The Knightbook



The 2024-2025 Windy Hill Middle School
Student and Family Handbook

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Welcome to Windy Hill Middle School! We're very excited about the many opportunities this school year holds. This Knightbook addresses frequently asked questions about Windy Hill Middle School and Calvert County Public Schools' (CCPS) policies and procedures. In addition, we hope all students and parents will familiarize themselves with the CCPS Code of Student Conduct.

WHMS – VISION
We believe in a collaborative educational environment where students feel safe, respected and supported in their social, emotional and academic development. We are committed to building relationships within the entire school community in order to create a culture of learning that emphasizes high expectations for all, focused on strong instructional practice and ongoing professional learning.

WHMS - MISSION
To prepare our students to be successful in high school, college, careers, and the 21st Century world, WHMS provides each adolescent learner the needed support and guidance to grow and apply their understandings, skills, and knowledge. Through a culture of equity, teamwork and respect for all stakeholders, students experience the support of a community dedicated to nurturing the development of *productive, global citizens*.

Table of Contents

The Knightbook 1
WINDY HILL MIDDLE SCHOOL LEARNING COMMUNITY 4
Windy Hill Middle Staff 2024-2025 5
Student Support 6
GUIDANCE 6
ADVISORY 6
Procedures 6
IMPORTANT 7
GRADING AND Home Access Center (HAC) 8
Grading System/Report Cards/Interims 8
Home Access Center (HAC) 8
Positive Behavioral Intervention and Supports (PBIS) 8
THE LOGISTICS OF A “LEARNING COMMUNITY” 9
RAPTOR- Visitor Management System 9
VISITORS TO THE BUILDING 9
MESSAGES TO STUDENTS 9
ATTENDANCE 9
ATTENDANCE PROCEDURES 10
DISMISSAL 11
CHECKING OUT STUDENTS 11
AFTER SCHOOL DISMISSAL 11
BUS & CAR TRANSPORTATION 11
LOCKERS 12
CAFETERIA FACTS 12
School Lunches 12
Breakfast Matters 12
Café Enterprise 12
Nurse’s Office Procedures 13
MEDICINES 13
LAPTOPS 13
PAYMENTS MADE ON BEHALF OF A STUDENT 13
INCLEMENT WEATHER POLICIES 14
BEYOND THE CLASSROOM LEARNING OPPORTUNITIES 14

AFTER SCHOOL ACTIVITIES 14
SPORTS INFORMATION 14
PTSO GENERAL INFORMATION 15
PTSO and PARENT VOLUNTEERS 15
ORGANIZING AND PREPARING TO LEARN 15
PREPARING FOR PHYSICAL EDUCATION 15
EXCUSED FROM PARTICIPATION 16
“LEARNING THROUGH TRIAL AND ERROR” 16
“Student Accountability” 16
School Wide Consequence Framework 17
Calendars 18
Calvert County Public Schools 2024-2025 School Calendar 18
Middle School Resource Calendar 18
CCPS 2024-2025 GRADING INFORMATION 19
Guidelines for Taping Meetings 20
Cell Phone Policy 21

WINDY HILL MIDDLE SCHOOL LEARNING COMMUNITY

Dear Students, Parents, Guardians, Family and Friends,

Welcome to the Windy Hill Middle School Learning Community. As we begin the 2024-2025 school year, we honor the responsibility we have been given to provide our communities' middle school age students with opportunities to grow in their knowledge, understandings, and skills. Each of us plays a crucial role in providing the proper environment which encourages our children to do their best.

While our primary care, concern and responsibility is for our middle school students, our core philosophy is that we are all students, we have a responsibility to contribute to each other's learning, and that we will recognize individual learning needs, while working collectively to set and meet expectations that prepare our students to transition from childhood to adolescence. This transitional period implies an essential, cooperative relationship between the school, home, and community.

Our goal is to create a positive environment and attitude for learning in view of the developmental stages of middle school students. It is our aim to foster the development of skills in the areas of communication, creativity, critical thinking, decision making, organization, and self-management.

The WHMS staff is guided by the **Instructional Leadership Team**, which is a group of staff members who continually focus on how we can best improve learning. Our goal is to ensure that all functions of the school process are driven by its impact on and connection to learning. Our primary focus areas include: **reading, math, disciplinary literacy, effective writing skills, best instructional practice, positive school environment, technology and effective communication** within the "whole" school community. We will continue to be purposeful, thoughtful, and evaluative as we work together to improve learning.

