



# Gaithersburg Middle School

*PROUD HOME OF THE VIKINGS*

*Ann Dolan, Principal*

## Student Agenda 2018-2019

*This agenda belongs to:*

Name \_\_\_\_\_

Grade \_\_\_\_\_

### Student Schedule 2018-2019

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4			
5			
6			
7			
	<i>Homeroom</i>		
	<i>Counselor</i>		
	<i>Grade-Level Administrator</i>		
<i>Computer Username:</i>		<i>Password:</i>	

**2 Teachers' Way**

**Gaithersburg, MD 20877**

**Phone 301-840-4554**

**Fax 301-840-4570**

Website: <http://www.montgomeryschoolsmd.org/schools/gaithersburgms/>

Facebook: Search Gaithersburg Vikings

Twitter: Search Gaithersburg\_MS

## Gaithersburg Middle School Vision and Mission

**Vision:** Gaithersburg Middle School strives to make a positive difference in the lives of youth by developing 21<sup>st</sup> century critical thinkers so that every student is college and career ready.

**Mission:** Gaithersburg Middle School provides a positive, rigorous learning community; utilizes data-driven instructional practices and academic interventions; collaborates effectively with staff, students, families and feeder schools; and supports all students to grow and to excel intellectually, emotionally and socially

### PEOPLE TO KNOW

Main Office		Content Specialist and Team Leaders	
Principal	Ann Dolan	ESOL/Reading	Crystal Stottlemeyer
Administrative Secretary	Phyllis Levy	English	Thomas Evans
Assistant Principal	Kevin Giles	World Languages	Caroline Olan
Assistant Principal	Sweta Zaks	Math	Sohee Cho
Attendance Secretary		Science	Stephanie Lopez
Main Office Secretary	Sylvia Hardy	World Studies	Edna Graham
Security Team	Ryan Rosenberg	Special Education	Amy Johnson
Security Team	Randy Snowden	Bridge Program	Elizabeth Bandura
Financial Specialist	Coressa Holt	Grade 6 Team Leaders	Ms. Lynch/Ms. Isleib
Building Service Manager	David Love	Grade 7 Team Leaders	Ms. Khoury/Ms. Myat
Building Service Assistant Manager	Henry Vasquez	Grade 8 Team Leaders	Ms. Larcamp/Mr. Padilla
		Media Specialist	Ruth Cartwright
Health Room Nurse	Sambila Congo	Media Assistant	Janice Tanner
Health Room Technician	Maria Ralli	Interscholastic Sports Coordinator	Joseph Schultze
Cafeteria Manager	Patricia Sakhi		
Grade 7 Counselor	Erica Merrill Oben	PE Department Chair	Katie Becker
Grade 7 Counselor	Carol Johnson		
Grade 8 Counselor	Joanne Moaadel		
Grade 6 Counselor	Susie Ikpemgbe		
PTA President	Sam Coleman		

### WHERE SHOULD I GO?

Academic Concerns	Teacher/Counselor/TL	Free/Reduced Lunch	Ms. Sakhi
Activity Approval	Ms. A. Dolan, Principal	Health Concerns	Health Room
Agenda Book Replacements	Ms. Pinto	Late Arrival/Early Departure	Attendance Secretary
Approval of Posters	Ms. A. Dolan, Principal	Locker Issues	Security Office
Attendance Verification	Attendance Secretary	Lost Items	Lost and Found-Cafeteria
Audio Visual Needs	Media Center	Personal Problems	Counseling Office
Change of Address	Ms. Pinto	Schedule Issues	Counseling Office
Club/Extracurricular Approval	Ms. A. Dolan, Principal	Student Records	Counseling Office
Chromebook Concerns	Media Center	Student Service Learning Hours	Main Office
Computer Password Concerns	Media Center	Tardiness/Absenteeism	Attendance Secretary
Extended Absence (more than 3 days)	Ms. A. Dolan, Principal	Verification of Enrollment	Counseling Office
Eligibility for Sports	AP/Team Leader	Withdrawal/Transfer	Counseling Office
Excused for Absences (less than 3 days)	Attendance Secretary		
Financial Obligations	Ms. Holt/Ms. Pinto		

