

# Student/Parent Handbook

2020-21

Auburn Middle School

4163 Riner Road

Riner, VA 24149

Main Office (540) 382-5165 • Fax (540) 381-6562

Counseling Office (540) 381-6560



***AMS Eagles are  
Successful, Respectful, Responsible!***

Meggan C. Marshall, Principal

Timothy Baynum, EdD, Assistant Principal

Deputy Whittany Pyles, School Resource Officer

Donna Hendricks, Main Office, Administrative Assistant

Debbie Miles, Bookkeeper

Miranda Keith, School Counselor

Cindy Janney, Counseling Office, Administrative Assistant

## IMPORTANT INFORMATION

### COVID Insert Auburn Middle School Fall 20-21

Due to COVID restrictions some traditional school policies have been altered, this insert provides the current COVID related changes and additions that have been included in our 20-21 Student Handbook. As we return back to regular scheduling the COVID policies will no longer apply.

<b>COVID Middle School Schedule</b>			
Both groups attend 2 classes in-person daily for half of the day and participate in remote learning the other half of the day			
<b>Morning: 8:00-10:05 AM</b> <b>Afternoon: 12:30-2:35 PM</b>		<b>In-Person Instruction</b>	<b>Synchronous Remote Learning</b>
<b>Monday</b>	<b>Morning</b>	<b>Periods 1 &amp; 2 - GROUP 1</b>	<b>Periods 1 &amp; 2 - GROUP 2</b>
	<b>Afternoon</b>	<b>Periods 3 &amp; 4 - GROUP 2</b>	<b>Periods 3 &amp; 4 - GROUP 1</b>
<b>Tuesday</b>	<b>Morning</b>	<b>Periods 5 &amp; 6 - GROUP 2</b>	<b>Periods 5 &amp; 6 - GROUP 1</b>
	<b>Afternoon</b>	<b>Periods 7 &amp; 8 - GROUP 1</b>	<b>Periods 7 &amp; 8 - GROUP 2</b>
<b>Wednesday</b>	<ul style="list-style-type: none"> <li>● Students check in and work on assignments (individual or group)</li> <li>● Teachers check in with students</li> <li>● Individual or small group meetings with teachers for conferences, additional assistance, remediation, and intervention</li> <li>● Connect with families through virtual and remote engagement activities and supports for students such as:               <ul style="list-style-type: none"> <li>○ Meetings with school counselors (counseling, social-emotional learning)</li> <li>○ Study skills seminars</li> <li>○ Technology assistance</li> <li>○ Interest groups/clubs</li> <li>○ Cross district and school-based discussion forums</li> <li>○ Student leadership training</li> </ul> </li> </ul>		
<b>Thursday</b>	<b>Morning</b>	<b>Periods 1 &amp; 2 - GROUP 2</b>	<b>Periods 1 &amp; 2 - GROUP 1</b>
	<b>Afternoon</b>	<b>Periods 3 &amp; 4 - GROUP 1</b>	<b>Periods 3 &amp; 4 - GROUP 2</b>
<b>Friday</b>	<b>Morning</b>	<b>Periods 5 &amp; 6 - GROUP 1</b>	<b>Periods 5 &amp; 6 - GROUP 2</b>
	<b>Afternoon</b>	<b>Periods 7 &amp; 8 - GROUP 2</b>	<b>Periods 7 &amp; 8 - GROUP 1</b>

Families should contact the principal to request assistance with:

- A need for sibling's schedules to be aligned
- Internet access issues at home
- Any misunderstandings of the schedule



# MCPS/AMS REMOTE LEARNING EXPECTATIONS



Remote Learning Platform - Secondary Level in MCPS- Using Google Meet

Distance Learning Behavior Matrix	<b>Preparation</b> <i>How ready are you?</i>	<b>Respect</b> <i>How do you treat others?</i>	<b>Integrity</b> <i>Who are you when no one is looking?</i>	<b>Discipline</b> <i>Are you following the rules?</i>	<b>Effort</b> <i>Are you being your best you?</i>
<b>Distance Learning</b>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>Have all the <b>materials</b> I need</li> <li><b>Attend</b> Google Classroom</li> <li>Attend online meetings <b>on-time</b></li> <li><b>Complete and turn in</b> assignments on time</li> <li>Have <b>video off</b> unless instructed</li> <li>Have <b>audio muted</b> unless instructed</li> <li><b>Check my calendar</b> daily</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li><b>Take turns</b> to comment during on-line lessons</li> <li>Honor <b>one voice</b></li> <li><b>Respect</b> others' cultures, opinions, &amp; viewpoints</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>Turn in my <b>own work</b></li> <li><b>Help</b> younger siblings if needed</li> <li>Use Google Meet for <b>school use only</b></li> <li>Always <b>THINK</b> before posting - Is it...True, Helpful, Inspiring, Necessary, Kind?</li> <li>Follow the <b>honor code</b> for all test and exams</li> <li>Follow <b>copyright</b></li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li><b>Attend</b> all my classes, every day</li> <li><b>Follow</b> class procedures</li> <li><b>Complete</b> my homework each day</li> <li>Spend time <b>helping</b> my siblings</li> <li>Have <b>video off</b> unless instructed</li> <li>Have <b>audio muted</b> unless instructed</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>Always persevere and <b>try my best</b></li> <li><b>Ask for help</b> when I need it</li> <li>Actively <b>participate</b></li> <li>Create <b>thoughtful and neat</b> work</li> <li><b>Check over</b> my work</li> <li><b>Help others</b> who might need assistance</li> <li><b>Complete the Wednesday Check-In</b> each week through Google Classroom</li> </ul>
<b>Technology</b>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>Come to class with my <b>Chromebook charged</b> or plugged in</li> <li>Use technology <b>appropriately</b></li> <li><b>Take good care</b> of my Chromebook</li> <li><b>Report</b> any Chromebook issues</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>Show <b>respect</b> to myself &amp; others online</li> <li>Keep login <b>passwords private</b></li> <li><b>Avoid eating or drinking</b> while using my Chromebook</li> <li><b>Value</b> school property</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>Always <b>cite sources</b> of pictures &amp; information used</li> <li>Always <b>THINK</b> before posting - Is it ... True Helpful Inspiring Necessary Kind</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li><b>Stay on-task</b> when using technology</li> <li><b>Avoid and report</b> inappropriate sites and unsafe use</li> </ul>	<p><b>I will:</b></p> <ul style="list-style-type: none"> <li>Use my Chromebook for <b>school use only</b></li> <li>Take <b>PRIDE</b> in completing my <b>best work</b></li> </ul>

# PRIDE

Report students and staff who are showing **PRIDE** during our Distance Learning!

## AMS Bell Schedule 2020-21

Update 8/20/20

COVID Bell Schedule	Monday		Tuesday		Wednesday Students check-in with teachers by 10:00 Teachers check-in with students Individual & Small Group Instruction/Meetings	Thursday		Friday	
	7:30-7:45	Arrival / Breakfast	Arrival / Breakfast	Arrival / Breakfast		Arrival / Breakfast	Arrival / Breakfast		
	8:00 - 9:00	1pd Group 1	5pd Group 2	1pd Group 2		5pd Group 1			
	9:05 - 10:05	2pd In-Person	6pd In-Person	2pd In-Person		6pd In-Person			
	10:05-10:10	Lunch / Dismissal	Lunch / Dismissal	Lunch / Dismissal		Lunch / Dismissal			
	12:00-12:15	Arrival / Lunch	Arrival / Lunch	Arrival / Lunch		Arrival / Lunch			
	12:30-1:30	3pd Group 2	7pd Group 1	3pd Group 1		7pd Group 2			
	1:35 - 2:35	4pd In-Person	8pd In-Person	4pd In-Person		8pd In-Person			
	2:35 - 2:50	Snack / Dismissal	Snack / Dismissal	Snack / Dismissal		Snack / Dismissal			

Regular Bell	Grade 8		Grade 7		Grade 6	
	Period	Time	Period	Time	Period	Time
	1	8:05 - 8:51	1	8:05 - 8:51	1	8:05 - 8:51
	2	8:55 - 9:40	2	8:55 - 9:40	2	8:55 - 9:40
	3	9:44 - 10:29	3	9:44 - 10:29	3	9:44 - 10:29
	Lunch	10:30 - 10:50	4	10:33 - 11:18	4	10:33 - 11:18
	4	10:54 - 11:39	Lunch	11:19 - 11:39	5	11:22 - 12:07
	5	11:43 - 12:28	5	11:43 - 12:28	Lunch	12:08 - 12:28
	6	12:32 - 1:17	6	12:32 - 1:17	6	12:32 - 1:17
7	1:21 - 2:01	7	1:21 - 2:01	7	1:21 - 2:01	
8	2:05 - 2:50	8	2:05 - 2:50	8	2:05 - 2:50	

## **Attendance**

- Student absences due to COVID-19 are excused and will be handled as other excused absences. Parents/staff must notify the school when testing positive.
- Students are expected to be on time and present for in class and remote learning instruction.
- Students who are isolating under a physician or health department's direction and those who are well enough to work will notify the school of the situation and complete their assignments in the remote model. These students will not be counted absent.
- Students will be expected to attend school each day and participate in at home synchronous learning.
- Teachers will take attendance online during synchronous learning.
- Students who cannot attend school due to quarantine but are well will participate in the remote learning platform and will not be marked absent.
- Students will have an independent work day on Wednesdays.
- They will have the opportunity to participate in a variety of online activities. These will include, but are not limited to, enrichment, tutorials, counseling, clubs, and classroom assignments.

## **Arrival and Dismissal**

- School is dismissed at 10:5 and 2:35p.m. Students riding buses will go immediately to the bus loading area to board their buses.
- Students who are picked up by their parents will report to the front of the school.
- All students walking will leave the campus and walk directly home.
- Students who remain after school must be involved in an approved, staff-supervised school activity such as, clubs or student organizations, program practice or tutorial assistance. Students must provide a parent signed note to the office.
- All other students must leave the building and school grounds by 2:40 p.m.
- Any change in the way a student normally leaves school requires written permission from a parent /guardian.

## **Bus Riders:**

- Students will not be allowed to ride any school bus other than their regularly assigned bus or change bus stops without written permission from a parent/guardian and the authorization of the administrator or administrative assistant.
- Written requests to ride a different bus and notes describing any changes in departure plans must be submitted to the office the morning of the day of the intended change in plans. If a phone call is necessary to change a child's transportation plans, please call before 9 am for morning session and 1:30 for afternoon sessions.

