to them. Students and families are expected to have made arrangements for rides home **prior to** a student staying after school for a planned activity. If an unexpected situation occurs during the course of the day, your child will be allowed to use the phone to contact a parent/guardian.

# SCHOOL MEALS

**SCHOOL MEALS - BREAKFAST & LUNCH** - Students not eligible for free/reduced-price meals will be able to purchase meals at the prices below:

- Secondary Schools - \$1.65 breakfast, \$3.00 lunch

Each CCPS school cafeteria has a computerized debit system which allows parents to deposit money on their child's very own cafeteria account. Students enter their 5-digit ID number at the cashier's station where meals and à la carte purchases are then subtracted from the student's account. Cash is always accepted, although parents may also make deposits online utilizing [LINQ Connect](https://LinqConnect.com). LINQ Connect is an online payment service that provides parents & guardians the ability to securely pay for meals, monitor student cafeteria purchases and receive email notifications for low account balances. This site is free to use, however, please note that there is a fee assessed when using this service to deposit funds into an account.

Student purchases and account balances may be monitored by signing up online for a LINQ Connect account at <https://LinqConnect.com>. There is no fee to sign up for an account, view purchases, monitor balances, set spending limits or to transfer funds between sibling accounts. If you choose to deposit funds through this site, however, there is a service fee per transaction.



If you plan to put money on account by check, please make the check payable to Northern Middle School Cafeteria. Students should give the check to the cashier during breakfast or lunch to deposit on their account. **Students should never share their number with anyone else, and of course, should never use anyone else's number to purchase items.** Students violating this policy will be referred to the administration and/or school liaison officer.

For additional information or assistance, please contact the CCPS Child Nutrition Office at 443-550-8680.

**NUTRISLICE & MENUS** - The Child Nutrition Department publishes CCPS school menus online through an inter-active program called Nutrislice. With Nutrislice, you can access menus, nutrition information, LINQ Connect, meal benefit applications and more! Download on the App Store or get it on Google Play. Alternatively, you can view school menus on the Nutrislice website.

You can access Nutrislice from the Calvertnet home page or directly at <https://calvertnet.nutrislice.com/>

The logo for Nutrislice features the word "nutrislice" in a lowercase, black, sans-serif font. A blue curved line underlines the "n" and "i".



## **FREE/REDUCED PRICE MEAL BENEFIT APPLICATION**

Some students may qualify for free or reduced-price meals. A new application must be submitted each school year. Eligibility is typically determined by household size and income. To see if your household qualifies, please complete, and submit one meal benefit application per household. Applications will be sent home with students in the beginning of the school year folders but may also be completed online at <https://LinqConnect.com>. Applications are available in many languages on the LinqConnect site but are also available on the USDA's website at <http://www.fns.usda.gov/school-meals/translated-applications>. More information is also available on the CCPS website at Departments – Child Nutrition or at <https://www.calvertnet.k12.md.us/departments/child-nutrition>.

If your student(s) received free or reduced-price meals last year (by application), their status will remain the same until your new meal benefit application has been processed or the grace period for last year's benefits expire, whichever occurs first. Once applications are processed, any changes to a student's meal status will take place immediately. Your completed application must be reviewed and on file by October 4, 2024 to allow time for processing. Students whose households do not submit a new application will no longer be eligible to receive free/reduced benefits starting October 11, 2024, so please submit applications as soon as possible. Meal benefit applications are accepted and processed throughout the year as needed due to individual circumstances.

## **WHAT HAPPENS IF MY CHILD ARRIVES AT SCHOOL WITHOUT LUNCH OR MONEY TO PURCHASE LUNCH?**

To ensure students have funds available for school meals, parents/guardians are strongly encouraged to register online at for a LINQ Connect account at <https://LinqConnect.com>. This site allows parents to monitor student purchases and account balances online.

