

Urbana Middle School

STUDENT HANDBOOK 2020-2021



"SOARING TO EXCELLENCE"

<i>Urbana Middle School 3511 Pontius Court Ijamsville, MD 21754</i>	
Important Phone Numbers	
<i>Main Office: 240-566-9200</i>	
<i>Attendance: 240-566-9202</i>	<i>Fax: 240-566-9201</i>
<i>Health Room: 240-566-9217</i>	<i>Guidance: 240-566-9346</i>
<i>Our Website: education.fcps.org/ums</i>	

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.

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Brick & Mortar Urbana Middle School - Bell Schedules

REGULAR SCHEDULE = 7 min HR/ 47 min classes					
	6th Grade		7th Grade		8th Grade
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
LUN	11:10 - 11:40	4	11:10 - 11:57	4	11:10 - 11:57
4	11:43 - 12:30	LUN	12:00 - 12:30	5	12:00 - 12:47
5	12:33 - 1:20	5	12:33 - 1:20	LUN	12:50-1:20
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

2 HR DELAY = 5 min hr / 35 min classes					
	6th Grade		7th Grade		8th Grade
1	10:00 - 10:40	1	10:00 - 10:40	1	10:00 - 10:40
2	10:43 - 11:18	2	10:43 - 11:18	2	10:43 - 11:18
3	11:21 - 11:56	3	11:21 - 11:56	3	11:21 - 11:56
LUN	11:58 - 12:28	4	11:59 - 12:34	4	11:59 - 12:34
4	12:31 - 1:06	LUN	12:36 - 1:06	5	12:37 - 1:12
5	1:09 - 1:44	5	1:09 - 1:44	LUN	1:14 - 1:44
6	1:47 - 2:22	6	1:47 - 2:22	6	1:47 - 2:22
7	2:25 - 3:00	7	2:25 - 3:00	7	2:25 - 3:00

1 HR DELAY 2 min HR/ 44 min classes					
	6th Grade		7th Grade		8th Grade
1	9:00 - 9:46	1	9:00 - 9:46	1	9:00 - 9:46
2	9:49 - 10:33	2	9:49 - 10:33	2	9:49 - 10:33
3	10:36 - 11:20	3	10:36 - 11:20	3	10:36 - 11:20
LUN	11:22-11:52	4	11:23 - 12:07	4	11:23 - 12:07
4	11:55-12:39	LUN	12:09 - 12:39	5	12:10-12:54
5	12:42 - 1:26	5	12:42 - 1:26	LUN	12:56-1:26
6	1:29 - 2:13	6	1:29 - 2:13	6	1:29 - 2:13
7	2:16 - 3:00	7	2:16 - 3:00	7	2:16 - 3:00

2 HR EARLY DISMISSAL = 5 min hr / 35 min classes					
	6th Grade		7th Grade		8th Grade
1	8:00 - 8:40	1	8:00 - 8:40	1	8:00 - 8:40
2	8:43 - 9:18	2	8:43 - 9:18	2	8:43 - 9:18
3	9:21 - 9:56	3	9:21 - 9:56	3	9:21 - 9:56
LUN	9:58 - 10:28	4	9:59 - 10:34	4	9:59 - 10:34
4	10:31 - 11:06	LUN	10:36 - 11:06	5	10:37 - 11:12
5	11:09 - 11:44	5	11:09 - 11:44	LUN	11:14 - 11:44
6	11:47 - 12:22	6	11:47 - 12:22	6	11:47 - 12:22
7	12:25 - 1:00	7	12:25 - 1:00	7	12:25 - 1:00

3 1/2 HOUR EARLY DISMISSAL 27 min classes					
	6th Grade		7th Grade		8th Grade
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
LUN	9:20 - 9:50	4	9:20 - 9:42	4	9:20 - 9:42
4	9:53 - 10:15	5	9:45 - 10:07	5	9:45 - 10:07
5	10:18 - 10:40	LUN	10:10 - 10:40	6	10:10 - 10:32
6	10:43 - 11:05	6	10:43 - 11:05	7	10:35 - 10:57
7	11:08 - 11:30	7	11:08 - 11:30	LUN	11:00-11:30