## Cell Phones

- Student cell phone use is prohibited during school hours.  
Students are not permitted to take pictures or videos of anyone and may not post any pictures or videos during school hours, which includes school bus transportation to and from school.
  - Students must keep **cell phones off and in book bags**
  - Students are **not** allowed to carry phones on their person, even if on/off or in **silent mode**.

If a student should violate these expectations the following consequences will be enforced:

1st Offense	Teacher holds phone for remainder of period
2nd Offense	Phone is taken from the student and sent to the office for <b>student</b> pick up at the end of day.

## Dress / Grooming Code:

- Hats, hoodies, and bandanas may not be worn at any time during the school day. In this new normalcy of education, it will be difficult for administrators to know who students are in our buildings if they are wearing a hat or hoodie, and a mask.

## Face coverings

- Must be worn at all times. Students cannot attend in-person instruction without a face covering.
- Students will be given a mask and asked to wear it. If they refuse the parent/guardian will be contacted to encourage the child to wear the mask. If the student will not wear the mask the parent will be required to pick the child up from school. Students who refuse to follow guidelines on a regular basis will be required to participate in remote learning.
- Staff will wear a mask when students are required to wear masks.
- All students are required to wear a face mask while riding the bus, what does a bus driver do if the student refuses to put on a mask prior to boarding the bus. Bring the student to school and notify the administration of the student's action.

## Lockers:

- Students will not be using lockers. Students are asked to bring all materials with them each day in book bags or backpacks.

## **Physical Distancing**

- Each school space has been measured and a maximum COVID-19 occupancy is being posted.
- Students will be eating meals in the classroom. Grab and go meals will be provided when arriving at school and/or leaving for the afternoon.
- Parents and staff will complete a safety commitment form at the beginning of the year indicating that they will conduct a health screening prior to going to work or sending children to school.

## **Sickness & Cleaning**

- AMS will provide mobile hand sanitizers at each primary ingress and egress points.
- AMS has a school nurse assigned to each school. COVID-19 mitigation and response strategies. The clinics will be equipped with a “sick area” and supplies to isolate an ill person while they await pick-up.
- School nurses are responsible to follow-up with parents on students who have been sent home, prior to the next school day.
- An ill student will be picked-up by a parent/guardian or emergency contact.
- The AMS custodians will designate the proper procedures for disinfecting areas used by potentially ill students and employees.
- When a student has been sent home with a possible COVID-19 illness, all the associated areas will be cleaned and disinfected. These areas will be cleaned and not used again until cleaning and disinfection has been completed.
- Throughout the school day, with a minimum of at least once per hour, the school custodial staff will inspect restrooms to ensure that they are clean and sanitized. The sanitization process is a wipe and spray process.
- During the period between the morning and afternoon in-school session all frequently touched point surfaces will be sprayed.
- Custodians will sanitize desks between the morning and afternoon sessions. Teachers will alternate use of desks between class periods.
- Desks are sanitized during class changes.
- Each night the custodial team will perform the routine cleaning of the school in accordance with our standard cleaning program.
- On Wednesdays the cleaning emphasis will be on deep cleaning and disinfecting all surfaces throughout the school building. The buses will be sprayed with an approved disinfectant after each run.

## **Water fountains**

- May be used by students only when filling a drinking cup or water bottle.
- Students may bring a water bottle from home. Disposable drinking cups will be provided at each water fountain in the school buildings.

## **Athletics**

- Due to COVID restrictions the VHSL has postponed all sports seasons.
  - Season 1 (Winter) December 14 – February 20 (First Contest Date – December 28)
  - Season 2 (Fall) February 15 – May 1 (First Contest Date – March 1)
  - Season 3 (Spring) April 12 – June 26 (First Contest Date – April 26)

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## Welcome to Auburn Middle School

The faculty and staff would like to welcome you to AMS. We are pleased to have the opportunity to spend the next academic year working with your family. We are committed to providing our students with opportunities to be successful in all areas of school life.

Students at Auburn Middle are assigned to a grade-level academic team. On their teams, students will share the same four or five teachers for instruction in Language Arts, Math, Science, and Social Studies. Each team is located in its own section of the building so moving from class to class is easy. Teaming allows teachers to better plan, utilize materials, and meet the needs of their students.

This Student/Parent Handbook is provided as a reference manual during the school year. You will be able to access the handbook on the Auburn Middle School webpage [ams.mcps.org](http://ams.mcps.org). Students and their parents/guardians should read this handbook together. While the handbook cannot cover every question that arises, we hope that it will be a helpful resource.

The AMS Staff will work with you to nurture, challenge, and support your child through the confusing, exciting, and rewarding middle school years. Academic success is an expectation for all students. Your involvement in the school and your child's education are critical during the "tween" years.

Please know our doors are always open if you ever need our support. Thank you for allowing us the opportunity to help prepare the students of Auburn for their future as lifelong learners!

## AMS Core Beliefs

### AMS EAGLES are

**SUCCESSFUL:** Students/Staff demonstrate that they are successful by attending school/work regularly and on time, and actively participating in educational and extracurricular activities at AMS.

**RESPECTFUL:** Students/Staff demonstrate a respectful attitude by being kind to each other, actively listening to others, considering how their words and actions impact those around them, and engaging in behavior that doesn't negatively impact the learning of themselves or others.

**RESPONSIBLE:** Students/Staff demonstrate a responsible attitude by making choices and taking actions that allow them to achieve their goals, taking ownership for their actions, and planning their time to meet deadlines/due dates.

# MONTGOMERY COUNTY PUBLIC SCHOOLS

**MOTTO:** Engage, Encourage, Empower

**MISSION:** Every student will graduate career and college ready and become a productive, responsible citizen.

**VISION:** We inspire learning by providing a nurturing environment, positive relationships, high expectations, and continuous growth.

## **CORE VALUES:**

- Physical safety & emotional well being
- Mutual trust & respect
- Open communication
- Accountability
- Engagement & lifelong learning
- Cultural diversity

Montgomery County Public Schools accomplishes our mission and vision through the implementation of the Model for Effective Instruction.

# AMS SCHOOL PHILOSOPHY

**MOTTO:** Successful, Respectful, Responsible

**MISSION:** Auburn Middle School is dedicated to empower students with strategies to become productive, life-long learners.

## **CORE VALUES:**

- All students can learn.
- Student learning, in a safe and comfortable environment, is the chief priority of the school.
- Students learn in different ways and will be provided with opportunities to apply their knowledge in a meaningful context.
- Parents, community, and school will work together to create a life-long learning environment.

## **PROMOTING EQUITY:**

AMS is dedicated to advancing educational equity by consistently striving for a welcoming, student centered, inclusive school environment, AMS actively reflects on our curriculum content and our instructional practices. AMS strives to include family and student voice in decision making. We are also committed to maintaining a highly trained team of professional teachers.

# QUICK GUIDE

**SCHOOL CAMPUS HOURS for students 7:35 am - 3:05 pm** (Students may not be on school grounds beyond these hours without a responsible staff member.)

Grade 8		Grade 7		Grade 6	
Period	Time	Period	Time	Period	Time
1	8:05 - 8:51	1	8:05 - 8:51	1	8:05 - 8:51
2	8:55 - 9:40	2	8:55 - 9:40	2	8:55 - 9:40
3	9:44 - 10:29	3	9:44 - 10:29	3	9:44 - 10:29
Lunch	10:30 - 10:50	4	10:33 - 11:18	4	10:33 - 11:18
4	10:54 - 11:39	Lunch	11:19 - 11:39	5	11:22 - 12:07
5	11:43 - 12:28	5	11:43 - 12:28	Lunch	12:08 - 12:28
6	12:32 - 1:17	6	12:32 - 1:17	6	12:32 - 1:17
7	1:21 - 2:01	7	1:21 - 2:01	7	1:21 - 2:01
8	2:05 - 2:50	8	2:05 - 2:50	8	2:05 - 2:50

## ATTENDANCE EXPECTATIONS

“Regular class attendance is considered by the Montgomery County School Board to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education. A ninety-five percent (95%) or better attendance rate is the goal.” (MCPS Policy 7-2.3)

Excessive absences, tardies (check-ins) and early dismissals (checkouts) are disruptive to the instructional time of the entire class. Each parent or guardian is responsible for the student’s regular and punctual attendance. Students have a responsibility to attend all scheduled classes and other assigned activities unless excused by the principal. They should never leave the school building or grounds prior to the dismissal bell without official written permission. Students who violate these rules are subject to disciplinary actions.