Windy Hill Middle School Learning Community is committed to:

1. Providing for the continued development and progressive application of reading, writing, and computing.
2. Ensuring our students are at proficiency or higher in reading and math skills.
3. Preparing our students with the fundamentals needed to successfully pass the HSA (High School Assessment).
4. Helping our students develop a curious mind and an on-going desire to learn, explore, and create.
5. Help students identify and implement effective organizational and study skills.
6. Identifying individual learning needs and proactively support growth and development of the individual student.
7. Developing understandings, attitudes, and skills necessary for physical fitness and healthful living by providing activities appropriate to the physical development of the adolescent.
8. Providing opportunities to develop a positive self-concept and satisfactory interpersonal relationships.
9. Helping students identify, clarify, and explore concepts in order to develop their own value system.
10. Promote understandings, attitudes and skills necessary for citizenship in the community, the United States, and the world.

Mark Whidden, Principal
Kristen Ratcliff, Assistant Principal
Kristin Childers, Dean of Students

Windy Hill Middle Staff 2024-2025

Mark Whidden, Principal
Kristen Ratcliff, Assistant Principal
Kristin Childers, Dean of Students
Melinda Huff, Financial Secretary
Karen Merewitz, Administrative Secretary

Guidance
Alexandria (Ali) Dean, Counselor 6th Gr.
Katie Sinclair, Counselor 7th Gr.
Amanda Zimmermann, Counselor 8th Gr.
Wendy Madison, Guidance Secretary
Millie Brown, Career Advisor

Safety Advocate
Donny Cupe

School Liaison Officer
Kamrhen Parks

Media Specialist
Dawn Murphy

Nurse
Dawn Tillini

Instructional Assistants
Amy Bodmer
Erin Gerrish
Tara Macauley
Jessie Moser
Crystal Said

IEP Clerk
Cathy Feeney

Cafeteria
Audrey Leonard, Manager
Jessi Cannon
Shevelene Heard
Jacqueline Kline
Lisa McDonald

Building Service Workers
Darryl Fletcher – Head Day
Head Night- Jennifer Harrison
Pattsie Rawlings
Robert Tucker
Ursula White

Itinerants
Kelsey Barlow-Social Worker
Devin Page–Integrative Technology Specialist
Danielle Williams–DPT
Jodi Perez–School Psychologist
Rebecca Hirshman–Student Services
Julie Kustusch – SLP (virtual)
Jill Hartwell – OT
Rachel Hautmann-Behavior Technician
Samantha McDuffie-Behavior Specialist
Christine Costantino-PT

Teachers
Krystal Arthur – Science
Brian Baldwin – Special Education
Paul Balsley IV – Chorus/Music
Evelyn Barth – ELA
Lori Berth – Math
Molly Boone – Social Studies
Emily Capps – Social Studies
Debbie Clime-ELA
Amanda Colgrove-Special Education
Nathan Diamond - Art
Jennifer Dineen – Math
Tiffany Edge –Social Studies
Oscar Feaster – Tech Ed
Justin Fluharty - Science
Gina Freschi – ELA
Nancy Garcia - Foreign Language
Beckie Gladfelter – ELL
Casey Golden - PE
Tracy Greenwell – Math
Amy Harris - Science
Keith Hedger – Social Studies
Nicole Hewlett – Math
John Alan King – PE
Grace Larsen - Orchestra
Toni Liston - Science
Chris Lusby – Social Studies
Dee Metz – ELA/Health
Gabriel Mignardi – Foreign Language
Lori Miller – PE
Marsha Montgomery – Special Education
Kevin Mosay – Band
Robert Mower – Science
Randy Ogle – ELA
Mary Peterson – Special Education
Jeff Piatt – Science
Caitlin Reid - Social Studies
Jesse Reid – Special Education
Cathy Rivera – Foreign Language
Tammie Sasscer – Math
Allison Saul - ELL
Jennifer Schatz – ELA
Kimberly Surratt – Math/Science
Tomfei Teou-Teou-French 2
Jen Ward – Special Education

Student Support

WHMS has several tools by which we support our students. To best facilitate our knowing and understanding of our students, each student is assigned a counselor. Ms. Dean will work with 8th grade, Ms. Sinclair 6th, and Ms. Zimmermann 7th**.** If your student has a 504 plan, this team will also facilitate those meetings.

GUIDANCE

Windy Hill Middle School counselors provide many services for students, parents, and school staff. These services include academic guidance, personal and social counseling, student assessment, career guidance, and referrals to outside resources. The counselor is one of the liaisons between the school and community, as well as a support for students, parents, and school staff. The guidance office is offered as a resource for any questions or concerns about academic planning, parent conferences, student rules, peer problems, student schedules, community resources, or the need of other general information regarding school programs, activities or policies. Forms associated with the guidance office are in the appendix.