4 HR LATE ARRIVAL - NO Lunch 23 min classes					
	6th Grade		7th Grade		8th Grade
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

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:

- | | |
|---|---|
| <ul style="list-style-type: none">● 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 (<i>Principal will only approve 5 vacation days per school year</i>) | <ul style="list-style-type: none">● 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 show a government issued ID which will be scanned into the new security system, Raptor. Visitors will 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

- School and 1st period class start at 8:00am.
- 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 may **only** exit curbside. 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 (6th grade) or the gym (7th & 8th grades).
- After 8 am, students will be marked late by 1st pd teacher until 8:10 am.
- Students arriving after 8:10 am must report to the office and will be marked late.
- Permission must be granted to take projects or items to teachers between 7:30 and 7:55 am.
- 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. Notes should be given to 1st period teacher.
- 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.

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 username 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).

SCHOOLY LEARNING MANAGEMENT SYSTEM (LMS)

Schoology provides course management, mobile learning, and communication tools. It enables students, parents and teachers to engage with learning materials in a safe, secure, single sign-on environment. Teachers may choose to use Schoology to engage students in learning and/or enhance connectivity and communication. Parents and students will have access to digital assignment submissions in Schoology directly through the gradebook. Note: Google Docs, Google Slides, Google Sheets, etc. are not viewable to parents because Google access is restricted to students and teachers.

GRADES

During the 2020-2021 school year, all middle schools and high schools will use the Schoology gradebook. Assignment grades and course averages will be visible in Schoology. Attendance, interim, term and final grades will appear in HAC. For additional information, please visit FCPS.org/QuickLinks/Grades: Schoology. Student’s grades and an explanation of the policy can be found in [FCPS Reg 500-05](#) **This policy will apply to all forms of instruction for the 2020-2021 school year; fully virtual, hybrid “a/b”, or traditional in building.**

HOME ACCESS CENTER (HAC)

The Home Access Center (HAC) is an application for parents and students and allows you to view interim/report card grades online. By using your student's ID number and password assigned by your school district (letter provided at the start of the school year), you will be able to view your student's report card grades, IPR grades, & attendance.

CONSIDERATIONS:

- The HAC user ID password and confidentiality is crucial – DO NOT give to other people.
- Allow teachers turnaround time to enter grades.
- If questions arise, discuss with your child first; then contact the teacher with further concerns.
- You may sign up for Automatic email Notifications by signing into your student's HAC account.
- Any grade which shows a .1 (ex: 80.1) indicates that the assignment has been submitted late.
- 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.
- Please note that Login/Password information cannot be given out over the phone or emailed.

INTERIM REPORTS AND REPORT CARDS

Each student will receive four computerized interim reports and four report cards. Reports are online via HAC and are available on the appropriate dates listed in the Frederick County Calendar Handbook. Parents may obtain further information by contacting their child's teacher, the counselor or checking grades on-line. If requested, the counselor will schedule a parent-teacher conference. **Exception: Final report card will be mailed home. Please keep your address current with the school registrar.**

EXTENDED LEARNING TIME

During ELT (**Extended Learning Time**) students have the opportunity to experience extension, intervention, enrichment, and tutoring.

UMS WEBSITE

To access the UMS Website, visit education.fcps.org/ums. You will find **many** pieces of important information and valuable links, including individual teacher links that will provide classroom information.

P.B.I.S. (POSITIVE BEHAVIOR INTERVENTION & SUPPORTS)

PBIS is a framework focused on improving academic and behavior outcomes for all students. PBIS is an approach to creating a positive school climate that is conducive to teaching and learning. Using PBIS, staff members provide students clear and consistent expectations and use student data to make decisions regarding school climate, academic and behavioral performance and supports or interventions that are needed.

