

FRANCIS SCOTT KEY MIDDLE SCHOOL POLICIES AND PROCEDURES 2010-2011 SCHOOL YEAR

UPDATES AND NEW PROCEDURES:

- ❖ **Student Agenda:** As a Francis Scott Key Middle School (FSK MS) initiative, our school has produced a student agenda that is available for student purchase. This agenda will be used by the teachers to help your student track his/her assignments and inform parents/guardians of assignment due dates. We strongly believe a student agenda is a valuable organizational tool to help you and your student monitor completion of assigned tasks. Student agendas will be available at a cost of \$8.00. Checks should be made payable to FSK MS.

COMMUNICATIONS:

- ❖ **Important Telephone Numbers to Remember:**

Main Office: 301-422-5600

Counseling Office: 301-422-5620

Attendance Office: 301-422-5605

Health Room: 301-422-5612

Fax: 301-434-1375

Cafeteria: 301-422-5616

- ❖ **Emergency Information:** Emergency information sheets are sent home the first week of school in the form of a pre-printed YELLOW 8.5" x 11" sheet of paper. Please review the yellow sheet, and where necessary, update the home address, telephone numbers, and a designated adult who can be contacted in case of an emergency. Return this form to your students' Homeroom teacher by Friday, September 3, 2010. We ask that you contact the main office anytime your student's emergency information changes.
- ❖ **Student/Parent Information:** Request for information is sent home on PINK paper and generally indicate that information must be completed and returned to school. Your student will bring home the first week of school, the following: **Directory Withholding Request and Authorization for Release of Student Information; Authorization for Release of Student during a Sudden Emergency; Consent and Release , and Pesticide Notification Enrollment Form.** Please complete these forms and return them to FSK MS as soon as possible, but no later than September 3, 2010.
- ❖ **School/Home Communication:** FSK MS will continue the tradition of the MCPS ConnectEd telephone communication for weekly updates, celebrations, and important information. We also encourage parents/guardians and students to regularly visit the FSK MS and Ed-Line websites. Always provide the school with updated email and telephone information so that we may help you stay connected.
- ❖ **Absences:** Please call the attendance office at 301-422-5605. State your student's first and last name, grade level, and reason for absence on the school's answering machine when calling before or after school hours. We require a doctor's note for any student absence in excess of three days. A note, signed by a parent/guardian, is required when a student is returning to school after any absence. You may call the attendance office to request and arrange for pick-up of homework assignments.
- ❖ **Arrival and Dismissal:** Students are not permitted in the building prior to 7:30 a.m. In addition, students who are not under the direct supervision of a teacher must exit the building at 2:40 p.m.

PURCHASING FOOD AT SCHOOL:

- ❖ **Breakfast and Lunch:** Information on prices for the 2010-2011 school year will be sent home the first week of school. School menus can be downloaded from <http://www.montgomeryschoolsmd.org/departments/foodserv/menus>. You may also pre-pay for your student's meals by sending a check payable to FSK MS Cafeteria or by visiting <http://www.mylunchmoney.com/index.aspx>. Please remind your student not to share his/her PIN number with anyone and please note that unless you notify the school cafeteria in advance, there is no daily restriction on the amount of money your student can use for purchases.
- ❖ **Free and Reduced Meal Program:** Information and applications are sent home the first week of school. If you feel you are qualified for this program, we encourage you to fill out and return your student's application to the address noted on the form, or return the form to the main office.
- ❖ **Snacks and Soda Vending Machines:** Snacks and sodas are available at specified times of the day and will be turned off during lunch periods, in compliance with MCPS policy.

SUPPLIES:

- ❖ **Locks:** All hall and physical education locks will be provided.
- ❖ **School Supplies:** A suggested school supply list is enclosed and is available on the FSK MS website. Some of these supplies may be purchased at the school store.
- ❖ **Physical Education (PE) Clothing:** All FSK MS students are required to change into shorts and t-shirts to participate in their PE classes. PE clothing is not needed on the first day of classes since the gym and locker room procedures will be discussed.

TRANSPORTATION:

- ❖ **Buses:** MCPS currently provides bus service for students living more than 1.75 miles from the school and in some cases for those who must cross major roadways. Please review the bus stops stated on the enclosed transportation route schedules. Pick-up and drop-off times are estimated and may vary five to ten minutes before or after the time stated on the route sheet. Therefore, students should be at their designated stop prior to the times listed on the schedules. Concerns regarding transportation should be directed to the MCPS Department of Transportation at 301-879-1059.
- ❖ **Parent Drivers:** Please exercise caution while driving in our school zone. In the spirit of being safety-conscious, and in an effort to minimize traffic congestion, we ask that you please assist us by having your student use MCPS bus transportation to and from school. If you must drive your student to school, drop off your student after 7:30 a.m., using the second driveway. The first driveway is designated for buses only.
- ❖ **After School Activities and Buses:** After school activities are generally held two or three days a week, and leave FSK MS at 4:30 p.m. Activity buses are ONLY for students who participate in after school activities.

FRANCIS SCOTT KEY MIDDLE SCHOOL PHYSICAL EDUCATION POLICIES AND PROCEDURES

The goal for middle school physical education is to help students become responsible adolescents who are both physically educated and health literate. Each student will set and achieve personally challenging goals in physical activity, apply higher order thinking skills to human movement, and design personal movement and fitness plans. Students will be able to display the skills and practices of a physically active lifestyle, knowing the benefits of their choices to be involved in physically activity. They will be physically fit and have a mindset that values physical activity and its benefits as well as the health related skills needed to make informed healthy lifestyle choices.

