



## THEODORE G. DAVIS MIDDLE SCHOOL

2495 Davis Road | Waldorf, Md. 20603

301-753-2082 (metro)  
301-638-0730 (local)

Office Fax: 301-638-3562  
Guidance Fax: 301-392-5535

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# Parent - Student Handbook 2024-2025

## Welcome To Theodore G. Davis Middle School

The administration, faculty, and staff sincerely hope that your school year will be a pleasant and successful educational experience. To ensure that every student at Theodore G. Davis Middle School is able to gain the maximum benefit from their middle school experience, the following pages describe the rules, policies, and expectations of the school. Parents and/or guardians are encouraged to discuss with their children the importance of the information captured on these pages.

## History

The middle school is named for Theodore G. Davis, a teacher who began his career at a one-room school in Doncaster in 1926 and transferred to Nanjemoy High School when it opened in the early 1930s. Mr. Davis taught English, Math, Civics and American History and coached girls' volleyball and softball teams. He served as acting principal for several years and retired in 1964. He began driving a school bus to the Nanjemoy School upon his retirement. Mr. Davis was born on December 7, 1905 and died on January 26, 1991, at the age of 86.



The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event.

CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).

## TABLE OF CONTENTS

### SECTION 1 - GENERAL INFORMATION

General Information.....	3
Mission/Vision Statement.....	3
PBIS.....	3
Student Agenda Books .....	3
Email & Voicemail .....	4
Synergy .....	4
Parent Volunteers.....	4

### SECTION 2 – SCHOOL PROCEDURES

Note to Parents.....	4
Attendance/Tardiness .....	4
Arrival at School.....	5
Early Dismissal.....	5
Passes.....	5
The Library/Media Center .....	5
Computer/Internet Usage.....	5
Emergency Cards.....	6
Transportation.....	6
School Breakfast & Lunch.....	6
Bicycles .....	6
Lockers .....	6
Bookbags/Tote bags/Purses .....	6
Building Evacuations/Fire Drills .....	6
Telephone/Cell Phone/Personal Electronics.....	7
Textbooks .....	7
School Counseling (Guidance) Department .....	7
Care of School Property.....	7
Medication .....	7
Parent Visitation/Observation.....	7

### SECTION 3 – STUDENT EXPECTATIONS & POLICY REGULATIONS

Courtesy and Consideration of Others .....	8
Consequences of Disciplinary Problems .....	8
Dress Code .....	8
Harassment .....	9
Cafeteria Expectations.....	9

### SECTION 4 – ACADEMIC POLICY & PROGRAMS

Weighting of Grades .....	9
Homework .....	10
Make-Up Work.....	10
Late Work Policy.....	10
Electronic Submission of Work .....	10
Students in Danger of Failing.....	10
Report Cards.....	10
Middle School Promotion .....	10
Parent/Teacher and Parent/Counselor Conference ....	10
Academic Honors .....	11
Scholars Course of Study .....	11
Physical Education .....	11
Related Arts.....	11
Academic Dishonesty.....	11
Student Service Learning .....	11

### SECTION 5 – SCHOOL ACTIVITIES & ATHLETICS

Optional Activities .....	11
Assemblies/Dances/Field Trips.....	12
NJHS Requirements .....	12



**S.O.A.R.R. Together**

**Safety  
Organization  
Achievement  
Respect  
Responsibility**

## SECTION 1 GENERAL INFORMATION

**School Hours** ..... 8:55 am-3:30pm

**School Colors** ..... 8th Grade - Navy Blue  
7th Grade - Carolina Blue  
6th Grade - White

**Mascot** ..... Falcon

### **Davis Administrators**

Principal ..... Mr. Griffiths  
Asst. Principal (Instruction) ..... Mr. Mast  
Admin Intern (8<sup>th</sup> Grade) ..... Ms. Mitchell  
Asst. Principal (7<sup>th</sup> Grade) ..... Ms. Yhap  
Asst. Principal (6<sup>th</sup> Grade) ..... Ms. Hickman

**School Counselors** ..... Mrs. Stordeur (6<sup>th</sup> Grade)  
Mr. Briscoe (7<sup>th</sup> Grade)  
Ms. Plater (8<sup>th</sup> grade)

**Instructional Lead Teachers** ..... Christine Turner  
Tiyata Frazier

**School Address** ..... 2495 Davis Road  
Waldorf, Maryland 20603

**School Contact Numbers** ..... Local (301) 638-0703  
Metro (301) 753- 2082  
Fax (301) 392-3562

### **Mission Statement & School Motto**

Our mission is to educate and prepare all of our students to be successful and productive citizens in the 21st century global society. Our educational challenge is not only to produce functionally literate students but to also excite our students to be critical thinkers; empowered to problem solve, work in teams, use technology and be self-directed instead of always led. We want to demonstrate good citizenship and community service so that our students see this in action every day... and want to mimic that same character. With that in mind, we hope that each and every parent will partner with us in bringing to life our school motto for the 2024-2025 school year:

***“One Community. One Vision. Excellence”***

### **Our Vision**

Every student will have access to the CCPS standards through high quality instruction aligned with the standards every day; and that all teachers are prepared and receive the support they need to implement the standards in their classrooms every day so that students are college and career ready.