If you have questions or concerns about your child or want to schedule a conference with teachers, please use the following contact information:

Guidance Secretary ~ Mrs. Madison, 443-550-9313 or madisonw@calvertnet.k12.md.us.
Guidance Counselor 8th grade ~ Ms. Zimmermann 443-550-9335 or zimmermanna@calvertnet.k12.md.us
Guidance Counselor 6th grade ~ Ms. Dean 443-550-9314 or deana@calvertnet.k12.md.us
Guidance Counselor 7th grade ~ Ms. Sinclair 443-550-9316
sinclairk@calvertnet.k12.md.us

ADVISORY

Advisory is primarily a learning support time which will include the following:

- whole school instructional emphasis in areas such as math, science, reading, social studies, organizational and study habits, and policy information and review;
- time to begin and complete homework
- studying for quizzes/tests;
- tutoring by other students;
- individual help from teachers;
- remediation/intervention & enrichment exposure
- SSR – Silent Sustained Reading

It is a time when each student will be engaged in content-related material and teachers will be engaged with them. When not presenting an instructional emphasis, teachers will be walking around the room, checking work, asking and answering questions, and encouraging and mentoring individual students.

Procedures

If a teacher wishes to meet with a child during this period, the student must be provided with a special pass. ***Passes need to be issued BEFORE the end of 5th period.***

The student will check in with his/her **Advisory** teacher and then report to the class teacher from whom the pass was provided. The student will then stay with that teacher **for the entire Advisory time.**

Each teacher will keep a log that records student names and destinations during Advisory.

Teachers will check their Advisory students' assignment book/planner daily for accuracy and completeness.

IMPORTANT

Calvert County Public Schools (CCPS) uses a system called **InfoCenter** for parents and students to **select their messaging preferences for SchoolMessenger and Home Access Center (HAC).** InfoCenter will enable each guardian and student to maintain their own individual accounts.

Instead of logging into both applications to make changes to email addresses and phone numbers, individuals will only have to manage their contact information in one system, HAC. Changes made in HAC will automatically update the contact information for SchoolMessenger for email, voice, and text notifications from the school and district. SchoolMessenger's Contact Manager will no longer be used by guardians and students.

All parents are encouraged to maintain their contact information in HAC so SchoolMessenger updates can be received weekly. Some examples of information that will be sent are:

- Report card dates
- Progress report dates
- Testing dates
- Sports information
- Extracurricular information
- School dance dates and information
- PTSA updates
- Notification of weather-related closings and delays

Each student and guardian needs to login to their HAC account to update contact information. Remember, each guardian and secondary student 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. If your student has a valid email address or contact phone numbers, please enter them here. 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 email address entered in HAC will serve as your username for InfoCenter.**

The following contact information in HAC will be exported to SchoolMessenger's InfoCenter:

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

Guardians/students will be able to change the default settings in InfoCenter. 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. Guardians who have never logged into HAC must self-register to create a HAC account. If a guardian with an existing HAC account can't remember their HAC credentials, please use the "Forgot my Username or Password" link under the Home Access Page on the main Calvert County Public School website. If this does not work for you for some reason, please contact your child's school.

GRADING AND Home Access Center (HAC)

Grading System/Report Cards/Interims

Report cards are accessible via HAC online at the end of each nine-week period. Report cards indicate the grade earned, teacher comments, and attendance. Progress reports are posted online at the midpoint of the marking period. These reports are mandatory for all students. The purpose of this procedure is to notify the parents so they can assist their children in correcting deficient areas or to encourage them to continue their satisfactory performance. For reference, the CCPS middle school student grading policy can be found under the "Parents" tab on the CCPS website by selecting General Information and then on the Policies and Procedures link. Parent/Guardian Information - Calvert County Public School District (calvertnet.k12.md.us)

Home Access Center (HAC)

HAC is a web-based tool that allows parents and students to access grade and assignment information. This technology allows parents and students to view information reported directly from teachers' grade book records via any internet access at work or at home. This is a secure, password-protected distribution of information and communication between the schools, parents, and students. WHMS highly encourages parents and students to take advantage of this technology. More information about HAC will be available during open house (Wednesday, September 14th) in the fall. HAC will follow your student throughout their career with CCPS so you will use the same login and password until your child graduates.

Positive Behavioral Intervention and Supports (PBIS)

PBIS stands for Positive Behavioral Interventions and Supports. PBIS is a school-wide framework to identify needs, develop strategies, and evaluate practice toward behavior success. It is a program that changes throughout the year to better meet the needs of our students by using the results of surveys completed by students, parents, and staff and the analysis of data.