This school-wide system provides clear expectations for student behavior, reinforcement for students who do the right things, and consistent consequences for inappropriate behaviors

across classroom and school settings. A critical component of the program is that we believe we must “teach” positive behavior, just as we would a skill in math or science class. Additionally, we must promote and reinforce students who demonstrate these good character values and positive actions. At U.M.S. we SOAR to success! (Success, Ownership, Attitude, Respect) Behavioral expectations are clearly defined for students in a teaching matrix located at the beginning of this agenda section. PBIS steps are posted in all classrooms and throughout the building.

PBIS STEPS

1st offense:	Verbal Warning & Re-state Expectation
2nd offense:	Classroom Reflection & Parent Contact
3rd offense:	Classroom Reflection & Parent Contact *
4th offense:	Lunch Reflection & Parent Contact
5th offense:	Lunch Reflection & Parent Contact *
6th offense:	Administrator Conference & Parent Contact
7th offense:	After School Detention & Parent Contact
8th offense:	After School Detention & Parent Contact *
9th offense	Office Referral & Parent Contact

* After the 1st semester, the repeated steps of 3, 5 and 8 are removed for 2nd semester.

Urbana Middle School: SOARing to Success

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

Policies and 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

A student is considered absent when not physically present on school grounds and/or not participating in instruction or instruction-related activities at an approved off-grounds location for the school day.

CHRONIC ABSENTEEISM: The “Every Student Succeeds Acts” (ESSA) defines chronic absenteeism as missing 10 percent or more of the school year for any reason. All absences are factored into attendance percentages. Students who are chronically absent are missing a significant amount of school, thus, missing out on important instruction.

- Students who need to leave school early should give parent notes to 1st period teacher 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 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 two (2) days of returning from an absence, a written note signed by a parent or physician must be submitted; students should turn notes into first period teacher.
 - Students with an early dismissal before 3:00pm must submit a signed, written note from their parent or physician to the first period teacher.
 - 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 240-566-9202 before 8:00am and leave a message if a student is going to be absent from school.
- School personnel may 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.
- For additional information, please visit the FCPS website to review the Student Attendance regulation (Reg 400-98).

VIRTUAL LEARNING EXPECTATIONS FOR STUDENTS

Prepare for Learning

- Establish daily routines for learning.
- Gather and organize materials and resources for learning.
- Check Schoology frequently to receive announcements, assignments and feedback from your teachers.

Engage in Learning

- Carefully review all learning materials and expectations for assignments.
- Follow your daily schedule provided by your school in order to attend synchronous sessions.
- Complete assignments and activities according to the timeline given by teachers.
- Read and apply feedback from teachers and ask for clarification as needed.

Demonstrate Ownership of Learning

- Complete assignments with integrity and academic honesty.
- Show positive and appropriate interactions with others in the learning environment.
- Demonstrate good digital citizenship skills.
- Work independently when appropriate and ask for help as needed
- Communicate with your school counselor, teacher, and caregivers if you lack the resources to engage in distance learning and/or if you are feeling overwhelmed.

SEE THE PBIS MATRIX FOR ONLINE LEARNING

HOMEWORK AND PROJECTS

- Students should keep track of their daily homework assignments.
- 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.
 - Any assignment that is submitted past the assigned due date is reflected with a .1. (Ex: 80.1%)

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.

CELL PHONES & ELECTRONIC DEVICES – REGULATION 400-18

(GAMES, TABLETS, MUSIC PLAYERS, CELL PHONES, LAPTOPS, MISC DEVICES, ETC)

Portable electronic communication devices are devices that emit an audible signal, vibrate, display a message or visual, or otherwise summons or deliver a communication on behalf of the possessor. Student possession and use of electronic devices on school property and at school-sponsored events on and off campus is a privilege, not a right. Middle School student possession or use of electronic devices during the school day may be permitted if the student and parent/legal guardian accept the terms

outlined on the "Device User Agreement" provided by the school. School system staff reserves the right to revoke privileges associated with this use under any of the following conditions:

- Disrupts the learning environment or approved school activity.
- Poses a threat to academic integrity.
- Violates confidentiality or privacy rights of others during the school day as well as during after school activities or the safe transportation of students.
- Creates safety concerns.
- Violates criminal laws.
- Classroom use without teacher permission or non-instructional usage (text, games, music, etc)

Regulation 400-18 states:

- Cell phones with camera and recording functions may not be used to take or transmit any image at any time on school premises.
- FCPS (UMS) is not responsible for the loss, theft, damage, or destruction of BYOD cell phones/electronic devices.
- Students found in violation of Regulation 400-18 are subject to disciplinary action in accordance with Regulation 400-08.
- Unauthorized use of cell phones is disruptive to the learning environment of a school. Staff members will confiscate the device and turn it in to an Administrator. Confiscated devices will be kept in the main office during the day.