### **We Believe in...**

- Achieving excellence in all we do
- Developing each student's unique gifts
- Engaging students in relevant, experiential, and personalized learning
- Cultivating creative problem solving, critical thinking, and innovation
- Promoting integrity, civility, and global citizenship
- Enriching learning by honoring our diversity
- Fostering a culture of collaboration, trust, and shared responsibility
- Removing barriers to success

### **PBIS**

PBIS (Positive Behavior Intervention and Support) is a process for creating safer and more effective schools. PBIS focuses on improving a school's ability to teach and support positive behavior for all students. PBIS provided systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific discipline plans. Our school focuses on **Safety, Organization, Achievement, Respect, and Responsibility (S.O.A.R.R.)**.

Students can earn the privilege of attending the S.O.A.R.R assembly each quarter if they earn the number of PBIS points required to attend the event.

These points are earned by meeting the behavior, academic, and attendance requirements established by the PBIS team.

### **Student Agenda Books**

Every student is required to carry a student agenda book. These will be issued to the students on the first day of school for price of \$10. If you would like to purchase one in advance, the admin team will be selling them at New Student Orientation. The Student Agenda Book is designed to help you S.O.A.R.R. It is primarily used for communication between the home and our school. As a student, you will record your assignments in it. Please refer to your student agenda for important information throughout the year.

**Students will use agenda books as hall passes, to keep track of assignments, and to set goals throughout the year.** We ask that you do not tear out or fold pages in the agenda. We hope that students will willingly accept the responsibilities and then enjoy the privileges as a student at one of **Maryland's finest middle schools.**

Students who lose their agenda book will be required to buy an additional one.

## Email and Voicemail

Charles County Public Schools provides email and voice mail to each system employee. Parents wishing to contact teachers via email or voicemail should go to our school website and select the Staff Directory. The Staff Directory lists each Davis teacher with the teacher's voicemail number and email. Additionally, you may also call the school at 301-753-2082. Emails and Voicemails will be returned within 2 school days.

## Synergy/ParentVue/StudentVue

Charles County Public Schools (CCPS) uses Synergy/ParentVue/StudentVue, a secure, Internet-based resource that allows teachers to share course materials with students and parents and allows parents to check grades and attendance. Parents can connect to Synergy through each individual school's website. Student reports are private, so only parents or guardians who have obtained an access code can see their child's information.

Each account requires an activation code. Parents are required to show photo identification, and staff will verify that you are allowed to receive an access code. If there is a question about a grade or report on Synergy, Students should talk with their teacher about the issue. Students are encouraged to advocate for themselves and talk with their teacher about their academic progress as well.

## Parent Volunteers

We welcome volunteers to our school. Parents, students, teachers, and community are all members of the educational family. In order to volunteer for school functions, you must complete the Volunteer Registration form found in the CCPS website. Upon approval, please contact the school and join our Parent-Teacher Organization (PTO) to find out how you can help make a difference. Incidentally, did you know that mileage for volunteer activities is tax deductible?

## SECTION 2 SCHOOL PROCEDURES

### Note To Parents

Good discipline originates in the home. A parent/guardian is the most important teacher of their child and should develop good behavior habits and proper attitudes toward school.

Do you:

1. Inform the student that the teacher takes the place of the parent while the child is at school?
2. Teach the child respect for law, authority, the rights of others, and for public and private property?
3. Arrange for prompt and regular attendance and comply with attendance rules and procedures?

4. Work with the school in carrying out recommendations made in the best interests of the child, including discipline?
5. Talk with the child about school activities; show active interest in report cards and progress?
6. Suggest reading magazines, newspapers, and/or books; review class notes and help with long-term research projects?
7. Check and approve your child's school attire before he/she leaves the house to make sure they are dressed appropriately?
8. Check your child's agenda on a regular basis for assignments/communication to and from the teacher.

***Research Proves that the highest performing students have parents who are engaged daily in their education.***

## Attendance/Tardiness

Regular school attendance has a direct connection to outstanding school achievement and is essential in order to learn.

- 1) **Official school hours are 8:55 am – 3:30 pm.**
- 2) The morning bell rings at **8:45 am** allowing students 10 minutes to get breakfast (if desired), visit lockers and report to first period before the 8:55 am late bell.
- 3) If students are absent or tardy, a signed and dated note for the day of the absence or tardiness must be presented within three (3) days of the absence or tardy. Please be sure that the student's first and last name is clearly legible on the note. The note must include: students full name, date(s) of absence, reason for absence and parent/guardian signature. The note should be given to the attendance secretary in the main office.
- 4) If the school has not received a note within three (3) days of the absence, the absence will become unexcused. Teachers are not required to accept make-up work for unexcused absences.

Absences are excusable only for personal illness, death in the immediate family, suspension, or medical appointments. To obtain a full list of lawful excuses, please contact the school's pupil personnel worker, Ms. Linda Stocks. Absences which are considered unlawful (no note within three school days, truancy, etc.) are unexcused and can result in the student failing the involved classes. Please refer to the Code of Student Conduct for more information about excused and unexcused absences.

For extended absences due to an educational trip or unique life experience, parents can submit a Parent Request Excused Absence (Code 13\*) application to Garcia Dixon, supervising pupil personnel worker (PPW), via email at [gadixon@ccboe.com](mailto:gadixon@ccboe.com) no later than two (2) weeks prior to the student's first date of absence.

The application form can be found here:  
<https://www.ccboe.com/students/attendance>

Most tardiness can be avoided. If you arrive late, you must sign in at the main office and give a reason for your tardiness to school. Anyone who arrives after 8:55am, but before 10:35am, will be marked tardy. However, the student will be present for the entire day. Students should immediately report to their assigned class after signing in.