- CCPS strives to provide nutritionally balanced meals to students daily, even if they occasionally run out of money on their account or forget to bring money to purchase a meal. As a courtesy, students who have insufficient funds on their account will be allowed to borrow for the regularly scheduled meal as listed on the menu. There will be no borrowing for à la carte/snack purchases.
- School administration or designee will notify the parent/guardian via note, phone call or E-mail informing them that the school had to pay for their student's meal and that the parent/guardian is responsible for repaying the amount owed to the school as soon as possible. The amount owed is to be paid directly to the school (not the cafeteria\*) and cannot be repaid via LINQ Connect.
- Students may always purchase a meal with "cash in hand" regardless of the amount owed.
- As a courtesy, students will be notified by the cashier when their account balance drops below \$5.00.
- Households are encouraged to submit a meal benefit application each year to see if they qualify for free or reduced-price meal benefits. Both free and reduced-price meal benefits provide meals at no cost to families. Meal benefit applications are welcome anytime throughout the year.
- If occurrences become excessive and the debt remains unpaid, school administration in conjunction with the Student Services Department, will work with the family or local agency regarding follow-up.
- Information regarding the CCPS Insufficient Meal Funds procedure is provided in writing to households at the beginning of each school year and made available on the Calvert County Public Schools website.
- School administration or designee will work with parent/guardian to reclaim unpaid debt by the end of the school year.
- Information regarding the CCPS Insufficient Meal Funds will be provided in writing to households upon request (443-550-8680) and is available on the Child Nutrition department section of the Calvert County Public Schools website.



# RESOURCES TO SUPPORT STUDENTS

**COUNSELING DEPARTMENT** – NMS has a number of tools by which we support our students. To best facilitate our knowing and understanding of students and their families, each student is assigned a counselor based on their last name.

- Ms. Himes works with students whose last name starts with A-K
- Ms. Woehlke works with students whose last name starts with L-Z

The counselors are available to assist students with their academic program and/or personal concerns. Students may notify their teacher if they would like to see their counselor. For non-emergency situations, teachers will determine an appropriate time in the lesson to go to the counseling office.

Teachers may initiate a student referral to a counselor for personal or academic reasons as well as for chronic nonperformance in class.

If you have questions or concerns about your child, please call your child's counselor at 443-550-9228.

**POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)** – Northern Middle School has a positive behavior program called PBIS. PBIS is a program designed to create school environments conducive to learning through early behavioral interventions, teaching behavioral expectations in the academic settings, and recognizing and rewarding students when they are “caught being good.” The goal of the program is to teach and reinforce positive behaviors in order to restore classroom instructional time for students, teachers, and administrators that would have been otherwise spent on disciplinary issues. NMS will make it a point of celebrating students' accomplishments and accentuate the positive. The program also incorporates computer software designed to track behavioral issues, so that the school team can design interventions specifically tailored to the data coming from NMS. Our incentive program continues to grow as more teachers, students and parents get on board.

It is time for Northern Middle to ROAR into a new school year. Last year we provided incentives for all students along with other activities such as prize drawings. This year will be no different. More exciting programs are in the works and updates will be provided. This year we will ROAR and continue to exhibit the outstanding character that is expected at our school.

- **R – Respect** – raise your hand; respect self, others, property and space; stay focused on task and listen
- **O – Outstanding**
- **A – Achievement** – always try your best, complete all work, participate, study
- **R – Responsibility** – be on time, be prepared with all materials, follow all school rules

Along with inspiring students to do their best, we can and are always seeking help from our parents/guardians. Please support our program with donations of goods, services, time, and monetary donations. We are asking for your continued support to help grow this positive incentive program.

**MEDIA CENTER** - The Media Center houses books, audio visual materials, magazines, and reference materials. These materials are for the use of the students and faculty of Northern Middle School. These materials are to be used for your recreational reading, as well as to assist you with your classroom work. The Media Center also provides students with lessons regarding effective research strategies, as well as exposure to technology in preparation for the 21st century. Students may return books on arrival to school, between classes as they pass the Media Center, or on the way to lunch. Lost or damaged materials must be paid for by the borrower. Students are expected to be respectful and quiet.

**EXTRACURRICULAR ACTIVITIES** - Students are encouraged to participate in extracurricular activities. The middle school offers a variety of sports, clubs, and activities in which a student may participate.

**Fine Arts, STEM, Student Leadership** - Many students participate in other school-sponsored organizations such as Student Government Association, Band, Chorus, Musical Theater, Future Business Leaders of America, Robotics, Green Club, Yearbook, MESA, etc. Also, teachers may have tutorials and homework clubs as well as enrichment activities as available.