**2018-2019**

**7:50 am** doors open

**7:50 am-8:00 am** 6<sup>th</sup> graders – cafeteria 7<sup>th</sup> & 8<sup>th</sup> graders - gym

**8:10 am-3:00 pm** school hours

**3:00 pm** students exit the building, unless with a teacher in an approved activity

**Activity Bus**

**Tuesday, Wednesday, Thursday 3:15 pm- 4:20 pm** after school activities

**4:30 pm** Activity Bus

**REGULAR BELL SCHEDULE**

<b>6<sup>th</sup> GRADE</b>	<b>PERIOD</b>	<b>7<sup>th</sup> GRADE</b>	<b>PERIOD</b>	<b>8<sup>th</sup> GRADE</b>	<b>PERIOD</b>
8:15 – 9:00	1	8:15 – 9:00	1	8:15 – 9:00	1
9:04 – 9:48	2	9:04 – 9:48	2	9:04 – 9:48	2
9:52 - 10:36	3	9:52 - 10:36	3	9:52 - 10:36	3
10:40 – 11:10	Viking Time	10:40 – 11:10	Viking Time	10:40 – 11:10	Viking Time
11:14 – 11:58	4	11:14 – 11:58	4	11:14 – 11:44	<b>LUNCH A</b>
12:02 – 12:46	5	12:02 – 12:32	<b>LUNCH B</b>	11:48 – 12:32	4
12:50 – 1:20	<b>LUNCH C</b>	12:36 – 1:20	5	12:36 – 1:20	5
1:24 – 2:08	6	1:24 – 2:08	6	1:24 – 2:08	6
2:12 – 3:00	7	2:12 – 3:00	7	2:12 – 3:00	7

**HALF DAY BELL SCHEDULE**

<b>6<sup>th</sup> GRADE</b>	<b>PERIOD</b>	<b>7<sup>th</sup> GRADE</b>	<b>PERIOD</b>	<b>8<sup>th</sup> GRADE</b>	<b>PERIOD</b>
8:15 – 8:44	1	8:15 – 8:44	1	8:15 – 8:44	1
8:48 – 9:15	2	8:48 – 9:15	2	8:48 – 9:15	2
9:19 – 9:46	3	9:19 – 9:46	3	9:19 – 9:46	3
9:50 – 10:17	6	9:50 – 10:17	6	9:50 – 10:17	6
10:21 – 10:48	7	10:21 – 10:48	7	10:21 – 10:48	7
10:52 – 11:22	4	10:52 – 11:22	4	10:52 – 11:22	<b>LUNCH A</b>
11:26 – 11:56	5	11:26 – 11:56	<b>LUNCH B</b>	11:26 – 11:56	4
12:00 – 12:30	<b>LUNCH C</b>	12:00 – 12:30	5	12:00 – 12:30	5

**TWO HOUR DELAY BELL SCHEDULE**

<b>6<sup>th</sup> GRADE</b>	<b>PERIOD</b>	<b>7<sup>th</sup> GRADE</b>	<b>PERIOD</b>	<b>8<sup>th</sup> GRADE</b>	<b>PERIOD</b>
10:15 – 10:50	1	10:15 – 10:50	1	10:15 – 10:50	1
10:54 – 11:27	2	10:54 – 11:27	2	10:54 – 11:27	2
11:31 – 12:04	3	11:31 – 12:04	3	11:31 – 12:04	3
12:08 – 12:38	4	12:08 – 12:38	4	12:08 – 12:38	<b>LUNCH A</b>
12:42 – 1:12	5	12:42 – 1:12	<b>LUNCH B</b>	12:42 – 1:12	4
1:16 – 1:46	<b>LUNCH C</b>	1:16 – 1:46	5	1:16 – 1:46	5
1:50 – 2:23	6	1:50 – 2:23	6	1:50 – 2:23	6
2:27 – 3:00	7	2:27 – 3:00	7	2:27 – 3:00	7

## SCHOOL-WIDE EXPECTATIONS

At Gaithersburg Middle School, the following expectations exist to provide a positive, healthy and safe learning environment for all students. These standards apply across the school campus.