Tardiness to class without a legitimate written pass is unexcused. Students who are tardy to class may face disciplinary consequences. Students who are out of class without teacher permission are cutting class and are subject to disciplinary actions.

### Arrival At School

Students must stay on school grounds from the time they arrive until dismissal. Students transported by car should arrive no earlier than 8:45 am. **Students are not permitted to gather in the foyer or block the main entrance of the door.** At times of inclement weather, administration may arrange for students to wait inside the building for the morning bell. However, please note that this is a temporary courtesy and is not a regular or long-term provision. At 8:45 am, a bell will ring telling students to report to first period.

It is advised that students who walk to school should establish a "buddy system" which is walking with at least one other person and walking directly to and from school. In order to be safe and watch out for each other. NOTE: Leaving school grounds without permission is NOT permitted under any circumstances. A violation of this rule will result in suspension from school.

### Early Dismissal

Per CCPS policy, only a parent or legal guardian may sign-out a student from school. Students must be signed-out from the main office. Only in cases of emergency will the student be allowed to leave with someone other than the parent or legal guardian. In this case, the parent/guardian must send a written note to the school stating who will be picking up the student with their consent. Main office staff will then verify the note with the parent/guardian before the student will be released. Students are to remain in their assigned class until your parent or guardian arrives. Any student who leaves prior to an hour and one-half before dismissal time will also be counted as one-half day absent. **Students will not be called for early dismissal after 3:00 PM.**

### Passes

If you leave a classroom or are in the hallway for any reason (other than during the changing of classes), you must have your agenda book signed by a teacher or member of the staff. Teachers/staff can issue an emergency physical hall pass if the agenda book is not available. Remember that passes are needed to go to the main office for any reason. In addition, **all students**

**are to sign-out/in whenever leaving the classroom, including departure and arrival times.**

### The Library/Media Center

The Davis Media Center is the focal point of all academics. The center is equipped with electronic learning equipment, in addition to many print resources. Students wishing to stay after school for research should make an appointment with the Library/Media Specialist, Mr. Steelman.

The Media Center will operate regularly during normal school hours. Classes may also utilize the library for special projects and/or research. Students with a pass may use the Media Center during off-class time. Students entering are required to sign-in and turn in the hall pass. When returning to class, students sign-out with the time noted and the pass signed. Students may check out materials for specific lengths of time depending on the material. The Library/Media Specialist or Instructional Aide will designate your return date when you check out the materials. Please be sure to return all borrowed materials by the due date or have them renewed. Overdue materials will cause restriction of library usage. **Additionally, students with overdue materials will be restricted from dances and other activities until the materials are returned.** Students must pay for lost or damaged materials. Be sure to demonstrate S.O.A.R.R. characteristics when using the Library/Media Center.

### CCPS Computer/Internet Usage

CCPS issues every student a laptop as a 1-1 device along with a charger. Davis Middle School also has multiple computer labs that are used by students and teachers. No student is authorized to be in any lab without a teacher or a lab supervisor. Students who misuse any of the equipment or students who go to unauthorized internet sites will face immediate disciplinary action. Students should report any damage to the teacher upon the computer/laptop being assigned. Restitution will be requested for damage to a computer/laptop.

Students are reminded that computer/internet use at Davis is a privilege. Students will follow the policies outlined in the Internet Use/Contracts portion of the Charles County Public Schools System Code of Conduct.

Students are expected to bring their laptop and charger to school each and every day of school. Students are responsible for any damage caused to the laptop and must report the damage to the Computer Analyst. Students are also responsible for having a working charger for their laptop. One will be given to them but if that charger is lost or damaged then it is the responsibility of the parent to replace the charger. Chargers can be purchased in the main office. Or you can buy them online.



## Emergency Cards

Emergency cards will be distributed at the beginning of the school year. It is very important to fill out the entire card including emergency numbers of relatives, friends or neighbors. **If your address, telephone number, or emergency contacts change during the year, please immediately inform the school in writing.** It is extremely important for the school personnel to be able to contact parents/guardians or the designated emergency contacts in case of an emergency situation. To ensure the safety of our students, students will only be permitted to leave with individuals listed on their emergency card. Adults checking students out must present photo identification each time the student is picked up.

## Transportation

Remember that **riding the bus is a privilege** that can and will be denied in cases of repeated misbehavior. Talk softly, keep your arms and head inside the bus window, remain seated while the bus is in motion, and obey your bus driver. Throwing objects on, at, or from the bus, is not permitted. Students are not to eat or drink on the bus and the transporting of animals is not allowed.

### Three Basic Rules

1. **Be Seated.**
2. **Be Respectful.**
3. **Demonstrate S.O.A.R.R. characteristics.**

**Students are not to change their assigned bus or bus stop, without proper notification to the bus coordinator.**

- 1) Parents should not request permission for students to ride a bus other than the assigned one, for such an arrangement often results in overcrowding and/or a disruption of the normal seating order.
- 2) Students will not be permitted to ride a different bus without bus coordinator approval. Students may be given permission to ride a different bus depending on the circumstances and nature of the emergency.
- 3) If there should be an emergency, a written request signed by the affected parent(s) requesting such a change may be accepted. **All such requests must be submitted to, and approved by, the office no later than 10:30 a.m.** Phone requests will not be accepted. A note signed by the bus coordinator will be issued to the student to ride a different bus or to get off at a different stop.
- 4) Bus Drivers will not accept a note from a parent to ride a different bus. Special arrangements may be made if the emergency occurs during the school day. Please refer to the CCPS Code of Student Conduct for additional information regarding transportation.

