

Assemblies

School assemblies are planned by staff and students and are designed to be informative, enjoyable, cultural, and practical educational experiences. Students are expected to be respectful and behave appropriately.

Attendance

Attendance at school is required by State Law, and is a primary indicator of student success in school.

When a student is absent from school, parents should call the attendance office on the morning of the absence. The telephone number for attendance is **301-601-0322**. Students must present a note from a parent indicating the reason and dates of absence when the student returns to school.

Lawful reasons for student absences include:

- Certified illness of student
- Court summons
- Death in immediate family
- Observance of religious holidays recognized by MCPS
- Physical or mental incapacity
- Quarantine
- Violent storms
- Work of activity accepted by the school authorities

All absence notes should contain the student's full name, grade, reason for absence, and should be presented to the attendance secretary in the main office. Notes should be received within 3 days of the absence. Reasonable attempts will be made to notify parents of absent students; calls will be attempted during the work day.

Late Arrivals

Parents are urged to get students to school on time. **Students arriving after 7:55 a.m. should report to the main office to sign in.** Reasons accepted by the state as excused absences are also acceptable for tardiness to school. Students with an excused tardy must present a written note by the next day. Unacceptable reasons for tardiness to school include oversleeping, car problems, missing the bus, etc. Three unexcused late arrivals to class will result in a detention. *Parents of students who are chronically late will be notified by letter and a conference arranged with the appropriate administrator.*

Tardiness to Class

All students are expected to arrive to school and to class on time. Students are considered tardy if they are not in their assigned classrooms when the bell rings or they do not have a written excuse from staff.

If a student receives three unexcused tardies in a class, he or she will be assigned an after school

detention by the teacher and the parent will be notified. Chronic tardiness will result in an administrative referral. At the start of a new semester, the student's tardy record will start fresh.

Early Departures

In order to be released from school, students must present an early dismissal note from parent to the attendance secretary in the main office before school. The student will be given a pass to leave class at the appropriate time and will wait in the Main Office for parent pick up.

Advance Notice for Absences and Requests for Assignments

Parents are urged to schedule family trips and vacations when school is not in session. When absences are necessary, requests should be made in advance by writing a letter to the attention of the principal prior to the scheduled absence. Teachers will need at least one week's notice to prepare assignments. Advanced requests for assignments need to be made at least one week prior to the absence with the child's guidance counselor or team leader with the understanding that assessments will need to be made up upon the student's return. It is the responsibility of the student and/or parent to arrange the pick-up of requested assignments.

New Attendance Policies

A student is present for a full day if a student is in attendance for four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours, but less than four.

- Students will be recorded as *a.m. absent* if they arrive at school more than two hours late.
- Students will be recorded as *p.m. absent* if they leave school more than two hours early.
- Students will be recorded as either *a.m. absent* or *p.m. absent* if they are absent from school more than two hours, but less than four hours during the day.
- Students will be recorded as *full-day absent* if they are present for less than two hours of the day.
- Students will be recorded as *full-day present* if they are present for more than four hours.

Extracurricular Attendance

Students must be present in school the day of the activity and attend all classes to participate. Students with an unexcused tardy or departure for that day will not be able to participate.

Awards

Dr. Martin Luther King, Jr. Middle School acknowledges student achievement with awards

presented through the school year. Some awards include:

- Stars of the Month: Outstanding progress or achievement in team activities or other noteworthy accomplishments.
- Presidential Gold Academic Award: Eighth grade students with a total grade point average of 3.50 or higher throughout their mid-level years.
- Presidential Silver Award: Continuous academic improvement of their overall GPA each marking period. In at least one marking period the GPA must improve by a minimum of .4 on a 4.00 scale.
- Academic Excellence: Straight A's in all subjects.
- Honor Roll: Students who maintain at least a "B" average in all subjects (no more than one "C" with an "A" to balance).
- Subject Awards: Students who receive straight "A's" in any subject for the first three marking periods with no grade lower than a "C" earned in other subjects.
- Superintendent's Service Learning Award
- Dare to Dream Awards

Before School

Supervision of students is not available prior to 7:30. In the interest of your child's safety, we ask that students not arrive before that time.

Students will enter through the main entrance door only.