## STAFF EMAILS

STAFF	Subject	EMAIL	STAFF	Subject	EMAIL
Akers, B.	Custodian	<a href="mailto:sethakers@mcps.org">sethakers@mcps.org</a>	Hurd, W.	Spec Ed	<a href="mailto:whurd@mcps.org">whurd@mcps.org</a>
Alderman, Anita	Inst. Coach	<a href="mailto:aalderman@mcps.org">aalderman@mcps.org</a>	Janney, C.	Couns AA	<a href="mailto:cindyjanney@mcps.org">cindyjanney@mcps.org</a>
Altizer, E.	MA7/AM6	<a href="mailto:ealtizer@mcps.org">ealtizer@mcps.org</a>	Keith, M.	Counselor	<a href="mailto:mkeith@mcps.org">mkeith@mcps.org</a>
Anderson, H.	Eng 8	<a href="mailto:hannahanderson@mcps.org">hannahanderson@mcps.org</a>	Knowles, K.	MA 6	<a href="mailto:kennaknowles@mcps.org">kennaknowles@mcps.org</a>
Ashby, P.	Tech Ed/STEM	<a href="mailto:phillipashby@mcps.org">phillipashby@mcps.org</a>	Marshall, M.	Principal	<a href="mailto:mmarshall@mcps.org">mmarshall@mcps.org</a>
Bagnall, T	Sch Psych	<a href="mailto:tabithabagnall@mcps.org">tabithabagnall@mcps.org</a>	Metzler, A.	Ag/STEM	<a href="mailto:williammetzler@mcps.org">williammetzler@mcps.org</a>
Bain, M.	Custodian	<a href="mailto:silasbain@mcps.org">silasbain@mcps.org</a>	Miles, D.	Bookkeeper	<a href="mailto:dmiles@mcps.org">dmiles@mcps.org</a>
Bandy, K	ELL / ESL	<a href="mailto:kristinbandy@mcps.org">kristinbandy@mcps.org</a>	Miller, M.	H/PE	<a href="mailto:mmiller@mcps.org">mmiller@mcps.org</a>
Baynum, T	Asst Principal	<a href="mailto:tbaynum@mcps.org">tbaynum@mcps.org</a>	Nuckols, M.	Lead SpEd	<a href="mailto:mnuckols@mcps.org">mnuckols@mcps.org</a>
Bentley, M.	Cafe Mgr	<a href="mailto:mbentley@mcps.org">mbentley@mcps.org</a>	Paredes, C.	Nurse	<a href="mailto:cparedes@mcps.org">cparedes@mcps.org</a>
Bostwick, P.	Alg/AM7	<a href="mailto:pbostwick@mcps.org">pbostwick@mcps.org</a>	Pyles, W.	SRO	<a href="mailto:whittanypyles@mcps.org">whittanypyles@mcps.org</a>
Bridges, J.	Sci 6	<a href="mailto:jbridges@mcps.org">jbridges@mcps.org</a>	Rakes, T.	Eng 7	<a href="mailto:toddrakes@mcps.org">toddrakes@mcps.org</a>
Cline, C.	Spec. Ed	<a href="mailto:charlescline@mcps.org">charlescline@mcps.org</a>	Rice, J.	Spec Ed	<a href="mailto:julietrice@mcps.org">julietrice@mcps.org</a>
Cromer, G.	ITRT	<a href="mailto:gingercromer@mcps.org">gingercromer@mcps.org</a>	Ryder, R.	Cafeteria	<a href="mailto:rhondaryder@mcps.org">rhondaryder@mcps.org</a>
Daniels, L.	SS 6	<a href="mailto:ldaniels@mcps.org">ldaniels@mcps.org</a>	Saunders, T.	Inst. Asst	<a href="mailto:teresasaunders@mcps.org">teresasaunders@mcps.org</a>
Donegan, K.	Sci 7	<a href="mailto:kathleendonegan@mcps.org">kathleendonegan@mcps.org</a>	Scott, K.	Inst Asst	<a href="mailto:kayladunbar@mcps.org">kayladunbar@mcps.org</a>
Foster, D.	Custodian	<a href="mailto:dfoster@mcps.org">dfoster@mcps.org</a>	Sexton, S	Theater	<a href="mailto:stellasexton@mcps.org">stellasexton@mcps.org</a>
Fthenos, G.	SS 7	<a href="mailto:georgettefthenos@mcps.org">georgettefthenos@mcps.org</a>	Simpson, H.	Math Coach	<a href="mailto:hannahsimpson@mcps.org">hannahsimpson@mcps.org</a>
Galbraith, M	FACS	<a href="mailto:mgalbraith@mcps.org">mgalbraith@mcps.org</a>	Smith, A.	Gifted Res	<a href="mailto:angelasmith@mcps.org">angelasmith@mcps.org</a>
Goodhart, J	Business	<a href="mailto:joelgoodhart@mcps.org">joelgoodhart@mcps.org</a>	Smith, L.	Inst Asst	<a href="mailto:lisasmith@mcps.org">lisasmith@mcps.org</a>
Hand, M.	Band	<a href="mailto:michaelhand@mcps.org">michaelhand@mcps.org</a>	Smith-Martin, K.	NRVCS	<a href="mailto:ksmith@nrvcs.org">ksmith@nrvcs.org</a>
Helmick, K.	Business	<a href="mailto:kevinhelmick@mcps.org">kevinhelmick@mcps.org</a>	Stout, J.	Inst Asst	<a href="mailto:jaredstout@mcps.org">jaredstout@mcps.org</a>
Hencke, J	Spec Ed	<a href="mailto:henckej@mcps.org">henckej@mcps.org</a>	Sturgill, J	Chorus	<a href="mailto:johnsturgill@mcps.org">johnsturgill@mcps.org</a>
Henderson, A.	Art	<a href="mailto:annahenderson@mcps.org">annahenderson@mcps.org</a>	Teaford, K.	Civics8	<a href="mailto:kristopherteaford@mcps.org">kristopherteaford@mcps.org</a>
Hendricks, D.	Admin Asst	<a href="mailto:donnahendricks@mcps.org">donnahendricks@mcps.org</a>	Turman, S.	Sci 8/ES	<a href="mailto:sturman@mcps.org">sturman@mcps.org</a>
Hinds, L.	MA8/Geometry	<a href="mailto:elizabethhinds@mcps.org">elizabethhinds@mcps.org</a>	Volner, H.	ISS Coord	<a href="mailto:nvolner@mcps.org">nvolner@mcps.org</a>
Hinkley, C.	H/PE	<a href="mailto:chinkley@mcps.org">chinkley@mcps.org</a>	Walters, P.	TIS/SAP	<a href="mailto:pwalters@mcps.org">pwalters@mcps.org</a>
Hollandsworth, S.	Read Spec	<a href="mailto:sholland@mcps.org">sholland@mcps.org</a>	Warren, D.	Lib/Med	<a href="mailto:deborahwarren@mcps.org">deborahwarren@mcps.org</a>
Honaker, M.	Cafeteria	<a href="mailto:mhonaker@mcps.org">mhonaker@mcps.org</a>	Woolwine, G.	Sr. Custodian	<a href="mailto:gwoolwine@mcps.org">gwoolwine@mcps.org</a>
Howard, M.	Spanish/WLang	<a href="mailto:marcelahoward@mcps.org">marcelahoward@mcps.org</a>	Young, E	Music	<a href="mailto:eyoung@mcps.org">eyoung@mcps.org</a>
Howery, J.	Eng 6	<a href="mailto:jenniferhowery@mcps.org">jenniferhowery@mcps.org</a>			

## CELL PHONE EXPECTATIONS

Student cell phone use is prohibited during school hours.

*\*Cell phone use on field trips and during special events is at the discretion of the teachers and administration*

Students are not permitted to take pictures or videos of anyone and may not post any pictures or videos during school hours, which includes school bus transportation to and from school.

Students must keep **cell phones off and in lockers during** all other times of the day. **Students are not allowed to carry phones on their person, even if on/off or silent mode.**

If a student should violate these expectations the following consequences will be enforced:

1st Offense	Teacher holds phone for remainder of period
2nd Offense	Phone is taken from student and sent to the office for <b>student</b> pick up at the end of day; Lunch detention
3rd Offense	Phone is taken from student and sent to the office for <b>parent</b> pick up; Teacher referral in PowerSchool; ISS
4th Offense	Phone is taken from student and sent to the office for <b>parent</b> pick up; <b>ISS or Saturday School</b> ; <b>No phone permitted at school</b> until further notice as determined by administration

## CHROMEBOOK/CHARGER EXPECTATIONS

**Students are expected to bring charged Chromebooks to each class everyday as part of their necessary materials.** Instructional time is wasted when students must leave the classroom to check out a Chromebook or charger. A charger is kept in each classroom for the occasional instance when a student has not been able to charge their device the previous night.

### **Three Strikes, You're Out!**

Students are granted 3 strikes. This means they may borrow a device/charger from the library **up to 3 times per semester** without consequence. Checkouts beyond that will not be permitted. Instead, the student will be assigned a paper copy of the class assignment (or other alternate assignment) and must make up any digital work missed. Or student may be sent to the library to work on their assignment on a desktop computer.

Example:

- Student checks out a Chromebook last Tuesday - Strike One!
  - Student receives a verbal reminder about the Chromebook expectations.
- Student checked out a Charger yesterday - Strike Two!
  - The student will contact the parent from the library prior to checking out the device/charger.
- Student checks out a Charger again today - Strike Three, You're Out!

- Student will not be allowed to check out a chromebook or a charger for one week.
- The student will contact the parent from the library prior to checking out the device/charger.
- Student will complete the assignment on paper or in the library (as supervision is available).

**\*Additional infractions will result in a parent-teacher conference.**

**Additionally, students will be denied checkout of digital devices if they have neglected to take appropriate care of or purposely damaged any device.**

Example:

- Student leaves chromebook on floor or unattended
- Student allows another student to handle chromebook
- Student hits, drops, smacks, throws, or other purposeful damage

## **DRESS CODE**

While we respect the individuality of each student, there are certain clothing items that are considered distracting or inappropriate attire for school. A list of such clothing may be found in the MCPS Student Code of Conduct. Specific clothing items prohibited at AMS include (but are not limited to) the following:

- Hats, bandanas, or other head coverings inside the building.
- Any attire that inappropriately exposes undergarments, excessive skin, or areas of the anatomy (i.e. torn clothing, “sagging” pants, tank tops/razor backed shirts, muscle shirts, see-through clothing, spaghetti straps, sundresses, midriff tops, halters, low cut tops, short skirts/shorts, pajamas, lounge wear, etc.)
- T-shirts, or other clothing, that display messages or symbols that are considered to be inappropriate, offensive, distracting, or in any way disruptive of the educational process.
- Shorts and skirts should be long enough for the hem to be in the middle of the thigh at all times. Clothing with slits must be long enough so that the slits are not above the same level. (This includes athletic shorts.)
- Chains or other items may not be hanging from clothing.
- Neckwear, bracelets, or other articles with spikes.
- Pajamas, sunglasses, and/or blankets may not be carried/worn (unless it is a designated spirit day)

*\*Shoes must be worn at all times in and around the building.*

Wearing of clothes, jewelry, other apparel and/or decals that advocate violence, alcohol and other drug use and/or distribution; that represent gang activity and/or membership; that advertise obscenities; or that reflect adversely on persons due to race, gender, creed, national origin, physical, emotional, or intellectual abilities; or that would cause disruption to the learning environment at any school. Students shall not at school, on school property, or at school activities wear or have in their possession any written material that is racially divisive. Examples include clothing, articles, material or publications or any item that denotes Ku Klux Klan, Aryan Nation-White Supremacy, Black Power, Neo-Nazi, or any hate group, or Confederate flags or articles. This list is not intended to be all inclusive (MCPS Policy, 7-3.1).