**Check ParentVUE or the School**

**Locator/Transportation website for bus information.**

## School Breakfast & Lunch

Grab and Go Breakfast is available for all students every morning from 8:45 am to 8:53 am and is free to all Davis students for this school year. Lunch will cost \$3.05 this year. Students can bring their lunch to school.

We ask that no outside food/drink (Chick Fil-a, Chipotle, McDonalds', etc.) be brought during the school day to be dropped off for your students. Also, delivery of food by any food delivery service is prohibited and will be denied at the main office. There will be no reimbursement for any loss incurred trying to have food delivered to the school.

Plan ahead by bringing in a weeks or months' worth of lunch money so that it can be added to student lunch accounts. Students will be given a PIN number that they will be required to remember. CCPS also has an alternate and convenient way to add money to student lunch accounts from any computer by going to [www.MyPaymentsPlus.com](http://www.MyPaymentsPlus.com) to set up an account.

## Bicycles

If you ride a bicycle to school, you must secure it in the designated areas. It is expected that you will obey all rules of the road for your own personal safety. **Do not ride your bike on the sidewalks on school property.** The school will not accept responsibility for damaged or stolen bicycles.

## Lockers

Students will be assigned their own locker. No students are to share lockers or leave their books or possessions in another student's locker. You may only go to your locker at the approved designated times unless otherwise authorized. **Lockers are public property under the control of the Board of Education and, as such, are available to be search in an emergency or for just cause.** Students are responsible for any items found in their assigned locker. It is very important that locker combinations are not given to anyone except the assigned student. If you have any problems with your locker, contact the vice-principal. Locker clean-outs will be conducted periodically throughout the school year.

## Book Bags/Tote Bags/Purses

Bookbags are not allowed to be carried during the school day. They must be placed into lockers upon entering the building, before going to class. A laptop sleeve, which may have enough room to store notebooks and contain a sleeve for laptops/chargers.

## Building Evacuations/Emergency Drills

Periodically there will be building planned practice drills and bus evacuations to ensure that you are aware of emergency procedures. During a drill, students must follow the directions of their teacher, line up immediately, and walk quickly and quietly to the designated area for their classroom. Once students have evacuated the classroom, building, or bus, they must continue to listen to the adult in charge for instructions and roll call. **No talking is permitted during these drills and evacuations.**

### **Telephone/Cell Phone/Personal Electronic Device Use**

- 1) School telephones are not to be used without school staff permission. If students are involved in extra-curricular activities after school arrangements should be made in advance. Should a student need to use a school phone, they must get approval from an administrator.
- 2) Absolutely NO radios, CD players, MP3 players, iPods, video games, tape recorders, cameras, speakers, or other similar items should be brought to school or on the school bus. Violations to this rule will result in the confiscation of the item until a parent conference and release to the parents.

**CCPS Cell Phone Policy for Middle Schools:** Middle school students may use cell phones on school property except under the following conditions:

- Students may bring their phone or device but prior to entering the building the device must be completely off (not just on vibrate or silent mode) and remain in a non-visible, secure location (locker) throughout the entirety of each school day.
- Students may use their phone or device on the bus or school-charted vehicle, but it must not be disruptive or cause a distraction to the driver at any time, such as phone conversations, loud music, videos or electronic games.
- The Charles County Public School system is not responsible for the loss, theft, damage, or destruction of any cell phone. If students choose to bring any electronic device to school, it is at their own risk.

Consequences will be issued for cell phone violations. Davis Middle School is not responsible for the loss of any personal electronic device confiscated as the result of the violations of these rules.

### **School Issued Equipment**

Any equipment issued to students are loaned to students free of charge. Care must be taken of this property. The school must charge a fine based on the teacher's judgment for abuse, misuse, damage or loss of equipment. If any equipment is lost, new equipment will not be issued until the lost equipment has been paid for or found. Payment should be sent to the main office.

### **School Counseling Department**

All students here at Davis Middle School have a school counselor who is available to help with any problems or questions they may have regarding academics, educational decisions, as well as interpersonal skills and difficulties. Students can expect counselors to be extremely personable and helpful. To talk to a counselor, you need to make an appointment by filling out a pass provided by your teacher or the main office.

**Schedule change request are limited by time frame**

and availability. Counselors will inform students if a change is possible.

### **Care Of School Property**

In order to maintain a safe and clean environment, we must keep our school and its surroundings in tip-top shape at all times. **Defacement or destruction of school property is punishable by suspension and full restitution of damages.** It is everyone's responsibility to report vandalism and to maintain cleanliness in our building. Keep desks, tables, lockers, floors, walls, cabinets, and fixtures clean and free of paper or litter. Do not write, scratch or mark on furniture, walls, doors, or floors. Help keep our school clean, neat, and attractive.

### **Medication**

**All medicine**, including over the counter medications (such as Tylenol) and prescription medication prescribed by a physician, are to be brought to school by an adult, not the student, with a medication form signed by your doctor. **The school nurse is the only school staff member that can administer medications.** The medication may not be transported on the school bus by students. The medication must be brought to school in the original pharmacy container with your name, name of medication, dosage, time of administration, name of prescriber, date of medication order, expiration date of drug and how the drug is to be administered (topical, oral or injection). Medication forms are available in the health room or the main office. **Medication on Field Trips** will be administered by a staff member educated by the school nurse. Written approval must accompany all medications to be administered on field trips that take place out of state.