As a member of the WHMS Learning Community I will be:

- Respectful

- Responsible and
- Ready to Learn

THE LOGISTICS OF A "LEARNING COMMUNITY"

RAPTOR- Visitor Management System

All visitors and volunteers will sign-in at a designated computer in the front office and the driver's license or other approved ID of the visitor and/or volunteer will be scanned. Raptor will compare information from visitors and volunteers against the National Sex Offender Registry. All visitors and volunteers will be screened each time they enter a Calvert County Public School or Facility.

All volunteers will need to reapply this year to our new system. Each summer a renewal email will be sent by Raptor to all current volunteers enabling you to reapply. Anyone wishing to volunteer in any of our schools or facilities will need to complete an online application **at least two weeks prior** to beginning service as a volunteer. Online applications are available at **http://www.calvertnet.k12.md.us**. Click on the Quicklinks and Volunteer with Us. Applications can only be submitted after the perspective volunteer has completed all parts of the application process.

VISITORS TO THE BUILDING

1. All parents and guardians, including volunteers, are to report to the front office to sign-in and provide proper identification before proceeding to their destination in the building, even if prior approval for the visit has been given. Please refer to the Raptor section in the above paragraph.
2. Official visitors, approved by the Board of Education, are welcome to observe the students in a classroom setting. Please call for an appointment.
3. With the exception of parents/guardians and official visitors, visitors will not be permitted to remain in the building unless approved in advance by the school administration. Vendors will check in at the front office and sign in to Raptor before proceeding to their destination.
4. Only visitors who are the parent, guardian or surrogate parent of a student may confer with a student in school after permission by the principal has been obtained. **We request 48-hour notification to the principal.**
5. Friends or relatives are not permitted to attend classes as guests of students.

MESSAGES TO STUDENTS

To avoid learning disruptions, we will make "all-school" announcements at the end of third period, notifying students they have a message in the office. Parents should not rely on texting your child to communicate a message. **Students phones are to be powered down and in their backpack** throughout the entire school day per the code of conduct. It will be each **student's responsibility to pick up their messages during their assigned lunch period**.

ATTENDANCE

Windy Hill 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 Conduct outlines the attendance policy for middle school students. Below we have outlined a few particulars for Windy Hill Middle:
Students are allowed to enter the school at 7:50 a.m. Students may enter only through the main cafeteria door and the front door. Upon entering the building, students can go to their lockers but must then report to their FIRST PERIOD class by **8:00 a.m**.

Class Tardiness – The WHMS 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 1st period when the bell rings at 8:00 a.m. A student who arrives to class late must present the teacher with a written pass from the person who has detained him/her.

Late Arrival – An excused **late arrival is for a dentist/doctor appointment, the child not feeling well 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 it is a family emergency, we will have you speak with an administrator. If the child develops a "pattern" of not feeling well in the morning, our school nurse will ask for doctor verification and the child will become part of our medical watch list.

As a reminder, we open our doors at 7:50 a.m. and students are to be in their classrooms by 8:00 a.m. All students have to obtain a pass from the front office if they are going to arrive in their classroom after 8:00 a.m.

If the late arrival does not constitute a dentist/doctor appointment or family emergency, after the 3rd "late arrival" the family will receive a phone call seeking clarification. Upon the 4th "late arrival", the child will begin progressive discipline.

Tardy policy:

- **3 tardies = one day lunch detention**
- **4 tardies = three days lunch detention**
- **5 tardies = after school detention**
- **6 tardies = Saturday School**

ATTENDANCE PROCEDURES
The following are State recognized reasons for students to not be in school. "Legal excuses – Death in the immediate family; illness of the student; court summons; hazardous weather conditions; work approved by the State Department of Education; Observance of a religious holiday; State emergency; other emergency or set of circumstances in the judgment of the Superintendent constitutes a good and sufficient cause for absence from school; health exclusion; suspension; lack of authorized transportation. **Lawful and unlawful absences are both counted as absences.**

Make-Up Work – It is the responsibility of each student to make arrangements with the teacher for work missed during a lawful absence. Generally, one day for every day absent will be the allowed time frame for that work missed. Homework and projects due on the date of absence should be turned in on the first day back. For extended illnesses, requests

for work can be made through the guidance office. Twenty-four (24) hour notice must be given.

An absence note should either be emailed to madisonw@calvertnet.k12.md.us or sent directly in response to the automated attendance email that is sent out. If your child has a note when they return to school they will give this note to the guidance office. (The school reserves the right to request doctor verification with extensive absences.)

Absence Requests - While the school does not encourage absences, we know there are times when special requests need to be made. If your child is going to be absent for a reason other than the aforementioned, the following procedure needs to be followed:

1. **Written** request (clarify reason for absence) to the **principal** via e-mail or hard copy, seven days prior to the planned absence.
2. You will receive a letter via the front office.