### **WHILE ON THE SCHOOL CAMPUS STUDENTS SHOULD...**

1. Upon entering the building, remove hats and headgear.
2. At the beginning of the day, report to lockers, get all necessary materials, and report to first period class for breakfast. Students should remain in the classroom for the duration of breakfast unless excused by the teacher.
3. Be seated in first period class and ready to begin instruction before the 8:15 am late bell.
4. Students have a responsibility to be dressed and groomed for school. Clothing should reflect the fact that school is an institution of learning. Students dressed inappropriately may be asked to change or parents may be contacted to bring a change of clothes.
5. Use respectful language with an appropriate indoor volume.
6. Demonstrate appropriate behavior by
  - showing respect
  - taking ownership of conduct and learning
7. Only consume food and drink in the cafeteria unless given permission.
8. Always have a pass when in the halls. Student Agenda will serve as the official pass. Teachers will sign the Agenda and note the time and destination.
9. Obey all school rules and regulations during all school events on and off the school campus. Students must be picked up promptly at the end of each event. Failing to do so will jeopardize a student's attendance at future events.
10. Only bring materials needed and appropriate for school. Materials not allowed/needed for school-related activities can include: hand-held video games, radios, water guns, and other toys. If you ride a skateboard, bike, or scooter to school they must be brought to the main office upon arrival.
11. **No sales of any kind should be conducted on school property (except for school-sponsored fund raisers).**
  - Selling and trading of shoes or other personal items will lead to administrative actions
12. Should keep personal electronic devices turned off and out of sight at all times in the school building, unless permitted by a teacher. Students are permitted to use their cellphone before school begins. Parents, please discuss with your student whether it is appropriate to bring these devices to school, as they are often misplaced, shared, or lost. Parents are strongly encouraged not to attempt to contact students via cell phone during the school day. Any messages for students should be left with the Main Office. Violation of this policy may result in confiscation of the device. If confiscated, all devices will be turned over to the main office where a **parent/guardian must collect. Reports of loss or theft of personal electronic devices will not be investigated.**

### **IN THE CLASSROOM STUDENTS SHOULD...**

1. Be seated and ready to learn before the tardy bell. The first tardy, teacher warning. The second tardy, teacher contacts parent/guardian. Third tardy, teacher determined consequence.
2. Stay seated unless granted permission by your teacher.
3. Contribute to the success of the class as a whole by showing respect.
4. Be respectful and supportive to substitute teachers. Treatment of all visitors is a reflection of the staff and students of the school.

### **IN THE HALLWAYS STUDENTS SHOULD...**

1. Walk through the building. Keep to the right side of halls and stairs.
2. Keep their hands and feet to themselves.
3. Use respectful language with an indoor volume.

### **DURING LUNCH STUDENTS SHOULD...**

1. Remain in the cafeteria until dismissed unless you have a pass (with teacher signature) to leave the cafeteria.
2. Take a place in line (no cutting in line). Security staff will monitor student purchases in line.
3. Talk using an indoor volume.
4. **Clean up after themselves by cleaning up spills, discarding trash and recycling appropriately.**
5. Remain seated and keep hands and feet to themselves—NO HORSEPLAY

6. Be silent during announcements.
7. Be courteous to cafeteria staff and classmates.
8. Follow directions of adults.

**IN AN ASSEMBLY/TOWN HALL STUDENTS SHOULD...**

1. Be seated and stay with your class.
2. Speak only if required; then use an appropriate volume.
3. Show respect for every presenter/performer and program.
4. Show appreciation appropriately.
5. Follow all staff directions.