### **Parent Visitation/Observation**

- 1) Parents/Guardians may either visit their child's classroom at the teacher's/school's invitation or request to make a formal observation of their child's classroom.
- 2) Parents/Guardians are required to make an appointment at least 2 school days in advance prior to the visitation.
- 3) Teachers cannot stop teaching to confer with parents who stop by without an appointment.
- 4) Parents may schedule up to two (2) classroom observations of forty-five (45) minutes in duration each grading period.
- 5) An administrator will accompany visitors to the classroom.
- 6) Siblings are not allowed to attend.
- 7) Teachers will be happy to discuss the observation at a mutually convenient time.
- 8) Parents are welcome to visit the cafeteria and eat lunch with their child.
- 9) Principals retain the authority to deny access to the school for any individual who has or may disrupt or disturb the learning environment or

who lacks a valid or legal purpose for entering the school. Your commitment and cooperation are essential for the safety of our students and staff.

- 10) Please reach out to the grade level administrator or counselor to schedule a visit.

### **SECTION 3 STUDENT EXPECTATIONS & POLICY REGULATIONS**

#### **Courtesy and Consideration of Others**

The rules and expectations at Davis Middle School are centered on two basic principles:

- 1) **Our obligation to provide a safe, orderly environment.**
- 2) **Common courtesy.**

These rules affect academic and social success in school, so it is critical that each student and parent/guardian be familiar with them. The use of courtesy enables everyone to feel comfortable in the school and makes learning the focus of the day. It is our responsibility to restrict behaviors that interfere with teaching and learning.

Examples of discourteous behavior include blocking or interfering with the passage of others in the hallways, articles of clothing that may be offensive to others, loud or abusive language and rude comments to staff or other students. Courtesy requires self-control and judgment. Discourtesy - misbehavior - results from making poor choices. Students are held responsible for these poor decisions and will be subject to disciplinary action.

Parents and students are encouraged to review the information in the Charles County Public Schools Code of Student Conduct and Parent Handbook.

Additionally, please be aware that according to COMAR (the laws of Maryland), a person may not willfully disturb or otherwise willfully prevent the orderly conduct of the activities, administration, or classes of any educational institution. A person may not molest or threaten with bodily harm any student, employee, administrator, agent, or any other individual who is lawfully: (i) on the grounds or in the immediate vicinity of any educational institution, (ii) on a school vehicle, or (iii) at an activity sponsored by a school. Any person who violates any provision of this section is guilty of a misdemeanor and on conviction is subject to a fine not exceeding \$2,500, imprisonment not exceeding 6 months, or both.

#### **Consequences Of Disciplinary Problems**

It is impossible for teaching or learning to take place in a classroom unless good order is maintained. Please refer to the Code of Student Conduct regarding student discipline. There are few levels of action the school can take toward pupils who misbehave or break the school,

county, state, or federal laws and rules. They include, but not limited to warnings, loss of privilege(s), detention, in-school retention (ISR), suspension, suspension to the superintendent and/or criminal charges being filed.

#### **Dress Code**

Suggestive, provocative or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. CCPS does not allow clothing to be worn on school property or to school-sponsored activities which display messages or images that are offensive, vulgar, harassing, or otherwise inappropriate for the school setting. Clothing that is judged by the school administration to be disruptive to the orderly school process either by virtue of the design or in the manner in which it is worn is also forbidden.

The responsibility for the dress and grooming of a student rests primarily with the student and their parent/guardian.

#### **Allowable Dress and Grooming**

- Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric that covers the midriff.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be visible to staff at all times.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, technical education, and other activities where unique hazards exist.

#### **Non-Allowable Dress and Grooming**

- No Ski Masks of any type are permitted in school
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, sexual acts or violence, or obscenities.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing may not include gang identifiers and must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threaten the health or safety of any other person, the discipline for dress or grooming violations should be consistent with discipline policies for similar violations.



*Note: Administrators have the flexibility to exercise their judgement to determine if a student's attire is considered disruptive, distracting or a safety hazard. Exceptions may be granted for medical or religious reasons.*

### Harassment

Harassment involves comments or actions that are unwanted by another person. These behaviors might be threatening, sexual, or simply rude. The behaviors may be spoken, written, or physical.

It does not matter if the person "sending the message" thinks his/her behavior is a joke, the person who is the target becomes a victim and it is harassment.

Harassment is uncalled for, discourteous, disrespectful, and **IT IS ILLEGAL**. It will be dealt with seriously.

If you are being threatened, harassed, or physically bothered by another person, see the principal, vice principal, school counselor, or nearest teacher immediately. Do not wait for a crisis to develop. No one will attend our school afraid of being hurt.

Moreover, public displays of affection are prohibited on the school grounds. This includes touching, kissing, hugging, holding hands, and other actions. Such behavior is not appropriate public behavior in school and may be subject to disciplinary action.