DISMISSAL

CHECKING OUT STUDENTS

A. **In order to not disrupt the last few minutes of class, we do not check any students out of school after 2:45 p.m.**
B. The parent/guardian must come into the office (with a driver's license) to pick up the student via the secretary. Allow a few minutes as your child could be in gym and need to change or need to go their locker first. Our policy will be to release students only to their parents/guardians. If you want to give permission for someone else to pick your child up, please send a note in with your child in the morning that is brought to the main office indicating who is picking them up and the approximate pick-up time.
C. We do realize that occasionally, something comes up and families are not able to prepare in advance the logistics for picking up their child. If you have missed the 3rd period announcement window, please call ahead and we will do our best to get a message to your child regarding his/her departure time. However, these messages will only be delivered via an available staff person and you may have to wait for your child. While these procedures are more labor intensive for us, we feel our primary responsibility is to the student and the whole school learning environment. We trust that cooperation between staff and family systems will resolve most of the interruption issues.

AFTER SCHOOL DISMISSAL

When a student's bus is called, the student should report directly to their bus. Those students staying for after-school activities may not leave the building and are to remain in Advisory until the dismissal announcement for their activity. They will then proceed directly to their after-school club, sport, or organization.

BUS & CAR TRANSPORTATION

All students are provided bus transportation to and from school each day. We recognize the responsibility that school bus drivers have in providing the safest and most secure travel experience each day. Calvert County Public Schools has adopted a very stringent

policy regarding student behavior consequences resulting from violations of the rules. The violations and the consequences are in the Calvert County Public Schools Code of Student Conduct. This policy is very clear as to the number of suspension days – all based upon the nature of the offense and the number of previous referrals.

- **DAILY CAR RIDERS-** Parents/Guardians of students who will provide transportation for their child will fill out and sign a Daily Car Rider Form stating that they're choosing to have their child picked up at the end of the day instead of ride the bus. The form was distributed with the first day folder and is available in the front office. This form must be on file in order for your child to get in a vehicle on a daily basis (other than the school bus).

LOCKERS

All 6th grade students will be assigned lockers for storage of books and coats. 7th and 8th graders will be assigned locker by request. Lockers are to be kept clean and free of items not essential to schoolwork. All students are responsible for protection of personal property, school texts, and materials. **STUDENTS ARE TO USE ONLY THE LOCKER ASSIGNED TO THEM AND THERE WILL BE NO SHARING OF LOCKERS**.

CAFETERIA FACTS

School Lunches

Students who had free or reduced meals for the 2024-2025 school year will have that same benefit for the first few weeks of the year. It will expire unless a new application is submitted. Meal applications will be sent home with every student at the start of the year. Households are strongly encouraged to complete the Free/Reduced-Price Meal benefit Application to see if your child(ren) quality for free meals. The cost for lunch will be $3.00**.**

Breakfast Matters

Students who want breakfast will use our "Grab and Go" method. The cost for breakfast will be $1.65. To have breakfast, students will:

1. Enter the building near café and go directly to the café upon arrival.
2. Getting just a drink is not a breakfast and not allowable
3. Go to **locker** if needed and report directly to 1st period.

Café Enterprise

Café Terminal enables you to check your child's account balances, monitor purchases, add money to the account, etc. The link to register your student account and to view additional information is https://linqconnect.com/.

Cafeteria Protocol - The following guidelines have been established and will be implemented daily.

1. Students should go to their lockers **before** lunch and report straight to lunch. Locker use **during** lunch is with the permission of an administrator.
2. Students sit in their assigned tables based on the next class they attend.
3. Reading books, socializing and other activities that do not have the students getting out their seats and moving around are encouraged.

4. **No lunches, snack food or drinks will be taken out of the cafeteria at the end of the lunch period.**
5. As a matter of safety, backpacks (and books) are to be placed under tables, not in aisles.
6. Students who exhibit continuous behavior problems in the cafeteria could be subject to lunch detention.

Nurse's Office Procedures

A student who becomes ill at school will notify his/her teacher and report to the health room with a written pass. Students are not to text their parents regarding not feeling well. They need to report to the nurse who will then allow them to call home. The following procedures govern the use of the health room:

1. A student will be signed in the health room log by the nurse indicating the nature of his/her illness.
2. The nurse will assess the wellness of the student.
3. The nurse will have the student call their parent/guardian. The health room is a temporary place for ill students until they can be picked up.
4. When parents/guardians pick up their child, they must sign the student out in the office and provide a driver's license.
5. Only emergency first aid can be administered by the school nurse. In the event of an emergency, or if a parent/guardian cannot be contacted, the student may be transported to Calvert Memorial Hospital for care.