All students are admitted to the building at 7:30. Students eating breakfast will report to the cafeteria at that time.

Grade 6: At 7:30 students will use the main hallway to go down to the 6th grade hallway and will sit in the 6th grade hallway. They will be dismissed at 7:45 to go to lockers and class.

Grade 7: At 7:30 students will report to the cafeteria. They will be dismissed at 7:50 to go to lockers and class.

Grade 8: At 7:30 students will take the first right from the main hallway and report to the gym. They will be dismissed at 7:50 to go to lockers and class.

Students who have passes from their teachers to see them before school may be excused to report to the teacher.

Students who have passes for the media center before school may be excused.

Back Packs/Book Bags

Students are required to store their back packs or book bags in their locker during the school day.

Bus Transportation

When riding the school bus, students must conduct themselves in an appropriate and safe manner. Students are expected to:

1. follow all directions given by the bus driver.
2. wait in an orderly line for arrival of the bus. be courteous and respectful.
3. be considerate of property in the vicinity of the bus stop and on the bus.
4. board the bus in an orderly manner.
5. remain seated at all times except when entering or leaving the bus.
6. use conversational tones aboard the bus.
7. keep all body parts inside the bus.

Bus transportation is a privilege. To assure the safe environment for every student, students who misbehave on the school bus may lose this privilege. Students with three bus referrals will lose their bus privilege for a designated period of time.

If after thirty minutes the school bus has not arrived, in either the morning or the afternoon, please call the school and report the delay. You may also call the bus depot at 301-353-0955.

At afternoon dismissal, buses are assigned to loading areas where students can expect to meet their buses. Students must remain on the sidewalk until the bus has arrived. Buses depart 7 minutes after the dismissal bell.

Activity Bus

The activity bus operates on Tuesdays, Wednesdays, and Thursdays to provide transportation for students who participate in a supervised after-school activity. Activity buses depart at 4:15 p.m.

Classroom Supplies

All students must bring pens/pencils, notebook paper, assigned books, the agenda book/student handbook, and materials to class daily. All students are required to carry and maintain a three-ring binder with dividers. Students will receive instructions for purchasing or renting a calculator for math class. Students will record all assignments, test, quizzes and grades in a required assignment book. All students are required to pay the materials fee and for lost books. All textbooks should be covered at all times. Students are expected to have a *Drop Everything and Read* (DEAR) book with them every day.

Coats

Coats are not to be worn during the school day. They must be kept in the student's locker.

Counseling Services

The counselors at Dr. Martin Luther King, Jr. Middle School transition with students during their years at MLK. Counselors are available to individuals and small groups to discuss personal and school concerns. Students are encouraged to visit a counselor early in any situation as a preventative measure. Counselors may use peer mediation to resolve minor conflicts among students. Students may see their counselor by signing up at the guidance secretary's desk. Students must have permission and a hall pass from their teacher to visit the counselor.

Dining Room

Breakfast and lunch are served each day in the dining room. In addition to regular lunch, students may select items from the "a la carte" or snack line. Breakfast: \$1.25, Lunch: \$2.50. In the dining room, students should do the following:

- remain seated in the assigned area except when purchasing food.
- wait in orderly lines to purchase food.
- obtain a pass to leave the dining room.
- avoid making loud and/or disruptive noises.
- assist with clean up of the table area.
- be respectful and courteous to other students and staff.
- remain seated until dismissal by staff on duty.

Students must have an official media center lunch pass to come to the media center during lunch.

Dress Code

School is your "place of business." It is expected that students will dress appropriately at all times. You will dress in a manner that is not offensive or distracting to others.

You may not wear clothing that:

- displays obscene language or violence.
- has sexually suggestive designs or terms.
- depicts ethnic/group stereotyping or gang references.
- displays drugs, drug paraphernalia, alcohol, or tobacco products.

Appearance:

- pants must be worn at the waist with no undergarments showing.
- shirts may not reveal ribs, chest, midriff, or back.
- girls' clothing (tops, shorts, skirts) must completely cover undergarments at all times.

- swim wear and pajama-like clothing are not allowed.
- outerwear including coats, jackets, and gloves may not be worn during the instructional day.
- bandanas, hoods, hats, scarves, sweatbands, or other head coverings are not allowed except as part of religious observances.

