

**Urbana Middle School**

3511 Pontius Court  
Ijamsville, MD 21754

**STUDENT HANDBOOK 2017-2018**

<b>Important Phone Numbers</b>	
<b>Main Office:</b> 240-566-9200	
<b>Attendance:</b> 240-566-9202	<b>FAX:</b> 240-566-9201
<b>Health Room:</b> 240-566-9217	<b>Guidance:</b> 240-566-9220
<b>UMS Website:</b> <i>education.fcps.org/ums</i>	

**Our Motto:** "Soaring to Excellence"



## **Urbana Middle School Mission and Vision**

**MISSION:** Soaring to excellence by empowering all students to learn to the best of their ability for success now and in the future

### **VISION:**

#### **Core Values**

- Display honesty, integrity and respect in all interactions.
- Create and maintain a safe school and welcoming climate.
- Understand and celebrate the strength of our diversity—locally, nationally, and internationally through collaborative practice and verbal discourse.
- Global learning through critical thinking, problem solving, technological expression, and STEM.
- Orient all of our efforts towards student initiative, accountability, and entrepreneurialism, which lead to high achievement and success for all students.

# Urbana Middle School: SOARing to Success

Behavioral Expectations	Settings					
	Classroom	Lunchroom	Hallway	Recess	Bus	Bathroom
<i>In order to demonstrate <b>Success</b> at Urbana Middle School, all students need to...</i>						
<b><u>Ownership</u></b>	<ol style="list-style-type: none"> <li>1. Arrive to class on time and engage in assigned classroom activity.</li> <li>2. Be prepared &amp; ready to learn.</li> <li>3. Ask for help when you need it.</li> <li>4. Accept responsibility for your actions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use good table manners.</li> <li>2. Clean up your area, including accidental spills.</li> <li>3. Use appropriate tone and volume when speaking.</li> <li>4. Accept responsibility for your actions.</li> <li>5. Bring your own money to school to purchase food.</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk with purpose to your assigned destination.</li> <li>2. Use appropriate tone and volume when speaking.</li> <li>3. Accept responsibility for your actions.</li> <li>4. Have pass in student agenda with you at all times.</li> </ol>	<ol style="list-style-type: none"> <li>1. Accept responsibility for your actions.</li> <li>2. Stay in assigned recess areas.</li> <li>3. Demonstrate safe, responsible behavior around others.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use appropriate tone and volume when speaking.</li> <li>2. Stay in your seat.</li> <li>3. Accept responsibility for your actions.</li> <li>4. Obey all bus rules.</li> </ol>	<ol style="list-style-type: none"> <li>1. Report any problems prior to using.</li> <li>2. Clean up after yourself.</li> <li>3. Flush &amp; wash your hands.</li> </ol>
<b><u>Attitude</u></b>	<ol style="list-style-type: none"> <li>1. Be positive &amp; willing to try your best.</li> <li>2. Take pride in your actions &amp; school.</li> <li>3. Do the right thing.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do the right thing.</li> <li>2. Use appropriate language.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do the right thing.</li> <li>2. Use appropriate language.</li> </ol>	<ol style="list-style-type: none"> <li>1. Do the right thing.</li> <li>2. Use appropriate language.</li> <li>3. Include others.</li> <li>4. Take turns.</li> </ol>	<ol style="list-style-type: none"> <li>1. Take pride in your actions and school.</li> <li>2. Do the right thing.</li> <li>3. Use appropriate language.</li> </ol>	<ol style="list-style-type: none"> <li>1. Take pride in your actions and school.</li> <li>2. Do the right thing.</li> </ol>
<b><u>Respect</u></b>	<ol style="list-style-type: none"> <li>1. Treat others as you would want to be treated.</li> <li>2. Listen and follow directions the first time they are given.</li> <li>3. Honor the personal space of others.</li> <li>4. Use peaceful conflict resolution.</li> <li>5. Appreciate diversity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Treat others as you would want to be treated.</li> <li>2. Listen and follow directions the first time they are given.</li> <li>3. Honor the personal space of others.</li> <li>4. Use peaceful conflict resolution.</li> <li>5. Appreciate diversity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Treat others as you would want to be treated.</li> <li>2. Keep hands, feet, &amp; objects to self.</li> <li>3. Respect school property and the belongings of others.</li> <li>4. Honor the personal space of others.</li> <li>5. Appreciate diversity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Treat others as you would want to be treated.</li> <li>2. Use peaceful conflict resolution.</li> <li>3. Honor the personal space of others.</li> <li>4. Appreciate diversity.</li> <li>5. Share and use equipment properly and safely.</li> </ol>	<ol style="list-style-type: none"> <li>1. Treat others, including the bus driver, as you would want to be treated.</li> <li>2. Keep hands, feet, and objects to self.</li> <li>3. Listen and follow directions the first time they are given.</li> <li>4. Honor the personal space of others.</li> <li>5. Appreciate diversity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Keep bathroom clean.</li> <li>2. Treat others as you would want to be treated.</li> </ol>