**Middle School Athletics** - Fall sports include **soccer** and **volleyball**. Winter sports include **boys' and girls' basketball, poms and cheerleading**. Spring sports are **softball, baseball, girls' and boys' track**. Athletics in middle school promotes dedication, responsibility, leadership and school spirit. All students that are eligible may attend a clinic session and try-out for a team. Middle school athletics is a pay-to-play program. Calvert County middle school students will be required to pay a fee that must be paid before students can participate in these sport-specific, skill-oriented clinics. At the end of the clinic, a team will be selected from the participants. If a student is selected for the team, an additional fee will be required. Fees collected help to offset the costs of operating the only interscholastic middle school athletic program in the state. Students must obtain a physical prior to attending the clinic for an athletic team. The completed physical form, school insurance waiver, and athletics informed consent forms must be turned in prior to the start of the clinic. Forms are available at the school or at <https://www.calvertnet.k12.md.us>.

**STUDENT SERVICES TEAM (SST)** - The Student Services Team is designed to address the needs of “at-risk” students who may be having problems that interfere with the learning process. The Student Services Team meets two times per month to discuss those students referred to the team. Students who are having personal, academic, behavioral, health or other problems may be referred to the team. Referral forms may be obtained in the counseling office.

**INDIVIDUAL EDUCATION PLAN (IEP) Team** - The IEP Team takes referrals from the Student Services Team of students who are having difficulties academically, emotionally, or behaviorally. Screening information is reviewed and decisions are made whether or not additional testing is needed for the students. If testing is needed, results are reviewed and modifications to the current educational program are made. All of this is done in consultation with the family as per federal guidelines.

**HEALTH ROOM PROCEDURES** – If at any time a student begins to feel unwell in any fashion, they should notify their teacher.

If your child sends you a message from their cell phone regarding an illness during the school day, please tell them to notify their teacher so that he/she can send your child to the school nurse. This will allow the nurse to assess the student's condition and communicate with the parent/guardian as needed.

The following procedures govern the use of the health room facilities:

- A student will be signed in the health room log indicating the nature of his/her illness.
- The school nurse will notify parent/guardian to pick up children who are too sick to remain in school. The health room is a temporary place for ill students until a parent/guardian can pick them up.
- When your child is picked up, you must sign him/her out in the main office.
- In the event of an emergency, or if a parent/guardian cannot be contacted, the student may be transported to Calvert Health Medical Center.
- The school nurse should be notified if an injured student requires a brace, cast, crutches, wheelchair, etc. Documentation from a healthcare provider should be provided to the school nurse so appropriate supports can be put into place.

**MEDICATIONS** – **NO MEDICATIONS, PRESCRIPTION OR NON-PRESCRIPTION, CAN BE KEPT IN SCHOOL WITHOUT ORDERS FROM A HEALTHCARE PROVIDER. UNDER NO CIRCUMSTANCE IS A STUDENT TO HAVE IN THEIR POSSESSION ANY PRESCRIPTION OR NON-PRESCRIPTION MEDICATION WITH THE EXCEPTION OF EMERGENCY MEDICATION AS ORDERED BY A HEALTHCARE PROVIDER.**

- A “Request to Administer Medication during School Hours Form” must be completed by a healthcare provider **prior to** the school administering **any** medication, including over-the-counter medications such as pain relievers, decongestants, antihistamines, etc. These forms are located both on the Calvert County Public Schools website and the main office.
- **All medications must be delivered by a parent/guardian to the school nurse or main office staff member with the above form.**
- **Students *may not* deliver medication themselves, *nor* transport any medication on buses.**
- **Medication must be delivered to the nurse in the original container.**

# PARENT RESOURCES

**PARENT ACCOUNTS IN SCHOOLGY** – Schoology accounts for parents are view only accounts. They were created for parents who have an email address in Home Access Center (HAC). For more information about how to access your Schoology parent account click: <https://www.calvertnet.k12.md.us/departments/instruction/programs/digital-learning/schoology>

**UPDATING PARENT CONTACTS** - It is important that accurate phone numbers and email addresses are in place for parents. This will help to make sure that you receive email updates from the system, school, and your child's teachers.