Early Dismissal/Delayed Opening Procedures/ School Cancellation

Decisions regarding delayed opening and school cancellations are usually made by 6:00 a.m. of the same day. Early closings are announced at least two and one-half hours before the end of the school day. Please listen to the radio, watch the television for information regarding school delays and/or closings or check the MCPS web site at www.mcps.k12.md.us/info/emergency. The Board of Education has taped announcements at 301-279-3673. **DO NOT CALL THE SCHOOL**

Emergency Procedures

The first step in any critical incident/emergency is to control the situation and protect the welfare of students and staff. Practice drills will be conducted during the school year. There are three basic responses to critical incidents/emergencies that may occur during the school day:

Code Red - indicates there is an emergency that requires that all areas of the building be secured. Announcement by administration activates Code Red.

During a Code Red, students will go to nearest staff monitored location, remain silent, ignore alarms and bells, and await further instructions. Students must follow the directions of the school staff at all times.

In a Code Red, teachers will:

1. direct staff and students from hallway to nearest securable location.
2. secure interior doors.
3. cover door window.
4. close blinds.
5. turn off lights.
6. maintain silence.
7. take and report attendance when safe to do so.
8. ignore alarms and bells.
9. await further instructions.

Code Blue - indicates there is an emergency that requires all students to be in designated areas within the building, to be under supervision, and accounted for. Announcement by administration activates Code Blue.

During a Code Blue, students will go to nearest staff monitored location, continue participating in

instruction, change classes only as directed by the administration, and await for further instructions from the teacher.

In a Code Blue:

1. students/staff/visitors must be accounted for and placed under supervision.
2. staff must document attendance.
3. classroom instruction should continue.
4. hall passes may be restricted.
5. administration will direct class changes.
6. everyone should wait for further instructions.

Fire Drill

Fire drills will be conducted during the school year. When the alarm is sounded, students and staff are to leave the building QUICKLY and QUIETLY by way of the exits designated in each classroom. There must be NO TALKING during the entire drill, including leaving and entering the building, so that emergency instructions can be heard by everyone. Students are to remain with their classes. Attendance will be taken by the teacher and all absences reported to the principal or a designated representative.

There may be instances when a student may not be with his/her assigned class. In such cases, students will follow the guidelines listed below:

1. Students with the nurse will report outside with the nurse.
2. Students who are in the main office or counselor's office will report outside with the office staff or assistant principal.
3. Lunch period - If the alarm sounds during lunch, all students should leave the dining room by the nearest exit and proceed to the designated area. Students will line up by class table. All staff members on duty in the cafeteria will report outside and supervise students from the dining room. The administrator on duty in the dining room will stay behind to check restrooms, lockers, and cafeteria to be sure everyone is out of the building.
4. Assembly - If the alarm sounds during an assembly, students should exit by the most direct route and reassemble with their teacher.

Change of class - If the alarm should sound during the change of classes, all students will form a double line on both sides of the halls and stairways and then proceed to leave the building. Teachers will direct students in the hall to utilize exits regularly designated for their rooms. After leaving the building, students should proceed to their PAWS meeting location. Teachers will check classrooms, lock doors and check nearby bathrooms before reporting to their PAWS location.

Outside classes - These classes form a line and attendance will be checked. Students must be at least fifty (50) feet from the building. All driveways must be clear.

Extra-Curricular Activities

Extra-curricular activities meet before 7:55 a.m., during lunch, and/or after 2:40 p.m. For after school activities, all students are expected to report to the designated area of the building by 2:45 p.m. Students interested in forming new clubs may do so by getting approval from the school principal and finding a sponsor.

An activity fee must be paid in order to participate in most extra-curricular activities. A letter is sent to parents with this information over the summer.

Eligibility for participation in any school-sponsored activity will be determined by staff, students, and/or parents. A student may be denied participation based on academic performance or financial obligations. Illegal absences from school and abuse of school regulations will result in the privilege being denied. In every case, to participate in a school sponsored activity, the student must be counted as present in school that day.