## UMS Databases

Visit our **UMS online Subscription Databases** to find the most efficient and effective research articles, before you try the web. The collections are chosen for their validity, education appropriateness, and are ad free. **Plus the MLA citations are done for you!!** Use our databases to find photos, graphics, illustrations, audio files and some even have selected websites. Links to each database are located on the UMS media website at <http://education.fcps.org/ums/mediacenter>. For many of the databases user name and password are not needed when using a school computer; however you will need them for home access. The usernames and passwords are located on a Google Doc on the media center homepage right above the links to the databases themselves. (see link above).

## UMS Bell Schedule

Regular Schedule					
Grade 6		Grade 7		Grade 8	
1	8:00-8:54	1	8:00-8:54	1	8:00-8:54
2	8:57-9:44	2	8:57-9:44	2	8:57-9:44
ELT	9:47-10:17	ELT	9:47-10:17	ELT	9:47-10:17
3	10:20-11:07	3	10:20-11:07	3	10:20-11:07
4	11:10-11:57	4	11:10-11:57	Lunch	11:10-11:40
5	12:00-12:47	Lunch	12:00-12:30	4	11:43-12:30
Lunch	12:50-1:20	5	12:33-1:20	5	12:33-1:20
6	1:23-2:10	6	1:23-2:10	6	1:23-2:10
7	2:13-3:00	7	2:13-3:00	7	2:13-3:00

3.5 Hour Early Dismissal					
Grade 6		Grade 7		Grade 8	
1	8:00-8:27	1	8:00-8:27	1	8:00-8:27
2	8:30-8:52	2	8:30-8:52	2	8:30-8:52
3	8:55-9:17	3	8:55-9:17	3	8:55-9:17
4	9:20-9:42	4	9:20-9:42	Lunch	9:20-9:50
5	9:45-10:07	5	9:45-10:07	4	9:53-10:15
6	10:10-10:32	Lunch	10:10-10:40	5	10:18-10:40
7	10:35-10:57	6	10:43-11:05	6	10:43-11:05
Lunch	11:00-11:30	7	11:08-11:30	7	11:08-11:30

2 Hour Delay					
Grade 6		Grade 7		Grade 8	
1	10:00-10:37	1	10:00-10:37	1	10:00-10:37
2	10:40-11:10	2	10:40-11:10	2	10:40-11:10
ELT	11:13-11:43	ELT	11:13-11:43	ELT	11:13-11:43
3	11:46-12:16	3	11:46-12:16	3	11:46-12:16
4	12:19-12:49	4	12:19-12:49	Lunch	12:18-12:48
5	12:52-1:22	Lunch	12:51-1:21	4	12:51-1:21
Lunch	1:22-1:54	5	1:24-1:54	5	1:24-1:54
6	1:57-2:27	6	1:57-2:27	6	1:57-2:27
7	2:30-3:00	7	2:30-3:00	7	2:30-3:00

4 Hour Late Arrival					
Grade 6		Grade 7		Grade 8	
1	12:00-12:24	1	12:00-12:24	1	12:00-12:24
2	12:27-12:50	2	12:27-12:50	2	12:27-12:50
3	12:53-1:16	3	12:53-1:16	3	12:53-1:16
4	1:19-1:42	4	1:19-1:42	4	1:19-1:42
5	1:45-2:08	5	1:45-2:08	5	1:45-2:08
6	2:11-2:34	6	2:11-2:34	6	2:11-2:34
7	2:37-3:00	7	2:37-3:00	7	2:37-3:00