### Cafeteria Expectations

Students are expected to use common sense and courtesy while eating lunch. The following rules will govern behavior in the cafeteria:

1. Students will sit in assigned seats and tables according to the directions given by the lead administrator.
2. Upon entering the cafeteria all students will report immediately to their seats.
3. Supervisors will dismiss students to the appropriate lunch lines on a rotating basis.
4. Students must ask permission, by raising a hand, to leave their seats.
5. Unless permission is given by a supervisor, students will remain in the cafeteria the entire lunch period.
6. No food may be taken from the cafeteria without authorization.
7. Improper cafeteria conduct will be cause for the following steps:
  - a. Warning to student
  - b. Alternative seating
  - c. Assigned lunch detention
  - d. Written referral

Severe misbehavior will be cause for immediate referral. Consequences will be at the discretion of the principal or vice principal and may include cafeteria or school suspension.

### CCPS Grading Policy-Weighting of Grades

Our grading practices reflect what we believe about teaching and learning; therefore, grading practices should encourage and support learning for all students. As an intrinsic part of the cycle of instruction/assessment/ instruction, effective grading practices reflect the attributes of student work and not the attributes of the student. Effective grading practices should communicate individual student achievement of intended learning outcomes, and be accurate, consistent, and meaningful.

Process 50%	Product 50 %
<p>Process assignments / activities reflect the steps that a student takes prior to the completion of a product assignment. Process assignments measure progress as the student moves toward demonstrating mastery.</p> <p><b>Possible examples of Process assignments:</b></p> <ul style="list-style-type: none"> <li>• Drafts</li> <li>• Warm-ups</li> <li>• Learning Activities</li> <li>• Practice Activities</li> <li>• Process Activities</li> <li>• Quizzes</li> <li>• Research Steps</li> <li>• Homework (no more than 10% within Process)</li> </ul>	<p>Product assignments measure a student's mastery of standards at a specific point in time and reflect the current level of achievement. Product assignments are a culminating demonstration of a student's learning.</p> <p><b>Possible examples of Product assignments:</b></p> <ul style="list-style-type: none"> <li>• Essays</li> <li>• Reports</li> <li>• Performances</li> <li>• Quizzes &amp; Tests</li> <li>• Projects</li> <li>• Research Papers</li> <li>• Lab experiences</li> </ul> <p>Note: If your class has a quarterly assessment, then 10% of the quarter grade will be made up of that quarterly assessment grade, taking the percent for product grades down to 40%.</p>

- Minimum of five Process grades in a quarter
- Minimum of five Product grades in a quarter
- No single assignment can count more than 10% of a quarter grade
- All grades will be calculated using a weighted grade system. No total point grade system permitted
- Teachers must update their grade book at a minimum every two weeks. (Superintendent's Rule)

## Homework

Homework has an important function in a student's learning process, and students should generally expect to receive homework assignments each day. These assignments should be recorded in the Davis Middle School agenda, which must be brought to each class on a daily basis. Parents should review the agendas on a regular basis to keep abreast of their child's completion of assignments. Teachers may use a "stamp" to mark assignments inadequately prepared or not turned in. Teachers use homework in evaluating student progress and achievement. Teacher teams discuss homework expectations with students at the beginning of the school year. The length of time that it takes to complete homework may vary depending on the student's individual pace. It is important that students remember that homework does not only mean written work; reading and reviewing material covered in class and looking ahead to new material are parts of homework that are often overlooked by students. Long-term assignments help students to learn the planning and pacing skills needed to complete these projects.

## Make-up Work

Students who have a legal or lawful excused absence must make-up work missed during the absence. Students should make arrangements with their teacher for missed work on the day the student returns to class following the absence. Teachers will provide make-up work. Make-up work will be completed by the student and submitted to the teacher within three (3) days of returning to school. Students who are suspended are permitted to make-up.

## Late Work Policy

- All work that is given in class on a set time (i.e. Warmups, Classwork, Exit Slips) will be collected and graded. No chance for student to turn in late.
- When a teacher allows students to complete work that was started in class and allowed to turn in later this would be classified now as homework.
- All homework or projects that have a due date, students will have 3 days past the posting on synergy or notification of the parent to turn in the assignment for partial credit.
- 1 Day Late – 10%, 2 Days Late – 20%, 3 Days Late – 30%
- Student needs to email teacher to notify them that the late work was completed

## Electronic Submission of Work

Teachers have the ability to require students to turn in assignments in an electronic format. When an assignment is required to be submitted to an electronic site (i.e., Revision Assistant, Mobey Max, and Discovery Tech Book), the following guidelines will be followed:

- The teacher will provide sufficient practice in using the electronic site prior to requiring graded assignments to be submitted through these websites.
- All work will be submitted by the deadline determined by the teacher.
- If a student cannot correctly submit the assignment to the electronic site, the assignment must be emailed to the teacher by the original time and date deadline.
- Any electronic assignment that is submitted after the deadline will be graded according to the Davis' late work policy.

## Students In Danger of Failing

Students and parents must be notified via Interim/Progress Report if a student is failing or in danger of failing (CCPS Policy). If a student is failing after receiving a passing grade on their Interim, the following should be done:

- 1) The **teacher** will call the parent(s) and inform them their child is in danger of failing and direct them to check their child's grade on Synergy.
- 2) The **teacher** will document the call by emailing the parent in Synergy.

## Report Cards

Report cards are issued four (4) times during the year to inform you and your parents of your academic progress, citizenship, and attendance. All report cards can be accessed via Student/ParentVUE

Interim reports will be distributed at the mid-point of each marking period or when necessary to inform parents if the student is not doing satisfactory work. Grade reports/printouts may be sent to parents to communicate student progress. They must be signed and returned immediately to the teacher who issued them.