Grading

Grading procedures will be applied consistently throughout Dr. Martin Luther King, Jr. Middle School. Teachers will assess student learning in a variety of ways. The grades a student earns will reflect what he or she knows and is able to do within the curriculum. Individual teachers will establish due dates and final deadlines for classroom assignments. Work turned in after the due date and prior to the final deadline may be dropped no more than one letter grade or 10% of the possible grade. If a student does not attempt and submit work by the final deadline, the grade will be recorded as a zero.

When teachers or students determine that students are not meeting learning goals, reteaching will take place. The teacher determines the method and schedule for reteaching. During an instructional unit, a teacher may decide to reassess a task or assessment. The teacher will provide one reassessment opportunity per task or assessment. The task or assessment may be reassessed partially, entirely, or in a different format, as determined by the teacher.

Teachers will provide students and parents with an explanation of their grading policies at the beginning of each course.

Hall Passes

Students are not to be in hallways without a pass. In order to be out of the classroom, a student must have a signed pass showing his/her name, date, time, and destination. Students must also sign out of the classroom when they leave and sign in when they return.

Health Room

The Health Room is staffed by a registered nurse or technician daily from 8:00 a.m. to 2:30 p.m. Students may enter the Health Room with a pass from a teacher. Students who are ill will be permitted to leave school early when the parent or other designated adult assumes responsibility. In this situation, the student must be signed out in the Main Office prior to going home.

All medications must be administered by the Health Room. All medication to be administered must be provided by parents with written instruction from a physician for its use. **Under no circumstances are students permitted to bring any type of medication for personal use.**

Homework and Make-up Policy

Homework is an essential part of a rigorous instructional cycle that promotes student learning; it is related to the curriculum, meaningful, and integrated into instruction. Teachers will only assign homework that is related to the curriculum. There are two categories of homework:

- a. Homework for practice and checked only for completion. This homework will account for a maximum of 10% of the marking period grade.
- b. Homework evaluated for learning. This homework counts toward the remaining portion of the marking period grade.

Timely and meaningful feedback on both types of homework will be provided; feedback may take a variety of forms, determined by the teacher. Teachers will explain the homework procedures at the beginning of each course and will publish these procedures in their course guidelines.

Students have the opportunity to make up work missed due to excused absences or suspensions. Students have the responsibility to make up work regardless of the reason for absence. It is the individual student's responsibility to ask the teacher about missed assignments, tests, and quizzes and to determine with the teacher an appropriate time frame for its completion.

When circumstances require a student to be lawfully absent for an extended period of time (see Attendance policy), a student's parent or guardian may make a request to the Guidance Office to arrange for make-up work. Advance notice is required to secure make-up work. Every effort will be made to obtain work from teachers within 24 hours.

Instructional Media Center (IMC)

The goal of the IMC is to support the instructional program at Martin Luther King, Jr. Middle School, to assist students in becoming effective users of information and to foster a love of reading.

Hours:

Monday and Friday: 7:30 a.m. to 2:45 p.m.

Tuesday, Wednesday, and Thursday: 7:30 a.m. to 4:00 p.m.

Checkout Policies and Procedures:

Students may check out up to 4 books or 3 books and 1 magazine for a two week loan period. Reference materials may be borrowed over night. No fines will be charged for overdue materials, but students will be expected to pay for books that are lost or damaged.

Expectations:

- Follow directions and posted rules.
- Be respectful to all media center users.
- Handle materials, computers, and equipment with care.
- Return materials to appropriate shelves and clean up all work areas.
- No eating, drinking, or chewing gum.

Interims

<u>Interim Reports</u>	<u>Marking Period Ends</u>	<u>Report Card Distribution</u>
September	October 31	November 9
December	January 18	January 30
February	April 4	April 15
May	June 12	June 19

Lockers

Each student is assigned a hall locker and a physical education locker. Students should keep their combinations secret and avoid storing valuables in their lockers. **The school is not responsible for lost or stolen property.** Always spin the dial of the lock and check to see that it is secure after closing your locker. **Students are not allowed to share lockers.**

Lost and Found

Items found around the school will be held in the main office. Textbooks will be given to the appropriate teacher. Students should label all of their possessions.

Student Government Association (SGA)

The student government is composed of representatives of the student body. The offices of the SGA, for which elections are held, include: president, vice president, secretary, and treasurer.