**ON THE BUS STUDENTS SHOULD...**

1. Remain seated when the bus is moving. Follow the directions and rules of the bus driver/attendant at all times.
2. Keep hands, heads, and all materials inside the bus. Never throw anything out of the bus window.
3. Use appropriate language and voice level.
4. Share bus seats with others.
5. Throw all trash in the trash can.
6. Treat all buses with respect. Do not damage the bus.
7. Never run after a bus after it has left the loading area; this is a serious safety hazard.
8. Respect other classmates on the bus and at the bus stop.
9. Only ride one's assigned bus. Prior permission must be granted by administration to ride a bus to which a student is not assigned.
10. **Inappropriate behavior on the bus may result in the loss of this privilege.**

**DURING DRILLS STUDENTS SHOULD...**

1. Exit the building as soon as possible with teacher.
2. **DO NOT TALK**—listen for instructions.
3. Stand in line for teacher to take attendance.
4. Return to classroom as soon as possible with class when instructed to do so by a staff member.

# Gaithersburg Middle School

## General Information

### Academic Honesty

At Gaithersburg Middle School, academic honesty and personal integrity are fundamental components of a student's education and character development. True integrity also includes a person's daily interactions. Students acting with integrity treat others as they would wish to be treated. These qualities, when applied to learning and student work, will establish skills and behavior which support good practices to be found in the classroom, used for homework and assessments. The well-being of the entire school community depends upon the student accepting responsibility for personal conduct in both social and academic endeavors.

The academically honest student:

- Completes his/her own work.
- Acknowledges help from parents, other students and friends.
- Acknowledges the source of direct quotations and paraphrased ideas.
- Acknowledges information taken from sources, i.e., books, interviews, and multimedia.
- Knows what constitutes cheating and abides by the rules.
- Follows all exam rules.

All members of the community need to be aware that the school treats academic dishonesty as a very serious matter. Our expectation is that students will not misrepresent their own work.

The academically dishonest student's actions include, but is not limited to:

- Cheating
- Plagiarism
- Copying assignments
- Obtaining and utilizing other students' log-in information to access their work
- Allowing others to copy your work
- Dishonesty
- Sharing answers to exams

We believe that promoting academic honesty is the responsibility of the entire school community. Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

### After School Activities and Activity Bus

The After School Activities program is an offering of staff-sponsored clubs, academic sessions, and sports that runs on Tuesday, Wednesday, and Thursday afternoons. Students who participate are expected to be under the supervision of a teacher, and school rules apply. Students are not to leave school grounds before reporting to the after school activity or prior to boarding the activity bus at 4:30 pm. Activity buses are **ONLY** for the students who have participated in after school activities. Bus routes will be published in the beginning of the school year.

### Attendance

School attendance is required by law. If a student is absent, the parent/guardian is expected to call 301-840-4554 after 7:50am. You have multiple ways to report an absence:

- Email the attendance secretary.

#### ***Absence from school is considered excused only in case of:***

Death in the immediate family	Court summons
Lack of authorized transportation	Illness of the student
Suspension from school	Religious holiday
Principal's authorization	

**Assignment Requests:** Students should request from teachers any assignment that has been missed due to excused absence. If the excused absence is three days or more, parents should contact the Counseling Office.

**Unexcused Absences:** Vacations/extended travel during the school year count as unexcused absences. Teachers are not required to provide assignments to students for these or any other unexcused absences.

**Early Departure:** Students are required to bring in a note, dated and signed by a parent/guardian, if they expect to leave school early. The note should be presented to the attendance secretary before 8:15 am. To ensure proper dismissal procedure, the student will receive a pass from the attendance secretary. It is the responsibility of the student to come to the main office for dismissal. Under no circumstance will classroom instruction be interrupted to call a student for dismissal. A photo identification card must be presented in order to pick up a student. **ONLY the person on the Student Emergency Information Card is permitted to pick-up a student.**

**Late Arrival:** Students are required to bring a note, dated and signed by a parent/guardian, when arriving after 8:15 am. The note is to be presented to the attendance secretary when the student signs in. The attendance secretary will give the student a note to be admitted to class. Three unexcused late arrivals will result in disciplinary action.