*Having attended one or more classes without being addressed for inappropriate attire does not preclude a student from being referred to the administrator for disciplinary action later in the day. Students who dress inappropriately will be given the opportunity to change or cover their clothing. Refusal to cooperate and/or repeated offenses may result in being sent home and/or disciplinary action. Any confiscated clothing items (i.e. hats, sunglasses) may be held at the discretion of an administrator.*

## AMS HONOR CODE

Auburn Middle School students are responsible for their *own* learning. Students are expected to do their *own* work on all assignments (classwork, homework, projects, tests and quizzes), unless otherwise directed by the teacher.

Academic dishonesty (cheating) is a violation of the Student Code of Conduct (Division Policy 7-3.1). In order to maintain the integrity of our coursework and evaluation procedures, Auburn Middle School has an Honor Code. Students may be required to sign their name alongside the phrase, "Honor Code" when completing an assignment. By doing so, students pledge that their work is in accordance with the Honor Code of Auburn Middle School.

***The Honor Code is as follows: "I have neither given nor received unauthorized assistance on this assignment."*** Whether written or not, the Honor Code applies to all assignments.

The Honor Code will be reviewed with students during the first week of school, and students will sign an acknowledgement of their receipt and understanding of the Honor Code. The following examples represent violations of the AMS Honor Code:

- **Academic Dishonesty/Fraud:** Any deception deliberately practiced in order to secure academic gain. Violations include, but are not limited to, cheating, unauthorized work sharing, copying of another's work, crib notes, cheat sheets, verbal and non-verbal giving or receiving of answers or assistance.
- **Plagiarism:** Quoting or using the ideas of another person or author without acknowledging that those were not your own. Such acknowledgement must be done through proper citation of the original source, as determined by the teacher.

Teachers will notify students of any suspected Honor Code violations and provide them with the opportunity to address the alleged violation. Cases in which the teacher and student are unable to resolve the matter, the student will be referred to an administrator for further investigation and to ensure that due process is followed.

### **Honor Code violations are divided into two categories:**

**Level I:** These include those assignments that would be considered of an instructional classwork variety. Such assignments include, but are not limited to:

- Homework
- Classwork
- In-class group coursework

*Teachers* have discretion in deciding what consequence will be determined for Level I violations. Violations such as these do not necessarily need to be referred to an administrator. It is up to the discretion of the teacher, and the consideration of other extenuating circumstances, that determine academic consequences or disciplinary action.

**Level II:** These include those assignments that would be considered primarily evaluative in nature. Such assignments include, but are not limited to:

- Quizzes \* / Tests \*
- Research papers / Projects / Group work

- Any other assignments that a teacher may choose to be bound under Level II.  
*\* Any unauthorized use of electronic devices during a test/quiz is an Honor Code violation.*

Such Level II Honor Code violations result in a zero for the assignment and will include a referral to an administrator for academic dishonesty. If necessary, the administrator will further investigate the matter and ensure that due process is followed. Level II Honor Code violations will be recorded on the student’s discipline record, and students who continuously violate the Honor Code can be subject to further disciplinary action. All assignments will be considered under the Honor Code unless stated otherwise by the teacher. Teachers must specifically state if the Honor Code does NOT apply to a specific assignment.

- During the first 2 weeks of school staff will review the honor code with students.
- Students will receive NO warning for Honor Code Violations.
- Students who are found to have *knowledge* of any form of academic dishonesty can be subject to academic consequences and disciplinary action.
- Not signing the Honor Code statement (as requested) on an assignment/test will result in the assignment remaining ungraded for credit until the Honor Code statement is signed.
- Refusal to sign the Honor Code will result in a grade of zero on the assignment.

## SCHOOL-WIDE BEHAVIORAL EXPECTATIONS

### **Auburn Middle School Eagles are: Successful, Respectful & Responsible**

	Classroom	Hallways/Lockers	Locker Rooms
Successful	Be on time with materials Actively listen, participate and learn Follow directions	Gather needed materials Walk to class on time	Dress out quickly Follow directions
Respectful	Be supportive of others Stay in own personal space	Talk quietly Stay in own personal space	Be supportive of others Stay in own personal space
Responsible	Turn in completed assignments on time Protect all property	Take care of needs Walk to the right Protect all property	Practice personal hygiene Protect all property



## **STUDENT IN GOOD STANDING**

AMS provides many opportunities for students to get involved, socialize, and enjoy themselves. We do believe there is more to school than the classroom. But, the ultimate goals of a school are teaching and learning – these must come first.

At the beginning of each school year or upon enrollment, an AMS student is regarded as a Student in Good Standing. Under this status, the student is free to participate in activities we offer at the school. Some of these activities would include:

- Participation or attendance at AMS athletic events / Dances / Pep Rallies / Assemblies / School Clubs
- Field Trips and/or Other school-sponsored social activities

A student can lose his/her “Good Standing” status and forfeit the opportunity to participate in these activities.

A student can lose his/her “Good Standing” status and forfeit the opportunity to participate in these activities. Students will not receive reimbursement for field trips, dances, athletics or other events which a student has paid and is no longer allowed to attend.

Students may **lose their “good standing”** status through:

- **Misconduct – 4 days in a marking period of ISS, OSS, or Alternative Placement (Mont Cent), excessive detentions or physical fighting**
- **Academics** – Failing any course at the interim or marking period
- **Attendance** – A student being placed on an Attendance Plan.
- **\*Administrator Discretion**

A student can **return to “good standing”** status after 1 month, unless no improvements have been made.

# ACADEMICS

## ACADEMIC INTERVENTIONS

- **Eagle Enrichment (E<sup>2</sup>)** - Each day students will have one shortened period for remediation/enrichment, “E<sup>2</sup> - Eagle Enrichment”. Based on student needs, teachers provide intervention or enrichment activities primarily focused on math and language arts. E<sup>2</sup> teachers organize group/team activities and help individual students develop the skills necessary to achieve success and enjoy their school year.
- **Reading Interventions** - AMS utilizes Spire, Fusion, Read 180, and Academic Lab to provide targeted support for students who need assistance in the area of reading.
- **Special Education Services** - Special education services and support are provided for students as needed. MCPS’ mission is to engage, encourage, and empower students with disabilities by providing, in the least restrictive environment, the supports and services needed to graduate and live, learn, work and participate in communities of their choice with maximum independence.
- **Study Hall** - Study hall is generally offered once per week after school for students.
- **Saturday School** - Saturday school is generally scheduled weekly
- **SOL Remediation** - Targeted SOL remediation is provided at different times throughout the year to help prepare students for SOL testing.
- **Student Assistance Programming (SAP)** - The Student Assistance Programming (SAP) Team helps students who are struggling with their academics, behavior, attendance, and/or emotional wellness by working with parents. **Parents are the expert on the needs of their child.** If a child is referred, the parent will be notified and invited to participate in this ongoing process.

The SAP Team will gather, review, and document information important to a student’s learning and monitor his/her progress. The following activities **may be** completed as part of the SAP process:

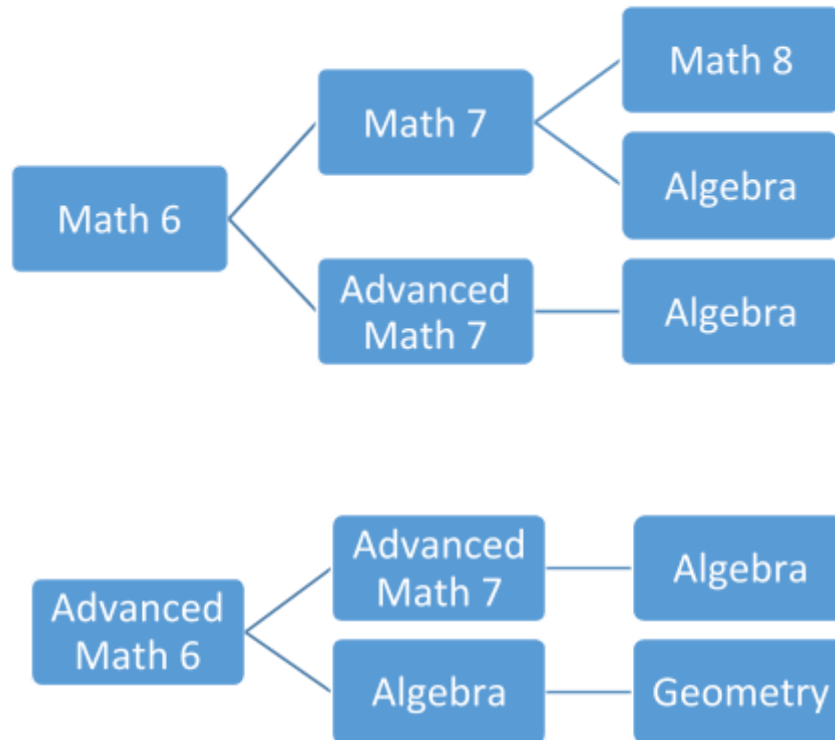
Vision Screening	Classroom Observations	Academic Assessments
Hearing Screening	Develop/Review Intervention Plan	Work with School Counselor
Record(s) Review	Anecdotal/Written Notes	Other necessary information

**If you have any questions regarding the Student Assistance Programming Team process, please contact your school’s administrator.**

## AMS COURSE MAP

6th Grade	7th Grade	8th Grade
English 6 Math (Math 6 or Adv Math 6) Science Social Studies PE Digital Technology Foundations (Semester) Career Investigations (Semester) E <sup>2</sup>  Elective: (Options) Full Year - Band OR 4 quarterly courses "Wheel"  <i>*Reading/Math Intervention may be required in place of elective</i>	English 7 or Honors Eng 7 Math (Math 7, Adv Math 7, Alg) Life Science Social Studies PE PE E <sup>2</sup>  Elective: (Options) Full Year - Band/Chorus/Art/Theater OR 4 semester courses  <i>*Reading/Math Intervention may be required in place of elective</i>	English 8 or Honors Eng 8 Math (Math 8, Alg, Geom) Physical Science OR Phy Sci & Earth Sci Civics PE E <sup>2</sup>  Elective: (Options) Spanish I Full Year - Band/Chorus/Art/Theater OR 4 semester courses  <i>*Reading/Math Intervention may be required in place of elective</i>