## Middle School Promotion (Superintendent Rule 5131.32)

In order for a 6th, 7th, or 8th grader to be promoted, the student must meet #1 and #2 and at least one part of #3 as outlined below:

- 1) Pass Language Arts/Reading; and
- 2) Pass Mathematics; and
- 3) Meet one of the following:
  - a) Pass Science and Social Studies and at least one Related Arts course; or
  - b) Pass Science and at least two Related Arts classes; or
  - c) Pass Social Studies and at least two Related Arts classes.

**\*\*\*Students failing a required core subject during the school year may attend summer school to achieve a passing grade. The "core subjects" are Math, Language Arts, Science and Social Studies.**

**Middle School students who fail a high school-level math course (Algebra I) will be promoted as long as**

**they meet all other promotion criteria.** They must, however, repeat the math course either in summer school or during the next school year. (If repeating Algebra I in summer school, students must take the extended course and meet eligibility criteria.)

### **Parent/Teacher and Parent/Counselor Conferences**

Conferences are a good opportunity for parents, teachers, and students to discuss student progress and any situations that need attention. Conferences may be scheduled at the request of your parent or teacher. You are encouraged to handle any concerns with parents, teachers, and counselors before they become major problems handle by an administrator. Many times, a short communication can eliminate concerns. Your parents can arrange individual conferences by calling the teacher. The guidance counselor can also arrange team conferences.

### **Academic Honors**

Students can achieve recognition on the quarterly Honor Roll in the following areas:

- 1) Principal's Honors (GPA 4.0-5.000)
- 2) High Honors (GPA 3.5-3.99)
- 3) Honor Roll (GPA 3.000-3.49)

To achieve an academic honor is a great accomplishment, and you should be proud of your achievement. In addition to these awards, students can work toward individual subject honors as well as team awards. "Falcon Flight of Fame" awards are given for outstanding work or outstanding improvement in a particular subject. These awards are issued from your grade-level team of teachers.

### **Scholars Courses Of Study**

The Charles County Scholars Course of Study is a challenging academic course of study focused on the higher-level thinking skills at the middle school and high school level. The guidelines for admitting students into the program include course selections based on teacher recommendations. Students must select at least 12 periods of enrichment level classes during grades 6, 7 and 8 and maintain a 3.2 cumulative G.P.A. Special circumstances may be addressed by the school administration. Counselors and gifted education teachers will provide an orientation to students selecting the Scholars Course of Study.

### **Physical Education**

All students are required to take physical education. You may purchase a school gym uniform for \$25.00. You will also be assigned a gym locker but not a lock. Students are asked to provide their own white socks and tennis shoes to wear with the uniform. You should plan to bring these items in a gym bag. The physical

education staff will explain further expectations at the beginning of the course. All valuables need to be locked up while you are in physical education class.

### **Related Arts**

All students are required to take an art class every year of middle school. This art class can be a performing art such as Chorus, Band, or Orchestra or a fine art class such as Art or Music. All students are also required to take a computer tech class once during their three years of middle school, we encourage students to take more than one. This computer tech class can be Stem, Computer Science, or Gateway Tech. During the students 8<sup>th</sup> grade year they can earn high school credits by taking an advanced Computer Tech course such as Exploring Computer Science or Intro to Engineering.

### **Academic Dishonesty**

Students should maintain only the highest level of ethical standards in regard to academic achievement. The principles of integrity, honesty and commitment to personal achievement must be adhered to at all times. In addition, academic dishonesty (including cheating, plagiarism, photocopying and or stealing another's work) will not be tolerated. Dishonest behavior, when detected, may result in both academic and disciplinary consequences.

### **Student Service Learning (SSL)**

Student Service Learning is an activity within the curriculum, school or community that provides a service to a non-profit organization or group to address a school or community need. Service Learning refers to a method of learning by performing service projects. It involves studying the community, implementing the **solutions in the form of a service project**, and reflecting on the impact of the service.

**Student Service Learning is a Maryland State graduation requirement.**

There are essential components for all service-learning project which will be explain by the SSL coordinator/teacher.

Preparation for a student learning experience begins in middle school and carried on into high school.

## **SECTION 5 SCHOOL ACTIVITIES AND ATHLETICS**

### **Optional Activities**

Davis Middle School is proud to offer a host of extracurricular activities for all students. Each student is encouraged to participate in one or more activities to be a "doer" rather than a "watcher." At times, the best education is accumulated through experiences beyond the classroom.

Some of the availability activities include:

Student Government

National Junior Honor Society	MESA
Educators Rising	Yearbook Club
Destination Imagination	Chess Club
Robotics Club	Spelling Bee
Drama Club	Various Sports Teams

Value the opportunities Davis Middle School offers, but be sensible in your scheduling. Commitment to academics takes priority over activities. The coach/sponsor of the activity will review all expectations for participants as the group meets. **Students may not miss an individual class or school day to attend an extra-curricular activity if they currently have a D or F in any class that they would miss.** Practices and meetings will be scheduled at times convenient to the organization.

Participation in any extra-curricular activity does not require the purchase of any uniform or clothing. Any clothing or uniform purchased is completely optional for spirit wear purposes and are for the participant to keep. Davis Middle School is not responsible for any of these spirit item purchases and no refunds will be given for clothing or spirit items for any reason.