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. Ear buds should also be secured and may not be worn in the hallway or other areas such as the cafeteria & gym unless being used for instruction & teacher permission is granted.
- 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.**
- 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. **Student initiated contact to parents via cell phone for illness will be coded an unlawful absence.**
- 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 prior to 2:45 pm.
- 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 – POLICY 439

Students are expected to come to school appropriately dressed. Students are restricted from wearing clothing that:

- Is unduly revealing (e.g. cut low at the neck or under the arms, exposes bare midriff, pants worn below the hips exposing the student's underwear or skin).
- Promotes illegal or violent conduct such as unlawful use of drugs, alcohol, tobacco, or weapons
- Is obscene, libelous or features sexually offensive or vulgar words, pictures, phrases, drawings, etc.
- Contains derogatory expressions or language demeaning an identifiable person or group such as based on a person's race, color, gender, national origin, religion, sexual orientation, gender identity, or disability that could disrupt or materially interfere with school activities.
- Is specifically gang-related attire.
- 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 may be asked to keep such items in their assigned locker during the day.
- Students are prohibited from wearing head gear unless an exception is granted by school administrators. This includes hats, sunglasses, bandanas, hoods or visors. (Exceptions may be granted for disability, health reasons, or for sincerely held religious beliefs if such accommodations are reasonable and do not pose a hardship for the school. Exceptions may also be made for spirit week celebrations or for extracurricular and athletic related purposes, as approved by the school administration.
- State regulations require the wearing of shoes in public places at all times.
- 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 may be restricted from wearing an item of clothing or article which impedes their ability to be fully engaged and participate in instruction.
- For infractions, students will be addressed privately and given the opportunity to comply with FCPS expectations. Continued infractions may result in disciplinary action.

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 obligations 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. **UMS will participate in this program.**

PLAGIARISM & ACADEMIC DISHONESTY

Plagiarism is the unauthorized use of another person's work or talents or providing one's own work to another for an unauthorized purpose. This includes students copying the work of a peer, an internet resource, text book etc.

All students will receive an educational training during Hawk Talk groups on plagiarism. The UMS policy on Academic Dishonesty:

When a student is found to have committed academic dishonesty the following will occur:

First Offense:

Teacher Contact to Parent/ Guardian
Student resubmits assignment for 55% credit
Office Referral & Admin conference with student

Subsequent Offenses:

Teacher Contact to Parent/ Guardian
Student resubmits assignment for 55% credit
Office Referral and Administrator determines additional consequence

TEXTBOOKS

Textbooks may be assigned to students for use during the school year. All school materials will be assigned by number and the student must write his/her name and teacher inside the front cover in case the book is misplaced. Each student is responsible for the appropriate use of the books and must have them covered at all times. Students who lose a book, cause damage, or return it in unacceptable condition will be charged the replacement cost or will be assessed for the damages. Students who find books should take them to the Front office.

ADDRESS CHANGES

When a student's residence changes, we are now required by the Maryland State Department of Education (MSDE) to obtain one of the following updated proofs of residency:

1. Utility bill (Gas, Water, or Electric ONLY)
2. current Property Tax bill
3. Lease

Please provide one of the items on the above list to the Guidance Office. If the student's residence changes to somewhere outside of our school boundaries, please contact the Guidance Office immediately so that we can ensure proper transfer procedures are followed.

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.
- 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.

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 Regulation 400-08 for additional information.)
- 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 Regulation 400-08)

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 disciplinary action.