#### **Breakfast Program**

Breakfast is provided to all students daily at the beginning of the school day. Food must stay and be consumed in the classroom. Students are to clean up per teachers' expectations by the end of morning announcements. If students arrive late to school, breakfast will not be available.

#### **Bus Transportation**

Bus transportation is a **privilege** and students must follow **all** school and bus rules while traveling on the bus, or risk losing this privilege. Students who leave school property after 3:00pm will not be allowed to board a school bus.

#### **Bullying**

Bullying is defined as ongoing threatening, harassing, intimidating, defaming, or spreading information (that is true or untrue) about other students and staff. This includes cyber bullying and the use of social media. This is not acceptable behavior and will result in a consequence. Bullying should be reported to a staff member.

#### **Character Counts!**

Gaithersburg Middle School is a CHARACTER COUNTS! School. We abide by these six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

#### **Communication**

School information and news are posted on <http://www.montgomeryschoolsmd.org/schools/gaithersburgms/>. The school uses periodic automatic phone calls and emails (ConnectEd) to update parents and students on important school events or emergency communications. Please keep your contact information up to date by informing the Main Office of any changes. Follow Ms. Dolan on Twitter by searching **Gaithersburg\_MS** or Facebook by searching **Gaithersburg Vikings**.

#### **Counseling**

The counseling staff supports the academic and social-emotional well-being of students. Counseling is primarily a service for students and each student should feel free to access the counselor by following these procedures:

- Obtain and complete a Counseling Request Form in the Counseling Office.
- Students can see counselors on a drop-in basis before the 8:10 am bell, during lunch, when a situation occurs or after dismissal.

#### **Financial Obligations**

Students who lose or damage books, Chromebooks, or other materials loaned to them by the school will be required to pay a replacement or repair fee. Obligations should be resolved when issued since they may prevent students from attending school functions such as field trips, school dances and end of year activities. All obligations will be forwarded to the student's high school, if not cleared by the end of 8<sup>th</sup> grade. The balance of any returned check must be repaid with cash or money order. The bank charge of \$25 per check is also the responsibility of the parent/guardian.

### **GMStrong!**

GMStrong! Is a comprehensive program designed to help students feel more connected, engaged, and academically successful. It consists of a variety of in school and after school services and supports to promote the well-being of all. Success is the only option!

### **Hall Passes**

Students must have a hall pass to be out of class at any time. The student Agenda, which is initially provided free of charge to every student, will serve as an official hallway pass. Students are not to use other students' Agendas. **All students must carry a hall pass when in the hallways during instructional time.** Dismissal during class will require a hall pass. The pass must be signed by a staff member with the date, time, and destination noted. **Additional Agendas can be purchased for \$3.00 in the Counseling Office.**

### **Health Room**

Students are responsible for immediately notifying the teacher when an injury occurs. If a student who feels ill or needs to discuss a health problem with Health Room personnel, the student must request a pass from the classroom teacher. **Parents are requested to update their work and cell phone numbers as needed to facilitate contact should an emergency occur.** Parents are also requested to notify the Health Room personnel of student health concerns, especially those that may affect school attendance, school performance, or require medication. Health Room personnel store and oversee the administration of all medication. All medications administered in school must be under the direction of a physician. Physician authorization forms for prescription and non-prescription medications are available in the Health Room and the Main Office. Parents are required to notify and collaborate with Health Room staff if their child requires the administration of medication during the school day.

### **Homework**

Homework is a required part of the instructional program and will be assigned regularly. Each teacher will determine the nature, length, value and evaluation of each assignment. Homework assignments should be recorded for each class in the student Agenda.

### **Interscholastic and Intramural Sports**

Gaithersburg Middle school offers a comprehensive program of Intramural Sports. A schedule of the program will be published early in the school year and distributed by the Intramural Coordinator and physical education teachers. All students are eligible to participate in any or all of the intramural sports offered.

Seventh and eighth grade students are eligible to participate in interscholastic sports programs in softball (fall), cross-country (fall), basketball (winter), and soccer (spring). Boys' and girls' teams will be fielded in all four sports. To participate in the program, students are required to submit signed permission and medical forms. In order for students to be academically eligible, each must maintain a minimum of 2.0 GPA with a maximum of one E. Academic and behavioral eligibility rules apply for all participants.