DRESS

Change from their school clothes into an outfit suitable for participation in physical activity. We require a pair of shorts, a T-shirt, and recommend a sweat suit, to remain in the student's PE locker. As a convenience to parents, we sell these items this fall to interested students at the following prices:

T-shirt	\$9.00	*Sweatshirt	\$10.00
*Cotton Shorts	\$8.00		
Mesh Shorts	\$11.00	* Limited quantity available in larger sizes	

Students are not required to purchase our uniform and may buy similar items which adhere to the following requirements:

1. The student's name must appear on the outside of the uniform.
2. The uniform should not have buttons or zippers.
3. Sneakers/tennis shoes are required for participation. No rubber-soled boots/shoes.

PE uniforms should be taken home on the last instructional day each week for laundering, and brought back for the next class.

HEALTH CLASS

Maryland State Law requires every student to receive nine weeks of health in all three grades. This course includes several health related topics. Family Life and Human Sexuality; Disease Prevention and Control are two of these units. All students are required to return a permission form signed by their parent/guardian in order to attend these two units. An alternative health course is provided for students who do not participate in either of these two units.

Parents/guardians with concerns about the health course are encouraged to meet in our media center and view the materials used by our instructors. The meeting will be held on **Wednesday, September 22, 2010**, at 7:00 p.m. in the Media Center. The permission slip will be distributed approximately three (3) weeks prior to the meeting.

We anxiously anticipate the arrival of new students to our school and will do everything we can to ensure that each student has a positive, healthy and safe experience in our physical education program.

HEALTH CONCERNS

Students are required to follow safety rules and use good judgment with equipment. Students are expected to report all injuries and illnesses to their teachers when they occur. The PE staff will assist students and secure appropriate first aid and medical assistance as required.

If modified activity is required, students must see the individual PE teacher at the beginning of class. If no activity is indicated for a period longer than three days, a doctor's note is required. In either situation, written work may be assigned. If a student is unable to participate in PE class for a specific day, the student should provide a note from home.

LOCKER ROOM PROCEDURES

Each student is assigned a PE lock and locker to secure their valuables. To help each student keep track of their lock and locker information, students are required to record their locker numbers and combination with serial numbers in their planner. Students will refer to this information as needed. The locker is used to store uniforms and items used for PE. This includes the student planner. The security of the lock and locker is the students' responsibility; therefore, we stress the importance of keeping the locker locked and not sharing or giving out the combination to anyone, except appropriate staff members.

Locker checks occur frequently during the year. At the end of the year, students must return the same combination lock that was issued to them at the beginning of the year. Students may not use their own personal locks. Students will pay a \$5.00 fee for any lock that is damaged or lost.

SHOWERS AND TOWELS

Students are not required to shower, but are encouraged to do so. Students may keep deodorant and other items in their locker as long as containers are suitable. Glass containers and aerosols are not permitted. It is recommended that students bring a towel for use after class.

REMINDERS

- Come prepared and ready to work
- Change into the required FSK MS uniform
- Enter the locker room prior to the bell, and change for class
- Return to the locker room as directed by the PE staff, and remain in the locker room until dismissed
- Exhibit sportsmanship, appropriate behavior, and proper language and expression
- Under no circumstances should a student share their locker and/or combination with another student



FRANCIS SCOTT KEY MIDDLE SCHOOL

August 2010

Dear Parents/Guardians,

Francis Scott Key Middle School has a Positive Behavior Interventions and Supports Program (PBIS). PBIS is also known as "Renaissance". The program is a school-wide initiative that recognizes and rewards our students for demonstrating positive behaviors and for continuing to achieve at high levels of academic performance. At Key MS, we encourage students to demonstrate the "5 Ps" at all times: Prompt, Prepared, Polite, Persistent, and Proud. We know that if students continue to exemplify these attributes, they will be successful in all pursuits, both inside and outside of the classroom.

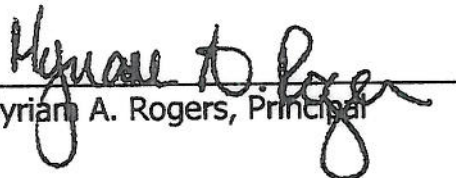
Students at Key MS show great desire to learn and improve, but we feel they also deserve some incentives. We are hoping you can help provide us with some of the incentives that we could distribute to our students as part of our Renaissance "Key Counter". On the back is a list of items the students have requested, although we would appreciate any donation, new or gently used that you are able to provide. Please contact the school at 301-422-5600, if you are interested in contributing to our school.

Thank you in advance for your support of our Renaissance program and our students. As partners in the Francis Scott Key Middle School community, we can work together to encourage our young people to work hard to achieve success.

Sincerely,

Kara Shedlauskas
Renaissance Coordinator

Approved by:


Myriam A. Rogers, Principal

Student Recommended Items for the Renaissance Program

Folders	Tech decks	Footballs
Binders	Silly bands	Necklaces
Pencils	Flash drives	Ring-pops
Colored pencils	Sunglasses	Movies
Stickers	ipod accessories	Wii-games
Slinky	Posters	Markers
Skateboards	Little team soccer balls (i.e. Spain, Italy)	Trading cards
Frisbees	Stop watch	Books
Picture frames	Key chains	Hats/visors
Wallets	String back packs	Lip gloss
Post-it notes	Clothing	Aluminum water bottles
Purses	Magnets	PSP games
Scrap books	Erasers	Locker gear
Headphones	Remote control cars	Journals
Yo-Yo	Basketballs	Loose leaf paper