**Each guardian needs to login to their HAC account and update their contact information.** Remember, each guardian has his/her own account and each account should be updated. To update your contact information, please login to HAC, then click on Registration. Scroll down to Contacts and click Edit on the right. At the top, guardians may see information for their student. Underneath your student's information, you will see your name listed under Guardian. **It is critical that a valid email address and updated phone numbers are attached to your account in the Guardian section.**

The following contact information in HAC will be used when messages are sent by teachers and are exported to School Messenger for general messages sent by the school or CCPS:

- Email – defaults to receive email messages
- Home – defaults to receive phone calls only
- Cell – defaults to receive phone calls & text messages or Cell2 – defaults to receive phone calls & text messages
- Work – will not receive any messages by default

Guardians can access the SchoolMessenger Info Center at <https://go.schoolmessenger.com/#/home>. In the School Messenger Info Center, you cannot change contact numbers or email addresses. However, you can adjust preferences for how general school or CCPS messages are delivered. This is not related to the emails sent directly by teachers.

**SCHOOL EMAILS TO PARENTS GOING TO SPAM/JUNK FOLDERS** - If school emails to parents are ending up in a SPAM/Junk Mail folder, parents will need to adjust a setting with their email provider. Typically the best way is to right click on the email in the Spam/Junk Mail folder and tell your email system/account that it's not SPAM. Your email provider/account will then start to learn from this and send future messages to your Inbox. Directions and the process may vary depending on your email provider.

**INCLEMENT WEATHER** – Changes in the routine opening and closing of school will be communicated to families via School Messenger. They will also be announced on local radio stations and TV stations. You are also encouraged to check the CCPS website at [www.calvertnet.k12.md.us](http://www.calvertnet.k12.md.us).

## **PARENT/GUARDIAN-TEACHER COMMUNICATIONS**

- **PHONE CALLS/EMAILS** - School-to-home communication is a priority at Northern Middle School, however we ask that you allow 24 hours for return phone calls/emails from teachers.
- **PARENT/GUARDIAN - TEACHER CONFERENCES** – If you would like to meet with one teacher, please contact that teacher individually. If you would like to conference with more than one teacher, please call your child's counselor or the Guidance Secretary, Ms. Contee, at 443-550-9228. Please note that a request for a parent/guardian-teacher conference will result in a conference no earlier than two days after the request. In addition to a counselor attending conferences, either the principal, assistant principal, or dean may also attend. Conferences are typically held from 3:00 to 3:15 pm after dismissal and before the end of the teacher workday.

**PARENT VOLUNTEERS** - Calvert County Public Schools uses Raptor for visitors and volunteers to sign in and sign out. **Volunteers must apply annually to be an approved volunteer.** All volunteers will need to review the volunteer handbook and watch the volunteer training video before completing and Online Volunteer Application. Volunteers must be approved before they may begin service as a volunteer in any school buildings.

CCPS Online Volunteer Application & Process: <https://www.calvertnet.k12.md.us/departments/human-resources/become-a-volunteer>



**PARENTAL CLASSROOM VISITS** - All parents and guardians are welcome to visit the school in accordance with the BOE Administrative Handbook Policy; however, parents and guardians who wish to visit their child's class must submit a written request to the administration for approval at least 2 days in advance. Friends or non-guardian relatives are not permitted to attend classes.

## **VISITORS**

- Calvert County Public Schools utilizes the Raptor visitor tracking system. Raptor enables schools to produce visitor badges, monitor volunteer hours, and electronically check all visitors against registered sexual offender databases. The overall goal of this system is to increase the safety and security of our schools.
- When visitors, volunteers or contractors check in, or parents/guardians come to our school facility, they will be asked to present a valid driver's license, military ID, or other approved photo ID for entering into the system. The system has the ability to provide alerts on people who may jeopardize the safety of the campus. Even if known to the staff, you will be subject to adhere to this verification process on every visit. You will also be required to wear a badge during your stay at our school. Please do not bypass the main office, so that we can monitor those who enter our building.
- Visitors are encouraged to call for appointments. Only visitors who are the parent, guardian or surrogate parent of a student may confer with a student in school and only with prior permission of the building principal.