2 Hour Early Dismissal					
Grade 6		Grade 7		Grade 8	
1	8:00-8:37	1	8:00-8:37	1	8:00-8:37
2	8:40-9:10	2	8:40-9:10	2	8:40-9:10
ELT	9:13-9:43	ELT	9:13-9:43	ELT	9:13-9:43
3	9:46-10:16	3	9:46-10:16	3	9:46-10:16
4	10:19-10:49	4	10:19-10:49	Lunch	10:18-10:48
5	10:52-11:22	Lunch	10:51-11:21	4	10:51-11:21
Lunch	11:24-11:54	5	11:24-11:54	5	11:24-11:54
6	11:57-12:27	6	11:57-12:27	6	11:57-12:27
7	12:30-1:00	7	12:30-1:00	7	12:30-1:00

1 Hour Delay					
Grade 6		Grade 7		Grade 8	
1	9:00-9:42	1	9:00-9:42	1	9:00-9:42
2	9:45-10:24	2	9:45-10:24	2	9:45-10:24
ELT	10:27-10:57	ELT	10:27-10:57	ELT	10:27-10:57
3	11:00-11:39	3	11:00-11:39	3	11:00-11:39
4	11:42-12:21	4	11:42-12:21	Lunch	11:42-12:12
5	12:24-1:03	Lunch	12:24-12:54	4	12:15-12:54
Lunch	1:06-1:36	5	12:57-1:36	5	12:57-1:36
6	1:39-2:18	6	1:39-2:18	6	1:39-2:18
7	2:21-3:00	7	2:21-3:00	7	2:21-3:00

# **PREPARING TO LEARN**

## **ACADEMIC STANDARDS**

Academic achievement is the focus of all activity at Urbana Middle School. In order to reach his/her potential, each student has the responsibility to:

- Be in school each and every day
- Arrive in school and to class on time
- Accept the challenge of scheduling academically rigorous classes
- Bring all required materials to class everyday
- Participate in all activities in a meaningful way
- Keep absences for school sponsored activities to a minimum (*Principal will only approve 5 vacation days per school year*)
- Strive to be an honor roll student
- Carefully complete all assignments
- Seek help from teachers when necessary
- Exhibit respect for staff and other students

## **VISITORS TO THE SCHOOL**

Schools welcome visitors who wish to learn more about the educational programs, to meet administrators and staff, tour the facilities, and share ideas. Meetings with staff members and classroom visits should be arranged in advance to ensure that the time is appropriate and does not interfere with planned activities. All visitors are required to sign in and be issued a visitor's badge at the front office. The building administrator or designee may limit or refuse visitor access to school property in order to ensure student/employee safety and confidentiality, and to minimize interruption of school activities or instructional programs. Unauthorized visitors will be considered trespassers as stated by the law.

## **ARRIVAL AT SCHOOL**

- Parents who bring their child to school are asked to drop their student off by the cafeteria doors on the side of the school. Students are not to get out of their car until the car is next to the sidewalk. Please obey all staff members who are directing traffic in the car rider areas.
- Students are not permitted in the building before 7:30am.
- Students arriving before 8:00am report to the cafeteria (6<sup>th</sup> grade) or the gym (7<sup>th</sup> & 8<sup>th</sup> grades).
- Students arriving after 8:00am must report to the office and will be marked late.
- Permission must be granted to take projects or items to teachers.
- Students must be in class by 8:00am.
- Attendance will be taken in first period, as well as every class period.

## **DISMISSAL FROM SCHOOL**

- Dismissal is at 3:00pm.
- All students are required to be off school property by 3:15pm.
- Supervision is not provided after 3:15pm.

## **EARLY DISMISSAL**

- Students may not leave campus during the day without consent from a parent and the attendance office.
- Students leaving school for a medical appointment must present a written excuse (including a phone number where the note can be verified) from the parent to the attendance office.
- Students must retain the dismissal pass from the attendance office and present the pass to the teacher before leaving.
- Upon returning to school, the student must report immediately to the front office for the "admit to class" pass.
- Classes will not be interrupted after 2:45 PM for early dismissals and messages. Parents will need to wait in the bus area or car pick up area to get their child.