### **Lockers**

Each student will be assigned a locker at the beginning of the school year. **The sharing of lockers and/or locker combinations is prohibited.** Students are responsible for keeping their lockers clean and in good condition. Any posters must be attached with magnets. Lockers are school property and may be opened by an administrator or security staff at any time. Anything found in a student's locker is the responsibility of the student that the locker was assigned to. All problems concerning lockers should be reported to security. Students should not place money or valuables in any locker. Students are to check their lockers after closing to ensure that they are securely locked. The school is not responsible for items or money stolen from lockers.

### **Lost and Found**

Students who find non-clothing items should turn them into the Main Office. Clothing item boxes are kept in the café. Students searching for lost items should notify security staff. Students searching for items lost in PE classes are directed to check in the appropriate locker room or with a PE teacher.



### Media Center

The Media Center is open to students from 7:50-8:00 am, during lunch, and after school until 3:20 pm Tuesday-Thursday. Students are required to obtain lunch passes in order to visit the Media Center during lunch. Appropriate Media Center activities include research, reading, computer research, and word processing. Available Media Center resources include books, magazines, computers and materials needed to prepare school assignments (scissors, glue, staplers, etc.)

#### Online Database and eBook Usernames and Passwords

Service:	<b><u>BrainPOP</u></b> <i>Watch videos in all subject areas</i>	<b><u>Britannica</u></b> 1. Annals of American History 2. Britannica School 3. Escolar Online 4. Enciclopedia Moderna 5. Universalis Junior Online 6. Encyclopaedia Universalis 7. Britannica Academic 8. World Data Analyst 9. Merriam Webster Dictionary	<b><u>Capstone</u></b> <i>Ebooks on all topics</i>	<b><u>Destiny</u></b> <i>GMS Library Online Catalog</i> <i>Search for your topic, title of book or author.</i> <i>Search ebooks to find all the ebooks available to you through Overdrive.</i> <i>Login to check out ebooks.</i>	<b><u>Discovery Education Video</u></b> <i>Provides access to instructional videos.</i>	<b><u>EBSCO</u></b> 1. Auto Repair Ref Ctr 2. Explora 3. History Reference Ctr 4. Hobbies and crafts 5. Home Improvement 6. Kid Search 7. Mater File 8. MAS Ultra 9. Small Engine Repairs 10. Student Research Ctr	<b><u>Gale</u></b> 1. US History in Context
<i>User name</i>	gaithersburgms	mcps	gaithersburg	ID number	Google login	gmsmc	gait78031
<i>Password</i>	brainpop	search	read	school password	Google password	Vikings	gait_rpa
Service:	<b><u>ImageQuest</u></b> <i>Images on all topics</i>	<b><u>Noodletools</u></b>	<b><u>ProQuest</u></b> 1. CultureGrams 2. Proquest Platinum	<b><u>SIRS</u></b> 1. Discoverer 2. Knowledge Source 3. SIRS Decades	<b><u>Teachingbooks</u></b> <i>Resources on authors, books, and more.</i>	<b><u>Tumblebook Library</u></b> <i>Online collection of TumbleBooks – animated, talking picture books which teach kids the joy of reading</i>	<b><u>Tumblebook Cloud</u></b> <i>Online collection of e-books &amp; read-along chapter books, graphic novels &amp; audio books. Middle/teen</i>
<i>User name</i>	mcps	Google login	mcps	mcps	mcps	mcpsmd	gaithersburg
<i>Password</i>	search	Google password	mcps	mcps	mcps	books	login

### **Parent/Student Concerns**

Throughout the year, parent concerns should be addressed with the teacher first.

### **Parent Conferences**

Students at Gaithersburg Middle School are organized into grade level teams. These teams meet frequently to ensure that students are provided the best instructional program. Parents may request a conference with the team by contacting the team leader or the counselor assigned to that grade. Parent conferences are held in the team room and are attended by the counselor, team leaders, team teachers, and an administrator.