## AMS MATH COURSE PATHS



<input type="checkbox"/> Indicates Required Course	6th Grade	7th Grade	8th Grade
<b>English</b> <input type="checkbox"/>	✓	✓	✓
<b>Math (5 paths – see above)</b> <input type="checkbox"/>	✓	✓	✓
<b>Science</b> <input type="checkbox"/>	Science 6	Life Science	Physical Science Earth Science (optional)
<b>Social Studies</b> <input type="checkbox"/>	US History to 1865	US History 1865 to present	Civics
<b>PE</b>	Full Year <input type="checkbox"/>	Full Year or Semester <input type="checkbox"/>	Full Year or Semester
<b>Band</b> (Full Year)	✓	✓	✓
<b>Chorus</b> (Full Year)	✓	✓	✓
<b>Art</b> (Full Year)		✓	✓
<b>Art</b> (Semester)		✓	✓
<b>Art</b> (9 Weeks)	✓		
<b>Family &amp; Consumer Science I</b> (9 Weeks)	✓		
<b>Family &amp; Consumer Science II</b> (FACS) (Semester)		✓	✓
<b>Family &amp; Consumer Science III</b> (FACS) (Semester)			✓
<b>Agriscience Exploratory</b> (Semester)		✓	✓
<b>Agrisci/Hort</b> (Semester)			✓
<b>Intro to AgSci</b> (9 Wks)	✓		
<b>Intro Floriculture</b> (Semester)		✓	✓
<b>STEM</b> (Semester)		✓	✓
<b>Technology Systems</b> (Semester)		✓	✓
<b>Inventions/Innovations</b> (Semester)			✓
<b>Intro Technology</b> (9 Weeks)	✓		
<b>Digital Input Technology</b> (Semester) <input type="checkbox"/>	✓	✓	✓
<b>Intervention Programs</b> (ie. Spire, Fusion, Read 180, Academic Lab, Math 180, Other)	✓	✓	✓
<b>E2</b> (Eagle Enrichment - Intervention) <input type="checkbox"/>	✓	✓	✓
<b>Eagle Time</b> (Advisory) <input type="checkbox"/>	✓	✓	✓

## **COURSE WITHDRAWAL PROCEDURES**

We encourage parents/guardians to share with us their insights about their child as a learner and the type of learning environment in which their child experiences the most success. **Since scheduling is dependent on extensive program planning as well as the availability of personnel and resources, there will be no schedule changes once the school year has begun.** Extenuating circumstances will be considered on a case-by-case basis. Requests for schedule changes are initiated through the counseling office, and requires administrative approval.

## **DROPPING HIGH SCHOOL CREDITED COURSE** *Algebra, Geometry, Spanish & Earth Sci*

If a student drops a course after fifteen (15) days of membership in the course, the grade will be recorded as a Withdrawal Fail (WF) for the year in which the course is dropped. Levels in a subject may be changed up to three (3) days after the issuance of the first nine-weeks' report. Exceptions to this provision may be granted by the principal in cases of extenuating circumstances. (MCPS Policy 6-6.2).

Once the course is dropped, the student will remain in the class until an appropriate placement can be arranged. Levels in a subject (i.e. dropping to a lower level math course) may be changed at any time with principal approval. All such requests should be made in writing (with a parent/guardian signature) to the administrator.

## **EAGLE ENRICHMENT (E2)**

Each day students will have one shortened period for remediation/enrichment, "E<sup>2</sup> - Eagle Enrichment". Based on student needs, teachers provide intervention or enrichment activities primarily focused on math and language arts. E<sup>2</sup> teachers organize group/team activities and help individual students develop the skills necessary to achieve success and enjoy their school year.

## **GRADING SYSTEM, PROCEDURES & SCALE**

Grading practices at AMS are consistent with middle school philosophy and goals. The nature of children at this level will be considered in the evaluation process. Per MCPS Policy (6-6.2), interim reports will be available on Parent Portal. Parents should use Parent Portal to monitor grades and student progress throughout the school year. Parents may contact the main office for a parent login that is different than the student's login information. Parents may request a hard copy through the counseling office by calling 540.381.6560.

Reporting periods are nine-weeks in length. Student's report card grade will be a reflection of multiple tools such as written evaluations, homework, class participation, teacher observation, and other appropriate criteria. Questions pertaining to a student's grade should be addressed directly to the teacher. Per MCPS Policy (6-6.2), middle school grades, including final average, will be assigned following a 10 point grade scale:

**A** 90 -100

**C** 70 - 79

**F** 0 - 59

**B** 80 - 89

**D** 60 - 69

## **HEALTH & PHYSICAL EDUCATION**

All students take a full year of H/PE each year while attending AMS. If a student is unable to participate in PE because of illness or injury, a note from his/her parent/guardian is required to excuse the student for up to three (3) days. A note from a physician is required if more than three (3) days will be missed.

**The PE teachers will distribute specific guidelines regarding expectations in PE to students in writing the first day of class. Students must dress out for PE in the appropriate clothing from home; athletic shoes are needed in order to participate. Gym clothes and shoes are to be kept in a locked gym locker while at school and should be taken home to be laundered weekly. A combination lock is on each locker.**

Health Education is part of the PE curriculum and will be taught by the PE staff. Family Life is taught as part of the Health curriculum. Further information and a copy of the Family Life curriculum are available in the main office and the AMS library.

## **HIGH SCHOOL CREDIT COURSES & EXAMS**

High school credit courses are taught at AMS for those students whose academic abilities and achievement allow them to pursue areas of interest and strength. Courses currently offered at AMS for high school credit include Algebra I, Geometry, Earth Science, and Spanish I. These courses are taught with the pacing and workload of courses taught at the high school. Careful consideration is given regarding students' academic abilities as well as their overall readiness before pursuing one of these courses in middle school. The following is important information about the policies associated with these courses:

## **HOMEWORK**

Homework is a means of strengthening skills and understandings gained in the classroom.

*In grades 6-12 homework shall be required when it is meaningful and necessary to fulfill the objectives for the course, with careful consideration being given to the needs and goals of the individual student (from MCPS Policy 6-5.4).*

Core teachers will consult to ensure that the amount of homework assigned on any given evening is not excessive. At times, homework is also assigned in elective courses. Homework will be assessed both formally and informally; however there is no requirement that every assignment be graded. Homework will account for no more than 25% of a student's total grade for any nine-week marking period.

## **HONOR ROLL**

Students may be recognized on the All A Honor Roll, A/B Honor Roll or Improvement Honor Roll (students who improve in two subjects, without going down in any other area).

## **MAKE-UP WORK PROCEDURES**

It shall be the responsibility of the student and/or parent to request make-up work for absences and for the student to complete all assigned make-up work within one school day for every day missed (Example: miss 3 days, 3 school days to make up the work) unless the teacher extends his/her time. Teachers shall have the discretion to extend the time limit because of extenuating circumstances. Make-up work shall be provided for all absences, including absences caused by out-of-school suspensions. (MCPS Policy 7-2.3).

On the **second** day of an absence, parents/guardians can request, through the counseling office, that their child's teachers compile work that has been missed. This work is picked up in the counseling office after 2:30 p.m. on the day of the request, provided the **request is made prior to 9:00 a.m. It is the student's responsibility to request any missed assignments, schedule make-up tests, quizzes, labs, etc. the day of the return to school.**

Typically, assignments due on the date of an absence are due the first day of the student's return to school unless they did not receive advanced notice due to other legitimate absences. Likewise, students who are absent on the day of a test or quiz should be prepared to take the test or quiz on the first day of their return to school unless they did not receive advanced notice due to other legitimate absences (MCPS Policy 7-2.3).

*The teacher or administrator may extend the time limit for make-up work due to extenuating circumstances.*

## **PARENT PORTAL**

Parent Portal is a program by Powerschool that gives parents access to their child's student information, including grades and attendance. It is important that you create your parent account so that you can easily access your student's grades and attendance throughout the school year. Contact the school if you need additional information on setting up your parent portal account.

## **PROMOTION / RETENTION**

To be promoted to the next grade in middle school, a student must pass the core academic classes: language arts, science, mathematics, and social studies. Promotion, placement, or retention is the decision of the principal with staff input.

A middle school student who fails two or more classes in a nine-week period shall:

1. have an individual or group meeting with the counselor at least once each three weeks, **and**
2. have an individual conference with the teacher of each failed class at least once each four weeks.

## **REMOVAL HIGH SCHOOL CREDIT while in MIDDLE SCHOOL**

Parents may request grades for high school credit courses taken in middle school be omitted from the student's transcript and the student not earn high school credit for the course. The request must be made (on the appropriate form) to the middle school principal by October 1 following the completion of eighth grade. Any high school credit course for which an F was reported will automatically be removed from the student's transcript. (MCPS Policy 6-6.2).

## **REPORT CARDS**

Report cards are issued each nine weeks and are sent home with students five (5) school days after the grading period closes. Report card envelopes should be signed by a parent/guardian and returned to school the following day. The last report card is mailed home with the final course grade, SOL scores, and advancement to the next grade level indicated. Teachers calculate the final course grade.

<b>Interim</b>	<b>End of grading period</b>	<b>Report Cards</b>
October 7, 2020	November 5, 2020	November 12, 2020
December 9, 2020	January 21, 2021	February 1, 2021
February 23, 2021	March 24, 2021	March 31, 2021
April 27, 2021	Last Day of School	Last Day of School - Mailed Home

Questions or concerns about a student's grade should be discussed with the teacher as soon as possible. Parents/guardians may formally appeal a nine-weeks' grade to the principal. The appeal must be made in written form. The principal must receive the appeal request prior to the end of the following nine-weeks' marking period (for example, the appeal of a 2nd nine-weeks' grade must be received before the end of the 3rd nine-weeks). For grades from the final nine-weeks, the appeal must be received prior to July 1.

Parents of students who transfer to Montgomery County Public Schools must request that grades for high school credit courses taken in the middle school be omitted from the student's transcript within sixty (60) calendar days of enrollment.

## STANDARDIZED TESTING

Virginia Department of Education regulations require students to take the following Standards of Learning

6th grade	7th grade	8th grade
Reading 6 Math 6 Math 7	Reading 7 Math 7 Math 8 Algebra	Reading 8 Writing 8 Math 8 Algebra (High School Credit) Geometry (High School Credit) Physical Science Earth Science (High School Credit) Civics

Scores range from 0 to 600 with 400 to 499 being Pass Proficient and 500 to 600 being Pass Advanced. Students who do not pass an SOL will participate in remediation programs. **Failing an SOL assessment may also be used as one of many criteria for retention.** *\*Subject to change by the Virginia State Board of Education*

*Students who score 375-399 will be provided remediation and may retake within the same testing window.*

Students who do not pass a high school level course SOL will be considered for remediation programs and given the opportunity to retake the SOL assessment at each available opportunity.