## **AFTER-SCHOOL ACTIVITIES**

Students in the building after 3:15pm MUST be under the supervision of an adult. Students staying after school must have a written note from a parent or guardian. Arrangements to stay after school must be made in advance.

## **Home Access Center (HAC)**

Teachers have transitioned to a new electronic gradebook software used by FCPS. An additional component is the Home Access Center (HAC) for parents and students. This application allows you to view grades online. By using your student's ID number and password (passwords will be provided the first week of each school year), you will be able to view your student's current and previous marking period grades.

### **Considerations:**

- The student's user ID and password confidentiality is crucial – do NOT give passwords to other people.
- Allow teachers significant time to enter grades.
- Missing assignments may be calculated/recorded in a variety of ways. Check with your child and then the teacher to determine the policy for each class.
- Any grade which shows a .1 (ex: 80.1) indicates that the grade has been affected by lateness.

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- If questions arise, visit with your child first and then contact the teacher with further concerns.
- You may sign up for automatic email notifications by signing into your child's account, click on email setup, and follow the prompts. You will need to re-subscribe for this service each school year.

## **POLICIES & PROCEDURES**

Parents/guardians and students are responsible for knowing the Frederick County Policies and Regulations outlined each year in the *Calendar Handbook*. Copies are distributed to each student at the beginning of the school year.

### **ATTENDANCE/ABSENCE POLICY**

- Students who need to leave school early should present a note to the office before first period on the day of the anticipated early departure.
- Students coming to school late are to submit a note from the parent.
- If the child has a doctor/dentist/orthodontist appointment, please present the appointment card or other verification of the appointment in place of a note from the parent.
- Students who have an excess of five (5) unexcused absences in any term shall be assigned a failing grade in those missed classes. When a student has received three (3) days or classes of unlawful absence in any marking period, the principal will mail a letter to the parents or guardians alerting them of the impending failure.
- Parent notes excusing student absences for illness will be accepted on a maximum of ten (10) days throughout the ten-month school year. Additional days missed from school must be verified through a physician's note in order to be coded as excused. Parent notes should include the student's first and last name.
- To ensure that all absences are coded correctly and accurately, students are requested to do the following:
  - Within three (3) days of returning from an absence, a written note signed by a parent or physician must be submitted to the attendance secretary or the child's first period teacher.
  - Students who which to leave school before 3:00pm must submit a signed, written note from their parent or physician to the attendance office in the morning.
  - Students who take trips with parents will be excused no more than twice during the year for a combined maximum of five (5) vacation days. Other trips will be coded as unexcused absences which may result in failure for the marking period. Students should present a note to the attendance office three (3) or more days before leaving for the trip.
- Parents are asked to notify the school in the event of a student's absence. Parents should call the school at 240-566-9200 before 8:00am and leave a message if a student is going to be absent from school.
- School personnel will contact parents of absent students if a message has not been left.
- Students who are absent from school may not participate in after-school activities.
- When students are absent from school they have the responsibility to request make-up work within two (2) days of their return. Any questions regarding assignments should be discussed with your child's teacher, either by email or telephone.

### **HOMEWORK and PROJECTS**

- Students should keep track of their daily homework assignments via google calendar.
- Students should be prepared to submit homework/projects on the date it is due.
- If students are absent from school or class, they are still responsible for any homework.
- Homework assignments may be checked for accuracy and/or completion.
- UMS teachers accept homework/project assignments on time for 100% of the earned credit.
- School wide late homework policy –
  - Homework assignments turned in late will be reduced by no more than 10% per day, not to exceed 50% of earned credit.

### **MAKE-UP WORK (DUE TO ABSENCE)**

Students may make-up work missed during excused absences for full credit. Work should be requested within two (2) days of the return to school. Unexcused absences may cause the student to be denied credit for make-up work. The work may be done for the purpose of teacher review, but teachers are not required to give credit. Please give teachers the courtesy of 24 hour notice for homework requests. Such requests should not be made for absences of less than three (3) days.