MEDICINES

No medicines, prescription or non-prescription, can be kept in the school without orders from a physician. All medicines must be taken to the school nurse located near the main office**, by a parent/guardian,** in its original container. Included with the medication must be a "Request to Administer Medication during School Hours" form completed by a physician. The only exception is respiratory emergency medications (Asthma Inhalers). Students may carry their inhalers as long as the procedures "safe carry" are followed.

LAPTOPS

Each student will be issued a laptop. **Students are responsible for taking reasonable care for protecting and securing laptops to prevent theft and damage.** Accidental damage is usually covered by insurance the school system purchases from the vendor. The cost for repairs or replacement for damage caused by negligence will be responsibility of the family. The cost to replace the laptop is $589. Students are also responsible for returning the same charger they were issued. The cost for lost chargers is $39. More information regarding responsible use of technology will be distributed and reviewed with students at the start of the school year.

PAYMENTS MADE ON BEHALF OF A STUDENT

Calvert County Public Schools has established standard criteria for accepting payments made on behalf of students. Please follow the guidelines as outlined below.

- Payments are made in the form of cash, money orders, cashier's checks, or personal checks. (No checks written on business accounts are acceptable.) Some obligations are payable online with a debit/credit card and can be found on the WHMS website under online school payments.
- Checks must be written on accounts held by local (Maryland, Virginia, or Washington, 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 Washington, D.C. address should be considered local.) The address must be preprinted not handwritten (i.e., no starter checks).
- The display of a telephone number on the checks is optional not required. (Some financial institutions are recommending that their customers not have telephone numbers and driver's license numbers on their checks for security reasons.)

The guidelines apply to payments made payable to Calvert County Public Schools or any of our schools for goods or services sold to students. These include, but are not limited to, payments for child care, food services, out-of-county tuition, and payments to school activity funds.

These guidelines do not apply to payments made payable to the PTSA or some other organization affiliated with CCPS.

INCLEMENT WEATHER POLICIES

Changes in the routine opening and closing of school will be announced on local radio and TV stations. You may also obtain information by checking the CCPS website. School Messenger will also notify parents/guardians using the contact methods they've specified through the HAC system. Please do not call your child's school or the Calvert County Public Schools office in Prince Frederick.

BEYOND THE CLASSROOM LEARNING OPPORTUNITIES

AFTER SCHOOL ACTIVITIES

Students are encouraged to participate in after school activities. The middle school offers a variety of sports, clubs, and activities in which a student may participate. Fall sports include soccer and volleyball. Winter sports include boys' and girls' basketball, poms and cheerleading. Spring sports are softball, baseball, unified bocce ball, girls' and boys' track. Any student participating in an interscholastic sport must have a yearly physical. Students will be required to pay a fee to participate. Many students participate in other school-sponsored organizations such as student government, band, chorus, school play, yearbook, and MESA. Techers will have tutoring as well as enrichment activities as available. Anyone wishing to participate must bring in a note from their parents giving permission to stay and explaining how he/she will be getting home. Middle School does not offer an after-school activity bus.

SPORTS INFORMATION

Fall – Soccer and Volleyball
Winter – Girls and Boys Basketball, Cheerleading, and Poms
Spring – Girls and Boys Track, Baseball, Softball, and Unified Bocce Ball

Clinic dates and information will be announced to students and sent via School Messenger to parents when available.

There is a one-time clinic fee (per student) of $35.00 and one-time team fee (per student) of $30.00. Clinic fee must be paid before student can participate. Team fee is due only if a student is selected for a team.

In order to participate in a clinic, **students must have** a current physical on file with our athletic director. Physicals must have been done within the last 14 months.

Excerpt taken from "Let the Games Begin" the CCPS Athletics Handbook:
Section IV, subsection H. " Only players, officials, coaches, cheerleaders and other approved by the principal may be on the playing field or court areas during a contest or practice." To prevent interference with athletic practices and for the safety and security of coaches and players, observing middle school athletic practices and clinics is not permitted.

PTSO GENERAL INFORMATION

1. Open house will be **Wednesday, September 11th 6:00pm** at Windy Hill Middle School.
2. All students, parents, and teachers are encouraged to join the PTSO to benefit our school. Student members will get into one dance free.
3. Anyone wishing to volunteer this year should fill out the volunteer information that will be coming home with your child the first day of school. Please be sure to register in Raptor in order to be an approved volunteer.

PTSO and PARENT VOLUNTEERS

The PTSO organization is vital to the WHMS Learning Community. They provide wonderful leadership and support as they continually create an environment that enhances learning and provides an opportunity to support learning and build community. Please consider being an active part of their ranks and always remember to say, "thank you," for what they do.