# ARRIVAL AND DISMISSAL

## SCHOOL CAMPUS HOURS for students 7:35 am - 3:05 pm

**BUS ROUTES** -- Auburn Middle School bus routes can be found on the MCPS website.

**BUS RIDER** -- Buses drop off students in the bus loop at the side of the school to begin the day.

**CAR RIDER** -- Students arriving at the student drop-off area in the front of the school before 8:03 a.m. should proceed to the designated area for supervision.

**DISMISSAL / DEPARTURE** -- School is dismissed at 2:50 p.m. Students riding buses will go immediately to the bus loading area to board their buses. Students who are picked up by their parents will report to the front of the school. All students walking will leave the campus and walk directly home.

Students who remain after school must be involved in an approved, staff-supervised school activity such as athletics, clubs or student organizations, program practice or tutorial assistance. Students must provide a parent signed note to the office. All other students must leave the building and school grounds by 3:05 p.m. The reasoning behind such requirements is that of safety and protection for students, as well as the school.

Any change in the way a student normally leaves school requires written permission from a parent /guardian. Students will not be allowed to ride any school bus other than their regularly assigned bus or change bus stops without written permission from a parent/guardian and the authorization of the administrator or administrative assistant. Written requests to ride a different bus and notes describing any changes in departure plans must be submitted to the office the morning of the day of the intended change in plans. Approved bus notes will be signed by the administrator or designee and returned to the student. If a phone call is necessary to change a child's transportation plans, please call before 2:00 p.m. This will give the office staff time to make the student aware of the change.

**CHECKING IN & OUT OF SCHOOL** -- only a parent/guardian or other persons approved and documented in the school database (PowerSchool) may check out a student.

**A valid driver's license is required.** Students are not permitted to return to the school building or grounds once they have left without being signed in by a parent/guardian. **(Students may not come back after school unless for an approved after-school activity.)**

## CLOSINGS, DELAYS, & EARLY RELEASES

Schools may be closed during inclement weather or an emergency situation. Announcements of school closings are made through the local media.

- **MCPS emergency hotline** -- 540-382-5102
- **www.mcps.org**
- **Twitter** -- @MarkMiear or @mcps\_va
- **Facebook** -- Montgomery County Public Schools Virginia @mcps.info @Auburn MS Eagles

Sign up annually for Severe Weather Notifications at <http://forms.mcps.org/delayclosing.asp>

For the safety and reassurance of your children, we urge parents and guardians to have a plan for your student to gain access to your home. In the event that we have an unforeseen school closing at a time when you are not normally available, students should know how to proceed.

## **CONDUCT ON THE SCHOOL BUS**

1. Listen to the bus driver and follow his/her instructions and bus expectations.
2. No abusive language is allowed on the school bus.
3. All students riding a school bus will observe classroom conduct rules.
4. Toys, distracting objects, and/or potentially harmful objects are not allowed on the school bus.
5. Students eligible for transportation must use the bus stop closest to their home.
6. While on the bus, always remain seated (facing forward) with your belongings on your lap. Keep the aisle and exits clear at all times.
7. Refrain from defacing or damaging the bus and always assist in keeping it clean. Students will be expected to pay for any damage or vandalism of the bus, seats, or any other equipment.
8. The emergency door and exit controls may be used only during supervised drills or actual emergencies.

## **SANCTIONS FOR BUS CONDUCT VIOLATIONS**

All students are expected to behave on the bus in a calm, quiet, safe manner and to abide by bus rules. Students who behave in an unruly and/or unsafe manner on the bus or at the bus stop may receive the following sanctions:

First and subsequent offenses:

- warning conference, parent notification, assigned seat, restitution for damages.
- suspension of bus privileges, ISS
- community service
- suspension

*Sanctions range from warning to suspension depending upon the severity of the offense.*

## **TRANSPORTATION CHANGES**

Students must present a bus note to the bus driver(s) involved in the change. Bus drivers will not allow students to ride a different bus or get off at a different bus stop without a properly authorized note from the school office.

# ATTENDANCE INFORMATION

## ATTENDANCE EXPECTATIONS

“Regular class attendance is considered by the Montgomery County School Board to be essential to the educational process and to the satisfactory completion of the requirements of any class and subject offered. Regular school attendance also is directly related to the development of good habits, which are important in the world of work and in higher education. A ninety-five percent (95%) or better attendance rate is the goal.” (MCPS Policy 7-2.3)

Additional information about student attendance can be found at

<https://www.boarddocs.com/vsba/mcps/Board.nsf/goto?open&id=8X9KCW51440D#>

and <http://www.doe.virginia.gov/support/prevention/attendance-truancy/index.shtml>

Excessive absences, tardies (check-ins) and early dismissals (checkouts) are disruptive to the instructional time of the entire class. Each parent or guardian is responsible for the student’s regular and punctual attendance. Students have a responsibility to attend all scheduled classes and other assigned activities unless excused by the principal. They should never leave the school building or grounds prior to the dismissal bell without official written permission. Students who violate these rules are subject to disciplinary actions.

## DAILY ABSENCE NOTIFICATION

An automated phone and email message will be sent in the morning to inform parent/guardian the student is absent. Contact the main office to update contact information. If parents provide an email address to the school, email notification will be made in addition to the automated phone notification.

## EXCESSIVE ABSENCES

Upon accumulating 5 or more absences, the school will refer the student to the Student Assistance Programming (SAP) Team and work with the parents to develop an intervention plan to improve the student’s attendance.

## LATE ARRIVAL / TARDINESS

Tardiness is avoidable. Tardiness disrupts the routine of the school and seriously endangers the best development of the student. A habit of being on time is important. Lack of such a habit will work against the success of the student. Circumstances that may require a student to be late to class will be verified with a tardy slip from the teacher/office. Students arriving after 8:05 a.m. are tardy. Teachers will mark students who enter class after 8:05 a.m. tardy with or without a tardy slip. Students arriving after 8:05 a.m. **must check in at the office with a parent/guardian** to receive an admit slip. Excessive late arrivals/tardies may result in disciplinary action.

## DISCIPLINARY PROCEDURES FOR CHECK-INS/OUTS & TARDIES TO CLASS:

For each 9-week Grading Period students who accumulate any combination of unexcused check-ins and tardies to class will be assigned the following disciplinary action:

4th Check-in/Tardy = 1 Lunch Detention

5th Check-in/Tardy = 1 Lunch Detention

6th Check-in/Tardy = 1 Lunch Detention

7th Check-in/Tardy = 1 Lunch Detention

8th Check-in/Tardy = 1 Lunch Detention

9th and Subsequent Check-in/Tardy = Saturday School

10th Check-in/Check-out/Tardy = Lose Good Standing Status (meaning no participation in or attendance at extracurricular activities, field trips, special school events - See AMS Student Handbook) AND Additional Saturday School

\*All consequences are at administrator's discretion

## **LEAVING SCHOOL DURING THE DAY**

Parents/Guardians who wish to check out their child from school must do so through the office. Only adults who have legal custody or written authorization of a parent/guardian may check out a student from school.

**Individuals wishing to check out a student must bring a driver's license.**

*Please note: students leaving without authorization are considered to be skipping school. Any student who has checked out must leave campus promptly and shall not return to the grounds without officially checking back into school. A note regarding any student's checking in or out must include the parent/guardian's signature along with date(s) and reason(s) for the student's late arrival or early dismissal.*

## **PARENTAL NOTIFICATION OF ABSENCES**

Parents should call the school to report their child being absent for the day and provide the information below. In the event telephone contact has not been made, a student, upon return, must report to the main office with a note containing the following information:

- full name of the student
- reason for the absence
- exact date(s) of the absence
- signature of the parent or guardian

## **TRANSFER OR WITHDRAWAL FROM SCHOOL**

The parent/guardian should notify the counseling office two days in advance if a student is moving out of the District or transferring to another school within the District. The counseling office administrative assistant will take care of getting the necessary items together.

# BEHAVIORAL EXPECTATIONS & DISCIPLINE

## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT (PBIS)

Positive Behavioral Interventions and Supports (PBIS) is a nationally-recognized approach to support positive academic and behavioral outcomes for all students. In Virginia schools, PBIS is the behavioral component of the Virginia Tiered Systems of Supports (VTSS). Ultimately, it is a **positive, proactive approach to discipline**.

The Virginia Tiered Systems of Supports (VTSS) is a data-driven decision making framework for establishing the academic, behavioral and social-emotional supports needed for a school to be an effective learning environment for all students.

The VTSS systemic approach allows divisions, schools and communities to provide multiple levels of supports to students in a more effective and efficient, clearly defined process. Implementing the VTSS framework requires the use of evidence-based, system-wide practices with fidelity to provide a quick response to academic, behavioral, social and emotional needs. The practices are progress-monitored frequently to enable educators to make sound, data-based instructional decisions for students. VTSS functions under the anchor process of integrating data, practices and systems to affect outcomes.

The essential elements of an effective VTSS framework are:

- Data Informed Decision-Making
- Evidence-Based Practices
- Family, School and Community Partnerships
- Monitoring Student Progress (including universal screening)
- Evaluation (outcomes and fidelity)

For more information regarding PBIS please click on the following links:

[http://www.mcps.org/departments/student\\_services/virginia\\_tiered\\_systems\\_of\\_supports\\_in\\_mcps](http://www.mcps.org/departments/student_services/virginia_tiered_systems_of_supports_in_mcps)

<https://www.pbis.org/school>

[http://www.doe.virginia.gov/support/virginia\\_tiered\\_system\\_supports/positive\\_behavior/index.sh](http://www.doe.virginia.gov/support/virginia_tiered_system_supports/positive_behavior/index.sh)

## AMS PBIS

Auburn Middle School PBIS team meets regularly to continually review discipline data and develop/implement plans to proactively improve student behavior.