## ELECTRONIC DEVICES

Electronic devices can be disruptive to the learning environment and violate test security. Although the administration recognizes the need for students to be able to communicate with family outside of the school day, students are reminded that electronic devices cannot be used between the hours of 7:30am and 3:15pm or on the bus without permission.

- Upon entering school students must turn off all electronic devices/phones.
- It is strongly encouraged that students leave their device at home or locked in their locker. **The school is not responsible for lost or damaged personal electronic devices.**
- ***Discipline Steps For Electronic Devices***
  - First Incident: verbal warning and restate expectations
  - Second Incident: device confiscated, student may pick up at the end of the school day
  - Third Incident: device confiscated, parent may pick up in the main office
  - Fourth Incident: student loses privilege to carry cell phone at school, administrative consequences
- Students are not permitted to make calls or text from classrooms, restrooms, hallway, etc. Emergency calls may be made from the front office phone. Students who are ill must report to the health room and the health technician or nurse will contact parents as appropriate.
- In the event of a family emergency or change in transportation plan, parents should call the front office to get a message to their child.
- Any cell phones that contain information regarding an investigation will be confiscated until the close of that investigation. In these instances, the cell phone can be turned over to the school resource officer.

## LATEX FREE ENVIRONMENT

UMS is a **LATEX FREE** school. Latex (rubber) is an environmental health hazard that will affect several individuals at Urbana Middle School. Latex is invisible and odorless and does not warn of its presence. It is the responsibility of each and every one of us to help maintain a safe environment. All **balloons, rubber gloves, latex materials, and rubber bands are prohibited**. These items will not be permitted on property at any time. UMS Staff will continue to monitor the campus for potential hazards that could endanger an individual. Thank you for your cooperation to ensure a safe campus for our community.

## CLOTHING EXPECTATIONS

In the spirit of fostering and maintaining a professional environment of equality for all, and of mutual respect among students, staff, and administration, the following dress code guidelines are in place at UMS:

- All private parts must be 100% covered.
- Undergarments should not be visible.
- Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.
- Students are prohibited from wearing clothing or items that promote illegal or violent conduct such as unlawful use of drugs, alcohol, tobacco, or weapons.
- Students are prohibited from wearing clothing or items that are obscene, libelous or feature sexually offensive or vulgar words, pictures, phrases, drawings, etc.
- Students are prohibited from wearing clothing or items containing derogatory expressions or language regarding a person's race, color, gender, national origin, religion, sexual orientation, or disability that could substantially disrupt or materially interfere with school activities.
- Students are prohibited from wearing specific gang-related attire, hats, clothing that may conceal weapons or other illegal items such as drugs and items that may be used as weapons (metal belts, chains attached to wallets/keys, etc.).
- Students must wear shoes in public places at all times (no hee-lies or slippers permitted).

- The Principal may designate other pieces of clothing or accessories as inappropriate for wear during on campus during school hours.

If students violate or abuse the dress code they will be addressed privately with an administrator or counselor and be asked to change into their physical education clothes or be asked to call their parents or guardians to bring a change or clothes that does not violate the dress code. Only if they cannot get a change of clothes will they have to change into clothes provided by the school. Their parents will be notified that their students have violated the dress code, and students will have the opportunity to speak to their parents. If students have a wardrobe malfunction, they may use the steps above.

### **OUTSTANDING FINANCIAL OBLIGATIONS**

Students who incur a financial obligation during middle school are expected to pay by the end of the school year. Students who do not pay outstanding obligation owed to the school and/or the school system may be denied transcripts and the opportunity to participate in school activities, including field trips, dances, and mid-year/end of year celebrations. Obligations do carry over from year to year. UMS does not want any student to miss special events! Please help us recover missing items or replace lost items by settling any financial obligations in a timely manner.

### **DISCIPLINE PROCEDURES & GUIDELINES**

- The school administration and teachers are charged with the responsibility of enforcing state laws with reference to the school's operation. In addition, the administration is responsible for ensuring the proper school-learning climate in which (1) each student maintains the "right to learn," (2) each teacher maintains the "right to teach," and (3) the social and physical well-being of all individuals is maintained.
- No matter how effective a disciplinary program may be, violations of the student conduct code occur. The school administrators are responsible for taking action based upon the facts of the incident and may be required to notify the proper authorities.
- The complete discipline policy can be found in the Frederick County Public Schools Calendar Handbook.

