

EASTERN MIDDLE SCHOOL POLICIES AND PROCEDURES

ACADEMIC HONESTY

All work turned in by a student should be his or her own work, reflecting what the student has learned. Using someone else's work, words, or ideas and passing it off as one's own (plagiarism); allowing personal work, words or ideas to be copied by another; copying another student's work; computer piracy; copyright abuse; and/or unauthorized communication during an assessment will result in disciplinary action including the forfeiture of the grade.

HOMEWORK POLICY

Students will receive homework in each class at least two times per week. Students will record all assignments in the agenda book, and if no homework is assigned, the student should write "NO HOMEWORK" in the appropriate space. It is the student's responsibility to find out and to make up work missed during an absence. Teachers will request students to get at least two homework buddies in each class whom they should contact to obtain missed assignments.

COMPUTER/INTERNET USAGE

Students may use the Internet for **educational purposes only**. Computer /Internet privileges will be revoked upon the discovery of any violation of MCPS/Eastern policy and regulations. Reinstatement of privileges is at the discretion of the administration.

ATTENDANCE POLICY

All students must attend class daily unless legally absent. Excused absences include death in the family, illness of the student, court summons, violent storms, religious holidays, state emergencies, suspensions, lack of MCPS authorized transportation, and school approved activities.

After each absence, students must present a note to the attendance secretary. The note should contain all of the following information: name of student, grade, date of absence, specific reason for absence, signature of parent/guardian, and a home and/or business phone number of parent/guardian. Parents/Guardians should contact the guidance office to request assignments for students who are absent for three or more days.

SCHOOL HOURS

School hours are from 7:55 a.m. to 2:40 p.m. Students will be admitted into the building at 7:30 a.m. and must leave by 2:50 p.m. unless they are participating in supervised school activities.

TARDY POLICY

When a student arrives at school, he/she must report directly to the first class of the day, arriving no later than 7:55. Before going to class students arriving after 7:55 must report to the attendance secretary in the main office. Any student arriving late to school must have a note signed by the parent/guardian explaining his/her tardiness. The student may receive consequences for being late.

DELAYED OPENINGS/CANCELLATIONS

When school is canceled for bad weather, the even/odd day schedule does not change. A calendar of even and odd days is included in this agenda book. The day you come back to school will be even or odd as shown on that calendar.

Delayed openings do not change the even/odd calendar, either. When there is a delayed opening, the doors open at 9:30 a.m. and the first class starts at 9:55. Breakfast is served starting at 9:30. A schedule of class times for delayed openings is included in this agenda book.

The following television channels broadcast information regarding school closings and delayed openings beginning at 6:00 a.m.: NBC, FOX, ABC, and CBS. Students should not call the school office. The Board of Education has taped announcements at 301-279-3673 and information is frequently posted on the MCPS website- www.montgomeryschoolsmd.org Students who do not report to school when it is in session because they think it might be a snow day will receive consequences for cutting school. Be sure to verify when it is a snow day.

EARLY DISMISSAL

If a student has to leave school early, he/she must present a note signed by the parent/guardian to the attendance secretary at the beginning of the day, before reporting to class at 7:55AM. The student will be given a pass so he/she may report to the office at the pickup time and the class will not be disrupted by an intercom call. The student must sign out in the Main Office before leaving school.

CELL PHONES

The MCPS cell phone policy permits to possess cell phones on school property, but they are required to ensure the cell phone is *turned off and out of sight* during the instructional day, which includes after school activities. At Eastern, we define the instructional day as from 7:30 a.m. until 3:00 p.m. unless a student is staying after school for extended day activities. Then, the instructional day ends at 4:00 p.m.

Use of cell phones by middle school students riding to and from school on MCPS buses is now permitted as long as it does not impact the safe operation of the school bus. If the bus driver feels a cell phone is causing problems on the bus, he or she will direct the student to turn off the phone and put it away. We expect students to comply with the bus driver's directions or face disciplinary consequences. Students may not use cell phones on MCPS or commercially chartered buses used for school-sponsored activities, such as field trips, during the instructional day.

No student may use a cell phone or other portable communication device on any MCPS property in a manner that is illegal, profane, indecent, or obscene; that constitutes an invasion of privacy; or that violates MCPS regulations regarding academic integrity. Examples of this include, but are not limited to, inappropriate photographs or text messages.

The complete policy (Regulation COG-RA: Portable Communication Devices) is available on line at <http://www.montgomeryschoolsmd.org/departments/policy/pdf/cogra.pdf>.

TELEPHONE CALLS

Students should not receive any incoming telephone messages. The office will only deliver messages that are considered an absolute emergency whose nature is known to the Main Office staff. Messages will only be delivered during the grade level lunch. Students may not use cell phones during the school day.

FALSE FIRE ALARMS

Any individual intentionally pulling the fire alarm at any time other than an emergency will be prosecuted to the fullest extent of the law and will pay the cost of any damages done as well as the cost for any fire equipment called to the scene. Students will be suspended and recommended for expulsion.

BUS REGULATIONS

Students who live outside a 1.5 mile radius from Eastern are eligible to ride the bus. Notification from the Department of Transportation will be sent informing the student of his/her bus number and pick-up times. Improper conduct may result in loss of riding privileges. Additional administrative actions may be taken depending on the seriousness of the offense.