We utilize the Raptor database to access volunteers. We also require that all volunteers/chaperones adhere to the school procedures and administrative functions of the school officials. You must log in at the kiosk in the main office when checking in and when checking out.

ORGANIZING AND PREPARING TO LEARN

It is important that students come to school ready to learn and make good decisions. Learning and good decision-making is influenced by proper preparation, which includes a good attitude, good health, good hygiene, good sleep, and healthy nutritional habits. Breakfast every day is a must! If students are not able to access breakfast, breakfast can be purchased at school. Please pay special attention to your student's readiness on assessment days.

PREPARING FOR PHYSICAL EDUCATION

Locker room lockers will be assigned with locks provided by the school. If the student loses his/her lock or it is stolen, he/she must pay $5.00 for the lock.

- No PE uniforms are required.
- Students may bring in clothes to change for PE, or wear clothing and footwear for the school day that is appropriate and safe for physical education (see below).

Clothing specifically designed for freedom of body movement contributes to a safer exercise environment during physical education activities. For the 2024-2025 school year, will be asked to bring in 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.

- Students must wear athletic shoes that have a front and back, are not wedged and will stay on their feet to provide adequate support and safety (Crocs are prohibited for PE).
- Students may not wear jewelry, including, but not limited to watches, bracelets, rings, earrings, lip rings, eyebrow rings, or necklaces, as well as plastic and rubber bracelets during activity, for their safety and the safety of others.
- Aerosol sprays (including AXE), glass containers, and glass mirrors are not permitted in the locker room.

EXCUSED FROM PARTICIPATION

- If a student is unable to participate in physical education, they must bring either a note from a parent or guardian or a doctor's note.
- If a student is unable to participate for more than three days the Parental and Physician Authorization for Modification of Physical Activity form is required.

"LEARNING THROUGH TRIAL AND ERROR"

"Student Accountability"

Windy Hill Middle School Learning Community strives to provide a positive learning environment, which is physically and emotionally safe which is consistent, fair, and orderly and maintained through mutual respect and care for all students.

Therefore, we expect and will reinforce behaviors which:

1. Respect the "climate of learning" and all students within our building;
2. Demonstrate reliability and responsibility for our own behavior;
3. Promote regard and care for others and others' property.

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

1. Arrive to class on time prepared to work with necessary materials and prepare to learn.
2. Maintain self-control and appropriate school decorum in classrooms and offices, in the lunchroom, and in the hallways.
3. Listen to and follow all directions. Know and follow the Code of Student Conduct for Calvert County Public Schools.
4. Show respect to adults, fellow students, the school building and others' property.
5. Follow the class expectations set by teachers.

School Wide Consequence Framework

WHMS 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:

1. Verbal Warning
2. Parent Contact
3. Conference
4. Referral to Administrator

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 contact may be made and is encouraged at any step.