The council meets regularly during the school year. Students are encouraged to participate as members of the council or to serve the many important committees that function for the council and the school.

Student Service Learning

Students are required to complete service-learning hours in addition to other graduation requirements. Students may earn service-learning hours beginning the summer before Grade 6 and continue until graduation. Student service-learning (SSL) hours are awarded to middle school students who successfully completed Grade 6 science, Grade 7 English, and Grade 8 social studies where service-learning activities are infused. Hours also may be earned through involvement in unpaid community or school activities that meet a recognized need. These activities must provide both service and learning outcomes.

The SSL hours earned while enrolled in an MCPS middle school will accompany the student's records to the high school. The SSL record is maintained by the school SSL coordinator and reflected on student report cards. Students and parents should monitor this record and keep copies of the approved Special Activity Application for Student Service-Learning forms and the Verification of Student Service-Learning Activity. A web site is provided by Montgomery County Public Schools (www.mcpsssl.org) and the Montgomery County Volunteer Center (www.montgomeryvolunteer.org) for explanation of the program and approved activities. Service-learning activities provide opportunities to solve problems collectively, practice responsible citizenship, explore career opportunities, enhance self-esteem, and appreciate cultural diversity.

Technology Use

Students have many opportunities to use the computers at school. Computers are located in classrooms, the media center, and the technology lab(s). Students are expected to follow all established

rules associated with the use of technology. Students are responsible for the computer they log on. Misuse of computers or other technology will not be tolerated and will result in consequences ranging from loss of computer privileges to expulsion.

Guidelines Governing Computer Use

1. General
 - Students must abide by MCPS regulation IGT - RA, User Responsibilities for Computer Systems and Network Security.
2. Hardware
 - Computer use will be supervised by a staff member at all times.
 - CD's are permitted to transfer work between school and home and only with a teacher's permission.
 - Students are not permitted to open computers, disconnect cables or accessories.
3. Abuse of Computer Privileges
 - Misuse of computers or other technology will not be tolerated and will result in the temporary or permanent loss of privileges. Serious offenses include, but are not limited to:
 - vandalism of computers and other technology.
 - use of another person's password.
 - inappropriate use of computer networks.
 - accessing restricted software or network sites.
 - tampering with computer settings.
 - repeated minor infractions.
 - harassing others by instant messaging, email, or telephone is against the law.
4. Possible Consequences for Serious Offenses
 - Partial or complete loss of computer privileges.
 - Notification of parents.
 - Referral to administration.
 - Compensation for damages incurred.
 - Suspension.
5. Procedures for Removal and Reinstatement of Computer Privileges
 - The staff member involved will file a Student Referral form.
 - The administrator will act on the referral and notify parents and appropriate staff of consequences.
 - The student's password will be removed from active computer access.
 - The student must apply in writing to the administrator to have privileges restored.
 - Repeat offenders may lose privileges permanently.

Telephones

The cost to use the pay phone is \$.50. Students wishing to use the phone during the school day must obtain permission and a pass from a staff member. Any misuse or abuse of the pay telephone will result in consequences consistent with the discipline policy.

Cell Phones/Portable Communication Devices

Middle school students will be able to possess a cell phone on MCPS property and at MCPS sponsored activities. It will be the student's responsibility to ensure that the device is turned off and out of sight during the school day. The cell phone may not be turned on or used until the end of the instructional day.

Cell phones, if seen or heard, will be confiscated and given to an administrator. A parent/ guardian must pick up the cell phone from the school. They will be not sent home with a child or sibling. The school is not responsible for any lost or stolen cell phones.

Transportation/Riding home with someone else

If a student wants to go home with a friend who rides a bus, a note must given to the main office in the morning stating names of both students, reason, bus number that they will be riding, and signed by parent.

Visitors

Parents are welcome and encouraged to visit the school. If the purpose of the visit is to meet with a staff member or a class, we ask that parents phone or email the student's guidance counselor, administrator or teacher, in advance, to make sure the staff member is available for the visit.

All visitors must check in at the Main Office upon arrival to receive a visitor's pass. This pass must be worn while in the school building.

Students are not permitted to have other student visitors in the building.