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. Inviting friends home via the school bus makes it difficult for schools to account for students and can cause capacity problems. Administration may authorize a pupil to ride another bus on a temporary basis in emergency situations only. Transportation to social meetings, non-school sporting events or practices remains a parental responsibility and is not considered an emergency. **If a student needs to ride another bus home, a note must be provided by the parent or guardian of BOTH students involved and must be given to the main office before lunchtime.** Students will receive a special UMS Bus pass to show the driver. Notes should be turned in to the 1st period teacher in the morning; students will receive their bus pass during their regularly scheduled lunch shift.
- 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 \$2.90 (subject to change) and for breakfast is \$1.85 (subject to change).

Milk can be purchased for 60 cents. Reduced Breakfast is 20 cents and reduced price for lunch is 30 cents.

- 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 and families must reapply each school year.
- b. Parents are encouraged to create a school lunch account by visiting www.myschoolbucks.com. The student's name and school ID number are required. For meal prices and more information go to FCPS.org and click on the *MEALS* tab.

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 term.

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. This includes earbuds and headphones unless being used with permission for instructional purposes. Cell phones will be confiscated if in use during the

school day without permission. **The school is not responsible for locating missing cell phones. Cell phone are not an acceptable device for BYOD.**

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.

THE "HANDS OFF" POLICY

The "Hands Off" policy states "Hands off other people and their property." This expectation protects the health, safety, and property of others. All students are expected to comply with this very important expectation. This includes "PDA" – public display of affection.

12. TARDINESS: Students are expected to be in their appropriate classroom when the bell rings to begin the class period. Students who are regularly late to class and/or school will face disciplinary action and consequences.

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 some courses, projects and school activities. Families who need financial assistance should put the request in writing and submit to Administration and/or counselor for confidential consideration. Cash online is an available service to pay fees via credit/debit card. Please register online and enjoy the convenience.

16. BICYCLES

Students who ride a bicycle to school should park the bicycle in the bicycle racks located near the front entrance. Bicycle locks are encouraged; the school is not responsible for any damage or theft.

17. WELLNESS

For health and safety reasons, parents/visitors are only permitted to bring in food that is intended for consumption by their individual student. For health and safety reasons, students are only permitted to bring in food for personal consumption.

For more information, please refer to the Wellness Regulation 400-82.

18. WATER BOTTLES

Students will have access to potable water throughout the school and the school day via drinking fountains, water coolers and/or hydration stations. Students will be permitted to bring water bottles in the classrooms for the purpose of hydrating themselves.

19. STUDENT IDENTIFICATION NUMBERS

Students are to use their individual student identification numbers to purchase lunch, check out media materials and log in to the school computers.

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.

REPORT BULLYING!

For further information about bullying, intimidation, and harassment, please refer to Regulation 400-48; this regulation defines the procedures to be followed when one is victimized. Reporting forms are available in the front office, guidance office, and the FCPS website. This form also includes electronic or cyber bullying as a form of harassment. More information can be found on this topic in Regulation 400-73.

While UMS has zero tolerance for harassment of any kind, we cannot resolve conflicts or address issues that are not reported. Students are encouraged to share what they know (regarding harassment or dangerous activities) with an adult. If you or someone you know is being bullied or 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. Our Media Specialist will share resources available to students & families.

HEALTH ROOM: (240-566-9217)

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 be used to contact parents/guardians in the event a student becomes ill or is injured. Please update contact information regularly.

If your child is not feeling well, he/she should report to the health room to be assessed. Personal cell phone use (calling/texting) is not allowed and against FCPS policy. A full-time health technician is on staff. 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 leaving early due to illness must sign out with their parent/guardian through the main office.** Students who have an 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. All non-prescription and 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 physician and the parent must complete** a “Prescription Medication Form” that is available from the health room. Prescription medicines must be in a correctly labeled pharmacy bottle. Non-prescription medicines must be in the original container. Students are not permitted to carry medications (prescription or non-prescription) on their person, in backpacks or purses. If you have questions about the policies or have health-related concerns, please contact the Health Technician or Registered Nurse at 240-566-9217.