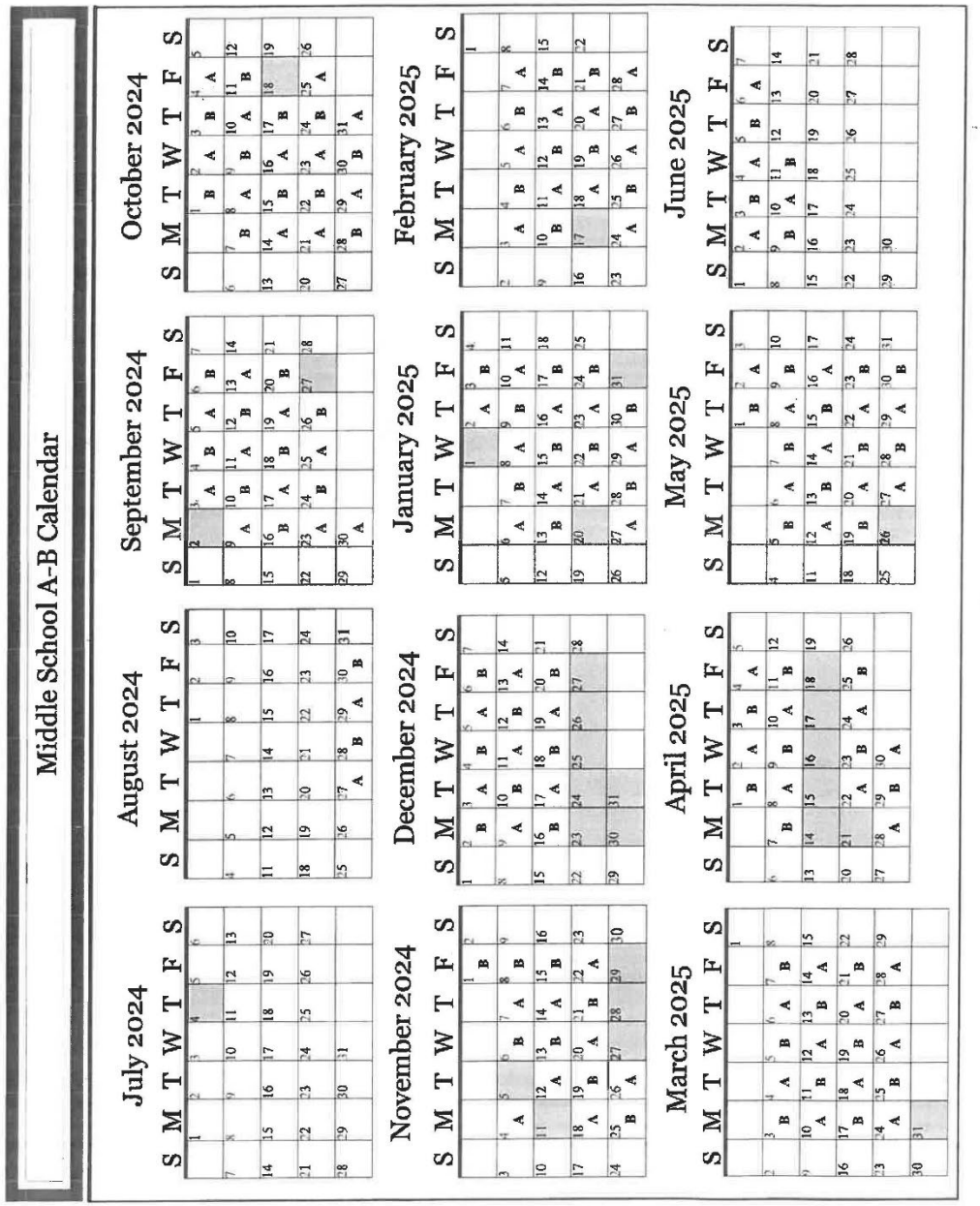
Calendars

Calvert County Public Schools 2024-2025 School Calendar

https://resources.finalsite.net/images/v1716988858/calvertnetk12mdus/gsg5adpaz0ixv7oxknld/SY25-Calendar.pdf

Middle School Resource Calendar

This A/B calendar is followed regardless of whether we've had school closures due to weather or other unforeseen circumstances. This can also be viewed online at Calendar - Calvert County Public School District (calvertnet.k12.md.us)



CCPS 2024-2025 GRADING INFORMATION

DATE	ITEM
October 2	1st Quarter Interims posted on HAC
October 31	End of 1st Quarter
November 8	1st quarter Report Cards posted on HAC
December 6	2nd Quarter Interims posted on HAC
January 17	End of 2nd Quarter
January 27	2nd Quarter Report Cards posted on HAC
February 25	3rd Quarter Interims posted on HAC
March 27	End of 3rd Quarter
April 7	3rd Quarter Report Cards posted on HAC
May8	4th Quarter Interims posted on HAC
June 30	4th Quarter Report Cards mailed

Guidelines for Taping Meetings

Calvert County Public Schools (CCPS) permits parents to audio-tape IEP team meetings and 504 team meetings. Parents should notify the IEP chairperson or 504 chairperson ahead of time because if a parent audio-tapes a meeting, CCPS will also audio-tape the meeting. CCPS will not provide transcripts of taped meetings. Consistent with federal and state laws, the parents must make known to the IEP team or 504 team, at the time of the meeting, that they are audio-taping. The audio-taping device may not be turned on until the meeting begins and must be turned off during meeting breaks and at the immediate conclusion of the meeting. Failure to do so may result in revocation of the taping privilege.

Videotaping of IEP and 504 team meetings is not allowed.

Audio-taping may not be conducted by parents during other meetings, such as parent-teacher conferences or meetings with the principal, unless the parent provides a letter from a medical provider which states that the parent needs to tape because of an identified disability and why audio-taping is required. CCPS may choose to allow an accommodation other than audio-taping to accommodate the needs of the parent. A parent has the right to appeal a taping decision pursuant to CCPS 504 procedures.

In some instances, CCPS may choose to audio-tape a meeting even if the parent is not audio-taping the meeting. A copy of the audio-tape would be provided at parent request.

Cell Phone Policy

Excerpted from the Code of Conduct, Electronic and Communication Devices:

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 after-school 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.

These conditions do not apply to:

- Students who use electronic devices as a result of medical reasons, 504's, or IEP's. In these cases, medical documentation and/or documentation from the 504 and IEP teams must be placed in the student's file;
- Law Enforcement Officers;
- Visitors for an approved program;
- Staff members employed by Calvert County Public Schools.

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 they have 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.