**School administration reserves the right to review a student's participation in any extracurricular activity.**

#### **Assemblies/Dances/Field Trips**

- Assemblies are held throughout the school year. At all times the student's behavior should be refined and courteous. An indication of the climate of the school is the conduct of its student body at an assembly.
- Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.
- Unacceptable conduct would include whistling, uncalled-for clapping, making loud noises, and talking during the program. Inappropriate behavior may prevent a student from attending future assemblies.
- Students are encouraged to attend and participate in dances. Parents must pick up their child/children immediately after the end of the dance or the student may not be permitted to attend the next dance.
- The use of field trips as an instructional tool is encouraged. It is the responsibility of the student to

exhibit appropriate behavior at all times. Students must be able to follow directions and adhere to school rules and regulations. Students who fail to meet minimum behavior standards in the classroom on a daily basis **may be prohibited** from going on a field trip without parental supervision or prohibited all together.

#### **NJHS Requirements**

National Junior Honor Society is a highly selective national organization for students who demonstrate exemplary leadership, citizenship, scholarship, service, and character.

To be eligible for membership in the Davis Middle School chapter of NJHS, a candidate:

- must be a member of the seventh or eighth grade class.
- must have attended Davis Middle School for one entire semester prior to applying. Transferring seventh or eighth grade students to Davis MS after previously being inducted at their former school do not need to reapply.
- must provide evidence of exemplary leadership, citizenship, service, and character through the completion of National Junior Honor Society essay and application (typically distributed in February)
- must meet minimum academic qualifications of:
  - Cumulative grade point average (GPA) of at least 3.4 or equivalent.
  - Earned a minimum of 3.2 GPA on every quarterly report card.

Completion of the application and essay is mandatory to be considered. Applications and essays are anonymously scored by a Faculty Council made up of teachers from all three grade levels. The final determination for membership in the National Junior Honor Society is decided by adding the candidate's cumulative GPA, essay score, application score, and teacher feedback average. In order to be accepted, applicants must score a 12.8 out of 16, or 80%. A membership induction ceremony is held each year.



# S.O.A.R.R. to Success

**PBIS**

	Classroom/Media	Cafeteria	Hallways	Bus	Restroom
<b><u>S</u>afety</b>	<ul style="list-style-type: none"> <li>* Keep hands, feet, objects to self</li> <li>* Ask permission to change location</li> <li>* Use equipment/furniture as instructed</li> <li>* Walk only</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in designated location</li> <li>* Keep hands, feet, objects to self</li> </ul>	<ul style="list-style-type: none"> <li>* Walk</li> <li>* Stay on the right</li> <li>* Keep hands, feet, objects to self</li> </ul>	<ul style="list-style-type: none"> <li>* Keep hands, feet, objects to self</li> <li>* Follow directions</li> <li>* Stay seated</li> </ul>	<ul style="list-style-type: none"> <li>* Wash hands</li> <li>* Report damages</li> <li>* Dispose of trash</li> </ul>
<b><u>O</u>rganization</b>	<ul style="list-style-type: none"> <li>* Have necessary materials</li> <li>* Write assignments in agenda book</li> <li>* Keep homework and materials together</li> </ul>	<ul style="list-style-type: none"> <li>* Stay in line</li> <li>* Follow arrival/dismissal procedure</li> </ul>	<ul style="list-style-type: none"> <li>* Agenda book is pass, with permission</li> <li>* Keep locker neat</li> </ul>	<ul style="list-style-type: none"> <li>* Keep all materials in book bag</li> </ul>	<ul style="list-style-type: none"> <li>* Take all materials when leaving</li> </ul>
<b><u>A</u>chievement</b>	<ul style="list-style-type: none"> <li>* Try your best</li> <li>* Complete assignments on time</li> <li>* Participate in class discussions/activities</li> </ul>	<ul style="list-style-type: none"> <li>* Limit sugar and excess calories</li> <li>* Eat fruits and vegetables</li> </ul>	<ul style="list-style-type: none"> <li>* Have materials for next class</li> <li>* Be on time</li> </ul>	<ul style="list-style-type: none"> <li>* Be on time for bus departure</li> </ul>	<ul style="list-style-type: none"> <li>* Use at appropriate times</li> </ul>
<b><u>R</u>espect</b>	<ul style="list-style-type: none"> <li>* Raise your hand</li> <li>* Use polite words</li> <li>* Handle all books and computer with care</li> </ul>	<ul style="list-style-type: none"> <li>* Use inside voices</li> <li>* Use polite words</li> <li>* Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>* Use inside voices</li> <li>* Use polite words</li> </ul>	<ul style="list-style-type: none"> <li>* Use inside voices</li> <li>* Use polite words</li> </ul>	<ul style="list-style-type: none"> <li>* Respect others' privacy</li> </ul>
<b><u>R</u>esponsibility</b>	<ul style="list-style-type: none"> <li>* Keep track of progress</li> <li>* Be on time</li> <li>* Keep classroom neat</li> <li>* Return borrowed books on time</li> </ul>	<ul style="list-style-type: none"> <li>* Dispose of food products</li> <li>* Have money in lunch account</li> </ul>	<ul style="list-style-type: none"> <li>* Throw away trash</li> </ul>	<ul style="list-style-type: none"> <li>* Keep bus neat</li> <li>* Get on/off at assigned stop</li> <li>* Be on time</li> </ul>	<ul style="list-style-type: none"> <li>* Flush</li> <li>* Wash hands</li> <li>* Report graffiti</li> </ul>