### **DRUG SUPPRESSION AND DISCOVERY PROGRAM**

The Board of Education and local law enforcement authorities have joined in a program to curtail the use of drugs in county secondary schools. We will cooperate in this program. At unannounced and randomly selected times, law enforcement authorities will bring to the school a dog that has been trained to detect various types of drugs. The police, the dog, and some members of the school administration will inspect lockers and certain areas of the school building. Students should keep their lockers locked at all times. If, as a result of these investigations, a student is found to be in possession of drugs, his/her parent/guardian will be notified immediately. At that time, the school system's procedures for the handling of drug offenses will be initiated. In addition, local law enforcement authorities may take further action. This program is designed to eliminate the use, possession, and distribution of drugs on campus.

## **SCHOOL RULES**

1. **NOT PERMITTED IN SCHOOL:** Articles that interfere with school procedures, disrupt instruction, or become hazardous to the safety of others are not permitted. Such items include, but are not limited to: water pistols, squeeze bottles, knives (including kitchen knives), electronic games, firecrackers, lighters, and matches. Also, students may not have laser pens/pointers on school property. These items are not toys. They can cause eye damage when shined in a person's face. If brought to school, these items will be confiscated and returned only to a parent. Students must have a note from the physician explaining the medical reason to carry a water bottle throughout the day.
2. **WEAPONS/DRUGS:**
  - a. It is **unlawful** for a student to possess or use any weapon, firearm, pellet gun, bomb or look-alike weapon that may be determined harmful to another person. Students who are in possession of a weapon on school property will be suspended and/or expelled from school and the police will be notified. (See the Frederick County Calendar Handbook for specific details.)
  - b. It is **unlawful** for students to possess, distribute, and/or use tobacco or be under the influence of drugs in any form while on school property. (See the Frederick County Calendar Handbook for specific details.)
3. **SOLICITATION/PANHANDLING:** Students are forbidden to sell items of any kind at school. Students may not collect money or personal items from other students. Students who continuously panhandle food, money, clothing, shoes, etc., during the school day will face consequences.
4. **BUS SAFETY:** Bus safety is a shared responsibility and depends upon the cooperation of students, parents, and school officials. The following practices should be reviewed:

- a. Students should be at their respective bus stops five (5) minutes before the bus is scheduled to arrive.
  - b. Parents are responsible for the safety and conduct of their children from the time the children leave home until they board the school bus, and from the time they leave the bus until they reach home at the end of the day.
  - c. Students may only ride the school bus to which they are assigned. If a student needs to ride another bus home, a note must be provided by the parent or guardian of BOTH students involved. Notes need to be turned in to the attendance office in the morning.
  - d. Students are to listen to the directions of the bus driver.
  - e. Students are to remain in their seats and keep all body parts inside the bus and out of the aisle.
  - f. Eating, drinking, smoking, loud voices and horseplay are not permitted on the bus at any time.
  - g. Large items may be taken onto the bus only if they can be safely held on the owner's lap, placed on the window-side of the seat beside the owner, or placed on the floor between the owner's feet. Sharp-edged items, glass, or materials subject to spillage are prohibited.
5. **LOCKERS:** Lockers are the property of Urbana Middle School and are assigned to each student the first week of school. Students must use their assigned locker and may not change lockers without the permission of an administrator. Students are not permitted to share lockers. Students should understand that lockers offer minimal security and items of value should not be brought to school. Periodic locker clean-outs will be conducted. Lockers are expected to be locked at all times. Students are ultimately responsible for all materials that are stored in their lockers. Any locker thefts must be reported to the administration immediately. Students are responsible for clearing their lockers of all personal possessions prior to leaving school on their last day of attendance. Materials left in lockers after the last day will be stored for one (1) week and then donated to charity. In the unusual circumstance that a student is not present on the last day of school, arrangements can be made to pick up belongings with the front office.
- a. **Search and seizure:** As described in the Public School Laws of Maryland Section 7-307, every Principal, Assistant Principal, or authorized security officer of a public school may conduct a reasonable search of the school and every appurtenance thereof, including students' lockers, if he/she has a reasonable cause to do so. The right of the school official to search the locker must be previously announced or published within the school. This statement serves as notification to all students.
6. **SOCIAL EVENTS/CONTESTS, ETC.:** Only currently enrolled students of Urbana Middle School shall be allowed to attend school dances and other similar social events. No student serving a school suspension for a discipline infraction will be permitted to attend a school event. Urbana Middle School reserves the right to exclude a person who has not exhibited lawful standards of conduct. The same standards for appropriate behavior during the school day apply to school sponsored events after school. Persons leaving an event will not be readmitted to that event.
- a. Any of the following offenses shall result in immediate expulsion from a dance or social event. Additional consequences may be issued per the FCPS System's Calendar Handbook. Any of the following offenses may also result in denial of a student's privilege to attend future school social events. The school administration shall decide when privileges are to be restored.
    - i. Smoking
    - ii. Possession, use, or being under the influence of intoxicants, narcotics, marijuana, or other illegal drugs
    - iii. Vandalism
    - iv. Taking part in physical violence
    - v. Acting in a boisterous manner
    - vi. Attempting to enter without paying
    - vii. Any other offense which, in the judgment of the chaperones, warrants expulsion from the event
7. **CAFETERIA:** All students eat in the cafeteria. Hot lunches may be purchased or students may bring a bag lunch from home. Milk and snacks may also be purchased. The cost for a regular lunch is \$2.50 (subject to change) and for breakfast is \$1.70 (subject to change).
- a. Every September, each student receives an application for the Free & Reduced Meal program. These applications MUST be returned by October 1. Free & Reduced priced meals are available to every eligible student.
8. **LOST & FOUND:** If a student finds items belonging to another student, the items should be taken to the office. If an item is lost, the loss should be reported and the student should check the lost and found in addition to checking with each of the student's classroom teachers. Items in the lost and found will be donated to charity at the end of each month.
9. **PHONE CALLS:** Students are to use the office phone only in the case of an emergency. Parents may call the school regarding emergencies and a message will be delivered to the student. In order to minimize interruptions to the classroom, parents should communicate transportation arrangements with their child before the student leaves for school whenever possible.



10. **CELL PHONES:** The use of cell phones during the school day or during bus transportation is not allowed. It is an expectation that students keep such items turned off and concealed in their book bag or locker. Cell phones will be confiscated if in use or visible during the school day without permission. **THE SCHOOL IS NOT RESPONSIBLE FOR LOCATING MISSING CELL PHONES!**
11. **SOCIAL BEHAVIOR:** All students are expected to display appropriate social behavior at all times. This includes NO holding hands, hugging, kissing, or intimate touching. Students have the responsibility to conduct themselves in a manner that demonstrates respect for themselves, each other, the school staff, and the school community. Furthermore, students may not take photographs of other students without permission from an administrator or staff member.
12. **TARDINESS:** Students are expected to be in their appropriate classroom when the bell rings to begin the class period. Hallway sweeps will occur periodically. Students who are found being late to class will encounter the following disciplinary measures:
  - 1<sup>st</sup> Offense: Warning and Restate Expectations
  - 2<sup>nd</sup> Offense: Classroom Reflection and Restate Expectations
  - 3<sup>rd</sup> Offense: Parent Contact & Lunch Reflection
  - 4<sup>th</sup> Offense: Parent Contact & Lunch Reflection
  - 5<sup>th</sup> Offense: Parent Contact & After School Detention
  - 6<sup>th</sup> Offense: Parent Conference
  - 7<sup>th</sup> Offense: Parent Escort to Class
  - 8<sup>th</sup> Offense: Saturday School
13. **PERSONAL/SCHOOL PROPERTY:**
  - a. **Personal belongings:** Students are not to bring items that are costly or valuable to school. UMS is not responsible for lost or stolen items that students do not need in order to perform successfully in school. This includes cell phones and electronic devices.
  - b. **Textbooks & other FCPS materials:** Students' parent/guardian will be responsible for replacement or repair costs for lost or damaged materials.
14. **STRANGERS ON SCHOOL PROPERTY:** Students should report the sighting of a stranger, either an adult or student, on school property (especially in the building) to a staff member. An accurate description and the exact place the stranger was observed should be noted.
15. **EXTRA FEES:** On occasion it is necessary to charge reasonable fees for projects and activities. Below is a list of classes/activities for which additional fees may be assessed: field trips, lab 21, social studies, science, yearbooks, language arts, tech ed., theatre arts, art, life skills, technology, physical education, and music. Any financial difficulties that these fees may impose on the family should be brought to the attention of an administrator or the guidance department for confidential consideration. Cash online is an available service to pay fees via credit/debit card. Please register online and enjoy the convenience.