### **Pin Number Procedures**

**Pin Numbers:** Students will be assigned a "PIN" number for daily use in purchasing food during lunch in the café. The system may also be used for pre-payment of meals. Parents can write a check addressed to the school cafeteria that will be deposited in the student's account or make pre-payments at <http://www.mylunchmoney.com>. If you have any questions, please contact, cafeteria manager, Ms. Patricia Saki.

### **PTA**

Parents are encouraged to join the Parent/Teacher Association (PTA) to advocate for your child, to support your child's education and to connect with our school. The following information is available through the PTA: a daily email with the school announcements, and the GMS PTA news, which is a weekly e-newsletter focused on PTA news and information. PTA meetings and events will be announced as they are scheduled. To become a PTA member, go to the PTA website: <http://gmspta.wix.com/gms-pta>. The PTA President is Sam Coleman email: [sam1br@yahoo.com](mailto:sam1br@yahoo.com).

### **School Property**

Students should be respectful of all school property. Students are responsible for the proper care of all books, Chromebooks, supplies, and furniture provided by the school. Students who damage or vandalize school property will be required to pay for the replacement and/or repair in addition to administrative consequences.

### **Student Agenda**

Each student is required to have an official student agenda. It is an excellent tool for writing daily assignments and long range planning for students and their families. The agenda is used as the official hall pass for students throughout the year. If lost, students must pay to replace an agenda. **Additional agendas can be purchased for \$3.00 in the Counseling Office.**

### **Student Information**

Parents and students will be able to access grades and information via myMCPS.

### **Student Service Learning (SSL) Hours**

Students are eligible to earn SSL hours in the middle school and are required to earn a total of 75 hours prior to high school graduation. Questions should be directed to the Student Service Learning Coordinator. SSL hour opportunities can be found here: <http://www.montgomeryschoolsmd.org/departments/gaithersburgms/>

### **Substitute Teachers**

A substitute teacher is an important instructor whose impressions of our school will be carried into the community. Students should be certain that these are good impressions by being as respectful, responsible, and considerate as you would be to our regular staff.

### **Video Surveillance**

Security cameras are installed in all corridors and stairwells of the building and outside the building. Please note that monitoring of all students, staff, and visitors takes place on the cameras and is being recorded. Recordings will be used for investigative purposes.

### **Viking Time**

This is a 30-minute period during the school day where students will have the opportunity to participate in: re-teaching, and reassessing, GMStrong! lessons and other activities.

## Emergency/Crisis Plan Procedures

### **Lockdown**

This is a term used in an emergency/crisis at an MCPS facility when an immediate **lockdown** of classroom, interior, and exterior doors is warranted.

### **Shelter in Place**

This is a term used in an emergency/crisis at an MCPS facility that requires all students to be under supervision and accounted for.

### **Evacuation**

The evacuation route will be scanned or checked prior to the actual evacuation. The administration will announce the need to evacuate the facility. Staff members will instruct students to move to the evacuation staging area, the soccer field near Gaithersburg Elementary School, to wait for further instructions from the appropriate administrator or public safety personnel. In the event of an evacuation during transition such as between classes or during lunch all grades will report to the soccer field near Gaithersburg Elementary School.

### **Persons authorized to call for a Lockdown, Shelter in Place, and Evacuation:**

School administrators or their designee will notify students, staff, and visitors via the PA system when a **lockdown, shelter in place, or evacuation** is in effect. An announcement will include a brief description of the nature and location of the incident. Directions will follow as appropriate.

### **Fire Alarm/Exit Procedure**

Students follow the steps listed below:

1. Exit the building as soon as possible with teacher.
2. **DO NOT TALK**—listen for instructions.
3. Stand in line for teacher to take attendance.
4. Return to classroom as soon as possible with your class when instructed to do so by a staff member.