## **CRITERIA FOR ACCEPTING PAYMENTS**

Calvert County Public Schools has established standard criteria for accepting payments made on behalf of students. When accepting payments from on made on behalf of students, please follow the guidelines below:

- Payments must be made in the form of cash, money orders, cashier's checks, or personal checks. No checks written on business accounts are acceptable.
- Checks must be written on accounts held by local (Maryland, Virginia, or D.C.) or national financial institutions.
- The account holder's address displayed on the face of personal checks must be a local address. A Maryland, Virginia or D.C. address should be considered local. The address must be preprinted, not handwritten. No starter checks.

These guidelines apply to payments made payable to Calvert County Public Schools or Northern Middle School for goods or services sold to students. These include payments made to school activity funds.

**PTO** - Northern Middle School has an amazing PTO organization. They provide wonderful leadership and support as they continually model learning, advocate for learning, and help create an environment that enhances learning. Please consider being an active part of their ranks and always remember to say, "thank you," for what they do. All students, parents, and teachers are encouraged to join the PTO to benefit our school. Membership dues information will be provided via first day folders. Further information regarding PTO is available on the school website.

## **SUGGESTIONS FOR PARENT SUPPORT**

- Be flexible and provide positive/encouraging messages. There will be successes, but also bumps in the road. Staying positive as we navigate these challenges together will help everyone to be successful.
- Stress self-responsibility – Do not “enable” your child. Students should be responsible for homework and remembering their things. Let them take the consequences for actions that are in their own control. Constant “rescuing” tells a child that you don’t think they are capable.
- Encourage your child to be accountable for the choices he/she makes.
- Establish routines and expectations – help your child establish a schedule that has them ready to attend and engage in their courses. Help students get up, get dressed, and eat breakfast before the school day. Keep normal sleep routines and establish rules for the use of digital devices.
- Establish a good place to work at home on schoolwork – set up a physical location that is dedicated to school activities and free of distractions. Be sure that the location allows adults to monitor engagement in learning.
- Guide your child to own their learning - provide support and encouragement to help you child do their part. Productive struggle is part of the learning process. Provide support but do not help too much.
- Check in on your child’s progress on a daily basis –
  - Sample beginning of the day questions
    - What classes do you have today?
    - What resources do you need?
    - Do you have any upcoming assessments?
    - Do you have any questions that you need to ask your teacher(s)?
  - Sample end of the day questions
    - How did your classes go today?
    - How far did you get on your assigned tasks?
    - What did you discover today?
    - What did you find difficult? What can we do to make that better tomorrow?
- Utilize your parent accounts in Home Access Center and Schoology to see how your child is doing on their grades and learning tasks.
- Each student is provided with a planner at the beginning of the school year. This planner will contain the Student Handbook. It is also an excellent tool for recording homework assignments, long-term projects, and upcoming events. The planner can also be an effective tool for parent/guardian-teacher communication.
- Stay in touch with your child’s teachers and school staff – if you have questions or concerns, let someone know.
- Encourage physical activity and exercise. Staying active is important for physical and mental wellness.
- Monitor your child’s stress. Be an active listener and support. If your child or family needs support, please contact our counseling department.
- Social interactions are an important part of the growth process. Help your child maintain appropriate connections with peers. Monitor social media usage for appropriate interactions and content.
- Review the CCPS Student Code of Conduct with your child.

### **Nondiscrimination Statement**

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
  - Director of Human Resources
- 443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.

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### **Anti-sexual, Anti-racial and Anti-disability Harassment Statement**

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents, and community members may report allegations of harassment to: Ms. Cecelia Lewis, Director of Student Services, Calvert County Public Schools, 1305 Dares Beach Road, Prince Frederick, MD 20678

Employees may report allegations of harassment to: Mr. Zachary Seawell, Director of Human Resources, Calvert County Public Schools, 1305 Dares Beach Road, Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: <https://ocrcas.ed.gov> or call 1-800-421-3481.

### **Calvert County Public Schools Antiracism Statement**

Calvert County Public Schools (CCPS) explicitly denounces racism, bullying, discrimination, white supremacy, hate, and racial inequity in any form within our school community. Furthermore, CCPS will not tolerate the values, structures, and behaviors that perpetuate systemic racism.

Each member of the district, individually and collectively, is responsible for creating and nurturing a safe, antiracist learning environment where each student, staff member, and community partner is a respected and valued member of the CCPS community.