## **STUDENT SERVICES**

**Counseling Office:** The school provides guidance and counseling services for all students. Each student will meet with a counselor to discuss curriculum choices, occupational planning and personal concerns. The counselor works with administrators, teachers, and parents in an effort to better understand each student's needs and to provide an appropriate middle school program. The counselor is in a position to call upon other agencies in the community when additional services are necessary. Conferences between parents, teachers, and counselors are encouraged and can be arranged by contacting the **guidance department at 240-566-9346**. While UMS has zero tolerance for harassment of any kind, we cannot resolve conflicts or address issues that are not reported. The FCPS Harassment Report (Regulation 400-48) is available online and located in the school's administrative and counseling offices. Students are encouraged to share what they know (regarding harassment or dangerous activities) with an adult. If you or someone you know is being harassed, please tell a staff member. Mediation and conflict resolution work! It can improve relationships.

**CASS (Community Agency School Services):** CASS is a comprehensive community-based program designed to provide coordinated, family-focused services to families and children. Frederick County Public Schools, public and private agencies, and local communities have collaborated to provide these services. With the help of CASS and the community,

UMS will have a successful mentoring program. For more information regarding CASS, contact the **UMS Counseling Office at 240-566-9346.**

**STUDENT SUPPORT:** The UMS Student Support teacher has had special training to help students who have long-term or serious problems in school. Like the guidance counselor, the student support teacher is interested in helping all of the students at UMS. Be aware that the staff investigates any and all rumors relating to threats, fights, weapons, or illegal substances. Such reports are taken seriously. The source of the referral remains confidential. Students can feel comfortable sharing information with staff without fear of retaliation. Serious consequences are issued to any student involved in dangerous and illegal activities. When you hear about something serious, report it to an adult.

**MEDIA CENTER:** Students are encouraged to use the media center frequently to do research, complete homework assignment, and to look for good books to read. Students will find a wide variety of books and magazines, subscriptions to online research databases, computers that access the Internet, and a media specialist who is anxious to help them with their reading and information needs. Online resources can be accessed by using the media center website or see page 5 in this student handbook. The media center is open from 7:50 until 3:10 daily. Students can come to check out books before school begins, during lunch, and after school. Students must have a pass from a teacher in order to go to the media center during the school day. Students may check out three books at a time and may keep most of them for three weeks, renewing when necessary. Students are responsible for the safe return of all materials signed out to them and all items should be returned on time, since report cards are held for overdue books. Replacement fees will be charged for lost or damaged items. **Students are encouraged to speak to the media specialist to learn how to download ebooks using Axis 360.**

**HEALTH ROOM:** An emergency information sheet will be provided to each student at the beginning of the school year, to be completed by a parent/guardian. Every student must have an emergency sheet on file. The emergency information sheet will help the school locate parents/guardians in the event a student becomes ill or is injured. Please contact the health room if information changes. A full-time health technician staffs the health room. The technician works under the direction of a registered nurse who has responsibilities at several other schools. The health tech distributes medication and assists ill or injured students. **Students who leave early due to illness must sign out with their parent/guardian through the health room.** Students early departure from the health room as a result of the nurse or health tech contacting parents will be coded as a lawful absence. Student initiated contact to parents via cell phone for illness will be coded an unlawful absence. Prescription and non-prescription medications require a written order by a physician or other licensed health-care provider. If the medications are to be given at school, the parent and the physician must complete a "Prescription Medication Form" that is available from the health room and online. Prescription medicines must be in a correctly labeled pharmacy bottle. Non-prescription medications must be in the original bottle. Students are not permitted to carry medications on their person, in backpacks, or purses. If you have questions, please contact the health room at 240-566-9217.