Currently, AMS has implemented the following:

- School-wide Expectations (taught, reinforced, and displayed throughout the building)
- Staff emphasis on building individual relationships with students and their families
- Positive Behavior Referral Forms to recognize students for good behaviors
- Building a positive school climate through special activities for students (ie. music between classes, 9 week celebrations, recess at lunch, student voice, Daily Shout-Outs announcements, spirit days, Room 4 Success Tickets, Attendance, Academic, Athletic, Fine Arts, and Other Recognitions)

## SCHOOL-WIDE EXPECTATIONS

**Auburn Middle School Eagles are:  
Successful, Respectful & Responsible**

	<b>Classroom</b>	<b>Hallways/Lockers</b>	<b>Locker Rooms</b>
<b>Successful</b>	Be on time with materials Actively listen, participate and learn Follow directions	Gather needed materials Walk to class on time	Dress out quickly Follow directions
<b>Respectful</b>	Be supportive of others Stay in own personal space	Talk quietly Stay in own personal space	Be supportive of others Stay in own personal space
<b>Responsible</b>	Turn in completed assignments on time Protect all property	Take care of needs Walk to the right Protect all property	Practice personal hygiene Protect all property

### DISCIPLINARY ACTION

It is the expectation of the School Board that all students have the right to an environment that is safe, drug-free, and conducive to learning. The AMS administrative team supports the position that all students should enjoy school and be free to learn in a safe and orderly environment. The staff is committed to maintaining an environment in which students are not subjected to harassment, ridicule, threats, or intimidation. Any behavior that disrupts the learning environment is not tolerated.

Discipline is an integral part of the teaching/learning process. The goal of school discipline is to teach middle school students how to behave appropriately and act responsibly as part of the school team. The faculty and administration work cooperatively to establish and communicate clear, positive expectations and endeavor to be respectful, fair, and consistent with all students.

Teachers are responsible for establishing clear rules and expectations for classroom conduct as well as addressing student misbehavior. Teachers continually monitor classroom conduct and work with students to minimize disruptions. When a student is unresponsive to correction, redirection, or other intervention strategies attempted by the classroom teacher, s/he will be referred to the administrator for disciplinary action. The administrator will investigate all incidents referred to the office, notify the student(s) of the accusations made against them, give the student(s) an opportunity to explain circumstances of the alleged misconduct from their perspective, and make a decision based upon the evidence.

Typically, the administration deals with misconduct that is more serious in nature. Appropriate corrective and disciplinary action for students who violate any of the provisions of the Code of Conduct is determined by the

administrator or based on the individual circumstances involved in each case. As indicated in the AMS Student Misconduct & Consequences matrix, consequences for misconduct may include the following: loss of privileges, detention, In-School Supervision (ISS), Alternative Placement (Montgomery Central), Out-of-School Suspension (OSS), Saturday School, or other actions deemed appropriate by the teacher and/or administration.

If a student's behavior necessitates sending him/her home during the school day, an administrator will call the parent/guardian to make the necessary arrangements. In most cases, written notification of disciplinary action is sent home to the parents/guardians by way of the student. Parents/guardians are asked to sign the notification letter and have their child return it to the main office on the following day of school. Transportation home after detention is the responsibility of the parents/guardians. Failure to serve detention will result in additional consequences being imposed (extra day of detention, ISS, etc.) at the discretion of the appropriate administrator.

Students who serve ISS will come to school and be counted present. However, they will be kept apart from regular classes and will have specific rules to follow. The ISS Coordinator or teachers will provide supervision at all times. Regular classroom work is assigned and completion of all work is expected or additional time in ISS will be assigned to complete unfinished work. Failure to follow ISS rules may result in additional consequences.

Students who are assigned Alternate Placement at Montgomery Central will be counted as present. Student will report to AMS at regular time and be transported to & from Montgomery Central by bus. Work from AMS will be provided. Students must bring all necessary materials.

Students will not be allowed on school grounds during OSS. Absences from class and from school due to OSS will contribute to the total absences allowed by the division attendance policy. Make-up work will be provided during this time upon the request of the student and/or parent/guardian. All other guidelines regarding make-up work will also apply (MCPS Policy 7-3.2).

Students serving ISS, Alternate Placement, or OSS are not allowed to participate in school-related athletics or any other extracurricular activity. Any disciplinary action may be appealed. However, corrective action will not be delayed while an appeal is pending.

## **SATURDAY SCHOOL**

Saturday School is available most Saturdays from 8:00 - 11:00 for discipline (offered as an alternative to ISS in circumstances deemed appropriate by a school administrator), attendance, work completion, and/or remediation. Transportation is not available. Students are to bring necessary materials to work *quietly* the entire time. Cell phones will be kept on the teacher's desk. Students are not permitted to sleep or talk. If a student is late or fails to report to Saturday School on the assigned date, or if a student is uncooperative during Saturday School, s/he will be referred to an administrator for further disciplinary action.

## **BACKPACKS**

Backpacks (all types) must remain in lockers during the school day.

## **BARTER, TRADING & SELLING**

Students are prohibited from barter, trading or selling without approval of school staff.

## **ELECTRONIC DEVICES (OTHER THAN CHROMEBOOKS) & TOYS**

Electronic devices used for entertainment purposes are inappropriate for use during the school day. Toys, such as laser pointers or fidget spinners, are not permitted at any time on school property. Toys or inappropriately used electronic devices will be confiscated by school officials and made available for parent pickup. Parents are urged to carefully review information provided in individual classes concerning the use of electronic devices for instruction, as the school is not responsible for costs that may be incurred due to loss, damage, or theft. Any violation of this policy may result in student's loss of privileges of possessing such devices or disciplinary action in accordance with our code of conduct.

## **FIELD TRIPS**

Students may participate in field trips throughout the school year. Students are expected to maintain appropriate behaviors that are in accordance with the school's rules and expectations. Any student out of good standing may not participate in a field trip and will have alternate work to complete while remaining at school during the trip. Students will not receive reimbursement for field trips should they lose their student in good standing status. Scholarships available upon request on AMS Scholarship / Financial Assistance Request form.

## **GUM**

Gum chewing is only permitted with teacher or administrative permission. Gum **must** be kept silent, out of sight, and thrown into appropriate trash receptacles. If a student does not abide by these guidelines then the student will lose the privilege of chewing gum on school grounds.

## **HALL BEHAVIOR**

Before and after school as well as during class changes, the halls are busy, crowded areas. Students can help the flow of traffic by making a habit of walking to the right and not congregating in the halls. Students also are expected to remain on the hall designated for their grade level unless they are attending a class on a different hall. Students must carry a hall pass when in the hallways during class.

## **PREPARATION FOR CLASS**

Students must be prepared for class. This means coming to class on time with notebooks, textbooks, charged Chromebooks, agenda, paper, pencil, pen and any other required materials.

## **RESPONSIBILITY FOR PERSONAL PROPERTY**

MCPS is not responsible for the damage, theft or loss of personal property on school grounds – including lockers. Individuals are cautioned not to bring large sums of money or other valuables onto school grounds.

## **PROHIBITED ACTIVITIES**

In addition to the student behaviors addressed by the Code of Conduct, specific activities prohibited at AMS include (but are not limited to) the following items:

Students are not permitted to buy, sell, or trade items while on school property. Only the sale of items as part of an approved school fundraiser is permitted. Sharing and borrowing of clothes are discouraged.

Public displays of affection (PDA) including inappropriate touching and kissing are prohibited while on school property. Any unwelcome sexual advances or other inappropriate verbal or physical conduct of a sexual nature is considered harassment and is strictly prohibited by the Code of Conduct.



Initiating or participating in the production of written instruments that promote or encourage derogatory “ratings” of, or defamatory statements about, other students (i.e. “Slam Books”, Facebook, and other social media) is strictly prohibited. Such activity is disruptive, creates an intimidating, hostile, and offensive environment, and will not be tolerated. Any student engaged in this activity will be subject to disciplinary action.

Throwing items such as pebbles, sticks, snowballs and/or bringing snow into the building are strictly prohibited.

## **PROHIBITED ITEMS**

In general, items that present potential safety concerns or that create a distraction to other students and disrupt the educational process, should not be brought to school. Specific items prohibited at AMS include (but are not limited to): card collections, fidget spinners, lighters/matches, pocket knives of any size, video games/players, headphones, laser pointers, or other electronic devices. **Students also are not permitted to bring/consume sodas or colored beverages (such as sports drinks and coffee).** Large sums of money should be kept at home. Additional items prohibited at school are addressed in the Code of Conduct. These items may be confiscated and held at the discretion of the administrator. Posting or distributing any materials requires prior approval from sponsor or administration.

## **ALCOHOL AND OTHER DRUGS**

The Student Code of Conduct addresses student involvement with alcohol and other drugs while in or on school property or while engaged in or attending any school sponsored activity/function. This policy applies to imitation controlled substances, drug paraphernalia, or any substance that is represented by or to the student, or which the student believes to be any of the prohibited substances. Under state law, students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials. (See complete Alcohol and Other Drugs Policy in the Code of Conduct.)

Students who purchase alcohol, drugs, or imitation controlled substances will be suspended for ten (10) days and recommended to the school board for expulsion (MCPS Policy 7-3.1).

## **TOBACCO PRODUCTS**

State law makes it illegal for those under 21 years of age to purchase, possess, or use tobacco products. This includes but may not be limited to any product intentionally inhaled in order to elicit an intoxicating effect such as smokeless tobacco, electronic cigarettes, inhalant products such as vapor cigarettes, liquid tobacco, or hookah pipes. Students may not possess, smoke, or use tobacco in any form while engaged in or attending any school-sponsored activity/function. This includes waiting at school bus stops and riding on school buses. Failure to comply with the above violates both the Student Code of Conduct, as well as the law, and will result in civil and/or disciplinary action under the Alcohol and Other Drugs policy.

## **WEAPONS POLICY**

Possession and/or use of weapons while in or on school property or while engaged in or attending any school-sponsored activity/function violates the law and the Student Code of Conduct. Students who violate this policy are subject to severe disciplinary action. In addition, referral may be made to law enforcement officials. Any weapon possessed in violation of this policy will be confiscated and may be forfeited to the Commonwealth. (See complete Weapons Policy in the Code of Conduct.)

Look-alike weapons--any devices or articles that by appearance or representation might lead a reasonable person to believe that they are weapons capable of inflicting bodily harm and/or intimidating other persons--will

result in disciplinary action under the Weapons Policy. Look-alike weapons are not to be confused with obvious toys or trinkets that are not representative of weapons and/or not used in an intimidating or threatening manner.

## **STUDENT LANGUAGE**

All students have the right to come to school and not hear inappropriate language. Any use of profanity, obscene gestures, bullying, or other vulgar or abusive language by a student will be referred to administration, and subject to disciplinary actions.