AFTER SCHOOL TRANSPORTATION

Students remaining after school for school-sponsored activities may take an activity bus that leaves at 4:15 on Tuesdays, Wednesdays and Thursdays. Students may also use the Ride-On or Metro bus free of charge from 2:00-7:00PM by showing their school ID.

COUNSELING OFFICE

Counselors are assigned to students according to grade level and are available to help students with personal, social, and/or educational problems. They are also responsible for advising students regarding course selection and scheduling. Students desiring an appointment with their counselor should complete an appointment request form and leave it with the Counseling Office secretary. The counselor will respond to the request as soon as possible. If the student has an emergency, he/she should inform a staff member and request a pass to see the counselor.

MEDIA CENTER

The Media Specialist strongly encourages students to check out books from our Media Center. Each student is allowed to check out two books for up to three weeks. You may renew the checkout at any time during those three weeks. If the books are returned early, the student may check out additional books. The Media Center is open daily from 7:30AM. until 4:00PM. Students may come individually to the Media Center before and after school without a pass. During the school day a pass is required. The media specialist sponsors the Eastern Book Club throughout the school year. She also sponsors The Black Eyed Susan Book Awards Program, which culminates with a celebration at the end of the school year! See the media specialist for details.

CAFETERIA

The cafeteria provides daily meals for a minimal cost to students. Breakfast is available each day from 7:35 -7:50AM. Each student will receive a PIN number to use with a computerized cafeteria account. Each household must return the proper form to activate the PIN account for their child. Parents may deposit money in these accounts for their children to purchase meals. Students approved for free and/or reduced meals (FARMs) will have this noted in their PIN accounts. FARMs applications must be resubmitted at the beginning of every year.

HEALTH ROOM

Students who are ill or injured will get a pass from the classroom teacher and report to the Health Room. The nurse will call a parent/guardian and may ask him/her to take the student home. In serious cases, the nurse will call 911 and the student will be taken to the nearest hospital.

Students needing to take prescribed, over the counter, herbal or homeopathic medications during the school day must adhere to the following steps:

- An MCPS form must be completed by an authorized prescriber.
- This form must be kept on file in the Health Room.
- The medication must be in the original container.
- Please remember that school staff may not dispense over-the-counter medication.

LOCKERS

Homeroom teachers will issue each student an individual locker with a built-in lock. The student is responsible for keeping his/her locker neat and locked. The student is not to give his/her combination to anyone. Students are responsible for the contents of their lockers. Eastern Middle School is not responsible for loss of property. Lockers are the property of the school and may be opened any time by a school official.

BACKPACKS

Students may bring books and supplies to school in a backpack, but the backpack must be kept in the locker during the instructional day. Parents are encouraged to check their child's backpack for unauthorized items.

TEXTBOOKS

Students are expected to cover all textbooks and to replace all covers when they become worn. Students will be assessed a fine for books that have been damaged, lost or have undergone excessive wear and tear.

TRESPASSING

Any person not having official school related business during school hours will be subject to trespassing laws. The individual will be asked to leave the premises immediately and may be arrested by the police. Students who are on suspension are not permitted on school property and will be considered to be trespassing.

UNAUTHORIZED ITEMS

Items which may become disruptive to the school environment, such as toys, portable communication devices and other electronic games, should be left at home. Depending on the item, it may be confiscated and the student may receive consequences from a staff member.

SCHOOL ATTIRE

Student dress and grooming are the responsibility of the students and the parents, except in situations where the standard of dress and grooming is a requirement of their religious affiliation, a course or activity; is necessary for reasons of health and safety; or is likely to disrupt school proceedings. The school has the obligation to counsel the students. Standards of dress and grooming are expected to reflect the business like atmosphere of Eastern Middle School. Thus, the following guidelines have been established.

1. Shoes must be worn at all times.
2. Emblems or items of clothing which are, or could be, construed to be offensive to segments of the population may not be worn.
3. Clothing that depicts or advocates the use of drugs, tobacco, alcohol, sexual innuendo, or weapons may not be worn.
4. Tank tops, crop tops, exposed midriffs, visible undergarments and pajamas are not permitted.
5. Field trips and other school-related trips are occasions in which students are expected and required to dress in a manner prescribed and that will be a credit to Eastern Middle School.
6. Other standards of dress may be imposed for teams, clubs, and other extracurricular activities.
7. Head gear (hats, bandana, hoods, sunglasses, etc.) may not be worn once a student has entered the building

VISITORS

Eastern Middle School has an open door policy. Parents/guardians are encouraged to visit at any time. All visitors are required to register and receive a visitor's pass in the main office. Parents who wish to speak to a particular staff member should make an appointment. Parents who wish to observe a class must make contact with the grade level IRT at least 24 hours in advance.

WITHDRAWALS

The parent /guardian must come to the Counseling Office and request a formal withdrawal from school. As governed by the state of Maryland, a parent/guardian must provide information regarding the new school that the student will be attending. The Counseling Office will issue a withdrawal form to be signed by all teachers, the media specialist, and the school nurse. The financial assistant must clear students of all monetary obligations before withdrawing from school. After completion of these steps, Eastern will forward all records to the new school.