## **MCPS DISCIPLINE POLICY**

### **MCPS Philosophy of Discipline**

MCPS believes that discipline is a developmental process, and effective discipline strategies should meet students' varied behavioral and developmental needs with tiered responses and interventions. A continuum of instructional strategies and disciplinary responses supports teaching and learning, fosters positive behaviors, and reflects a restorative discipline philosophy. Restorative practices afford students opportunities to learn from their mistakes, correct any harm that results from their behavior, and restore relationships that are disrupted by their conduct. Our school discipline practices are designed to engage students in the classroom so that students may become college and career ready. Fair, firm, and consistent application of disciplinary action is expected, and students should be made aware of the consequences of misbehavior. School discipline is administered in a way to keep students within their regular school program to the greatest extent practicable. Suspensions and expulsions are to be used only as a last resort.

### **Factors Impacting Discipline Decisions**

MCPS staff shall make discipline decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent. In evaluating the totality of the circumstances, school staff consider the following criteria relating to the discipline of students:

1. The student's age
2. Previous serious disciplinary infractions (including the nature of any prior misconduct, the number of prior instances of misconduct, and the progressive disciplinary measures implemented for such misconduct)
3. Cultural or linguistic factors that may provide context to understand student behavior
4. The circumstances surrounding the incident
5. Other mitigating or aggravating circumstances

MCPS Code of Conduct, can be found online. The disciplinary response matrix is followed for behavior and consequences.

<http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/CodeofConduct.pdf>.

## APPROPRIATE USE OF THE COMPUTERS AND NETWORK

Upon entering Gaithersburg Middle School, every student is given a computer account that allows the student to log onto and use our computers. Montgomery County and Gaithersburg Middle School policies determine acceptable computer usage.

Students Should ...

- Use computers for educational purposes only
- Sign in only with their own account/login
- Keep ID and password confidential
- Visit only appropriate/approved websites

Computer use in MCPS is a privilege, not a right. Students are responsible for knowing and following all of the county's computer use policies. Among the items prohibited in the county policy are: using non-MCPS provided email, instant messaging and chat rooms, non-educational games, bringing software from home, installing software, copying software, knowingly accessing or attempting to access inappropriate material, tampering with computer hardware, changing operating system or software settings, use of or attempting to use another person's account, attempting unauthorized access to remote systems, or using computers including the internet for other than educational purposes. *Educational purposes* are defined as those actions directly promoting the educational, instructional, administrative and business mission of MCPS.

Gaithersburg Middle School is excited to expand its use of Google Chromebooks this year! Each student will be able to check out a Chromebook each morning and carry it with them throughout the day for use in classes.

### Chromebook Expectations

- I agree to use my assigned Chromebook in accordance with MCPS' IGT-RA acceptable use policies.
- I agree to tell a staff member if my Chromebook is lost, stolen, or damaged immediately.
- I agree to return the device each school day in good working order.
- I agree that misuse/abuse of the Chromebook may result in my inability to use it during my classes.
- I agree to cover repair or replacement charges if the damage or loss is due to misuse.
- I agree to keep my Chromebook safe and secure at all times.
  - I will store my Chromebook under my desk while eating breakfast during 1<sup>st</sup> period.
  - I will use two hands to carry my Chromebook between classes.
  - I will store my Chromebook in my locker during lunch and PE class.
  - I will return my Chromebook to the correct numbered spot in its cart in 1<sup>st</sup> period each day, making sure that it is plugged in so that it will be charged for use the next day.
  - I will not attempt to remove or damage the serial number and identifying sticker on the Chromebook.
  - I will not attempt to remove the keys, screen cover, or plastic casing on the Chromebook.
  - I will not use someone else's Chromebook.
  - Chromebooks must be kept in the school building.
- I agree to use my Chromebook only for educational purposes and only to access approved websites and applications.

### Replacement & Repair

- If the Chromebook is damaged, the student/family is responsible for the costs associated with repair or replacement (**a financial obligation**).
- I can be held accountable for damage or loss of another student's Chromebook if I was the last known person to use it.

All costs are estimated and subject to change		
Chromebook replacement	Screen	Keyboard/touchpad
\$265.00	52.00	60.00

*Thank you and have a great year!*

**NOTES**