## **BULLYING PREVENTION**

The definition of bullying developed for the Virginia Department of Education, is as follows: “Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power of imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. ‘Bullying’ does not include ordinary teasing, horseplay, argument or peer conflict.” Students, either individually or as part of a group, shall not harass or bully others. Behaviors associated with bullying include, but are not limited to, intimidation, taunting, name-calling, and insults. Bullying behaviors may take a variety of forms, including by electronic means such as cell phone, text message and email. Bullying, threatening, intimidation, harassment, or any other activity characterized by targeted, intentionally hurtful behavior (verbal or nonverbal) that results in any physical, social/relational or emotional/ psychological harm to another person is not tolerated in any form in any Montgomery County Public School.

Bullying is defined as an action that

- Is intentional
- Is usually repeated over time
- Has an imbalance of power so that the target feels unable to defend him/herself

AMS places a focus on cultivating kindness and provides reminders to encourage students to practice kindness daily. Weekly Eagle Time (a.k.a. advisory) is a time when anti-bullying and character education is provided.

### **Rules:**

1. We will not bully other students.
2. We will help others who are being bullied by speaking out and getting adult help.
3. We will use extra effort to include all students in activities at our school.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

**Gossip is a form of bullying.** It includes talking about other people, writing notes about others, or online talk about others. It is one of the most disruptive behaviors in school because it often leads to hurt feelings and anger, which sometimes result in fights. Do not participate in gossip. Gossip always hurts someone.

**Cyberbullying hurts too.** This is when the internet, cellphones (texts), Facebook, email or any other electronic medium is used to send, post or text words or images intended to hurt or embarrass another person. This is one of the most hurtful types of bullying and can cause deep emotional scars.

The Bullying Prevention Coordinating Committee (BPCC) plans and puts into action activities to educate people about bullying and to prevent it in our school.

# GENERAL INFORMATION / HELP

## ACCIDENTS

Students are expected to conduct themselves in a safe and orderly manner at all times while at school. Adult supervision is provided during school-sponsored activities to ensure the safety and welfare of students as well as to make sure students behave appropriately. Every effort is made to create and maintain the safest environment possible for our students and staff. While safety is a priority, accidents will occur. Students who are injured should report the injury to a supervising teacher. The teacher will contact the school nurse and fill out an accident report.

## AGENDAS

Agendas help students organize their daily responsibilities, plan for long-range projects, and serve as a communication tool between the teacher and parent. Students are expected to bring their agendas to every class. Agendas are available in the office while supplies last (for a small fee).

## AUTHORITY OF TEACHERS

Teachers will establish rules for their classrooms and any school-sponsored activities. They will be consistent with the procedures outlined in this publication. Students are expected to abide by these rules and procedures.

## CAFETERIA & FOOD SERVICES

Our cafeteria provides a wide variety of lunch items each day. Students are responsible for disposing of their own trash and for the cleanliness of their seating area. Students may pay cash for lunches and a la carte items, or they may open an account with the cafeteria. A lunch consists of an entrée, a choice of fruits and vegetables, and milk. Free/reduced-price meals are available to students whose parents qualify. Applications are sent home at start of school and are available at [www.mcps.org](http://www.mcps.org). A new application must be submitted at the start of each school year.

Breakfast is offered to students upon their arrival at school in the form of a bagged “Grab and Go” breakfast. For students who did not arrive in time, a “Second Chance Breakfast” is offered between 1<sup>st</sup> and 2<sup>nd</sup> Period classes.

Students new to AMS will be assigned a PIN to access their cafeteria accounts. Sixth grade students will use the PIN from AES. Students who transfer in from other schools within MCPS will continue to have the same PIN number. Parents may pre-pay any amount for lunches, which the students will access using their PIN. Parents may also dedicate a particular amount for a la carte items. Students will not be permitted to exchange any unused portion of their account for cash, and all remaining monies at the end of the school year will carry over to the next school year. Checks should be made payable to Auburn Middle School.

## CHANGE OF ADDRESS, TELEPHONE NUMBERS or E-MAIL ADDRESS

Please notify the main office in **writing** if an address, e-mail address, phone number, or parent’s work phone number changes during the school year. Parents may update their contact information directly on Parent Portal.

## CUSTODY DISPUTES

Under Virginia law, both parents have equal rights and access to their children and to participate in their child’s education, **unless there is a court order requiring something different**. The court order must clearly establish that the other parent is not allowed to have access to their child or is restricted or limited in some way in

exercising parental rights over the child. Otherwise, both parents are entitled to come to their child's school to participate in their child's education and to exercise all rights which parents have with their children. It is the parents/guardians responsibility to provide the school with a copy of any court documentation.

## **DEPARTMENT OF SOCIAL SERVICES (DSS) MANDATORY REPORTS**

Licensed personnel who have reason to suspect that a child is an abused or neglected child shall report the matter immediately to the building principal. Principals shall report such cases to the child abuse coordinator of the local Department of Social Services as required by law. Personnel making the required reports are immune from civil and criminal liability connected therewith if the reports are made without bad faith or malicious intent.

## **FACILITIES**

Students are expected to help keep the school clean and furniture in good condition. Students who deface or destroy school property are subject to disciplinary action and are liable for damages.

## **LOCKERS**

Individual lockers in the hall and gym are made available to all AMS students. Hall lockers are assigned to students and are designed to hold backpacks, books, school supplies, and limited personal items. Students are responsible for the security of their own belongings and valuables. During PE, students should secure all personal belongings other than clothing in their hall lockers. Gym lockers are not large enough to accommodate large items (i.e. backpacks, large coats); these items **should not** be left unsecured in the locker room.

Students must safeguard their own belongings by locking their lockers and keeping their combinations secret. Anyone who forgets his/her combination should see Ms. Hendricks in the office. The sharing or "rigging" of lockers is prohibited, as students are responsible for the contents of the lockers to which they have been assigned. Students are discouraged from storing money or any items of value in their lockers. Although AMS cannot assume responsibility for any lost, stolen, or damaged items, such incidents reported to an administrator will be investigated.

Lockers are school property and remain at all times under the control of the school. They are not to be defaced by markers, stickers, tape, etc. or subjected to the use of excessive force. Students will be held financially responsible for repairs needed to their locker as the result of intentional damage or negligence. School authorities also reserve the right to search lockers when deemed necessary. Moreover, they also reserve the right to search book bags, and other personal property when there is reasonable suspicion that property will be found that violates school policies and regulations, or may be harmful to the school or students. Students may be required to empty their pockets as well. School authorities may seize any illegal, unauthorized, or contraband materials discovered in a search.

## **LOST AND FOUND**

All small or valuable lost and found items are held in the school office. Library materials are routed to the library and textbooks to the teacher. The lost and found for all clothing and other items is located in the cafeteria. Students should turn in any smaller items found to the office (ie. money, glasses, keys, jewelry). All efforts will be made to return items with students' names to the student. Due to limited space, students should claim items as quickly as possible. The school is not responsible for unclaimed items. Unclaimed items will be donated to charity.

## **MEDICATION**

Students may not have any type of medication (including cough drops, vitamins, etc.) in their possession while on school grounds. Students may not medicate themselves as per “Self-administration of any medication, prescription or non-prescription, is prohibited for students in grades kindergarten through eight” (MCPS Policy 7-5.2).

All doctor-prescribed medications, as well as nonprescription (“over-the-counter”) medications, must be taken under the supervision of school personnel. If a student must take medication during school hours, parents are requested to deliver the medication to an administrator, school nurse, or the administrative assistant in the main office. A medication form should be completed according to the guidelines that follow (forms may be obtained from the main office). All medications should be in their original container and clearly labeled with the student’s name. Written permission to administer any medication must include the name of the medication, the required dosage of the medication, and the time(s) the medication is to be given. School personnel will follow procedural guidelines for the administration of medications (7-5.2).

**Parents should pick up any unused medications at the end of the school year. Medications not picked up by a parent or caregiver will be disposed of.**

**Prescription Medications** - School personnel may give oral prescription medication to students only with a physician/dentist/licensed nurse practitioner’s written order **and** written permission from the student’s parent or guardian.

**Non-prescription Medications** – School personnel may give oral non-prescription medication to students only with written permission from the student’s parent or guardian. Oral non-prescription medications will be administered for no longer than three (3) consecutive days after which time a written order from a physician/dentist/licensed nurse practitioner must be presented.

**Exceptions for Certain Medications** - Medications needed in a medical emergency such as inhalers, Epi-pens, or glucose tablets may be kept in the possession of a student and may be self-administered only with a physician/licensed nurse practitioner’s written order and written parental permission that are on file at the school.

Students who have any medication in their possession while at school in violation of the medications policy may face serious disciplinary action. Sharing, borrowing, distributing, or selling any medication (prescription or non-prescription) is prohibited. Any student engaged in this activity will be subject to disciplinary action in accordance with the Code of Conduct and the Alcohol and Other Drugs Policy. Additionally, permission to self-administer prescription or nonprescription medications may be revoked if the student violates this policy. Sharing and distributing prescription medication may result in a recommendation for expulsion (MCPS Policy 7-5.2).

## **MINUTE OF SILENCE**

The Montgomery County School Board has established the daily observance of one (1) minute of silence in each classroom of the school division (Division Policy 6-1.5). At AMS, this minute of silence is observed in first period every day, immediately following the Pledge of Allegiance. During this minute of silence, students must remain seated and silent and make no distracting display.

## **NURSE**

A full-time registered nurse is on duty at AMS during the school year. The nurse will administer medications, investigate, and evaluate student complaints of illness, evaluate and treat injuries, and make other health-related decisions. Students may be referred to the school nurse for a variety of health-related concerns. Students also may schedule an appointment with the school nurse to ask health related questions.

If a student becomes ill, s/he must report to the nurse's office. A student may be permitted to remain in the clinic for one class period due to not feeling well. The parent/guardian of a student who is too ill to remain at school will be contacted by the nurse or office staff to arrange for the student to go home.

**Parents/Guardians are required to provide a reliable daytime telephone number for this purpose. An emergency contact person also should be identified in case a parent/guardian cannot be reached.**

## **PARENT/GUARDIAN INVOLVEMENT**

Our goal is for all children to enjoy successful school experiences at AMS. We hold high expectations for our students, and we welcome the opportunity to work cooperatively with parents/guardians as part of our team. The support of family and community is important to school success, and parents/guardians are encouraged to take an active role in their children's education.

Parents/Guardians are invited to participate in school functions and to join the PTO. Parents/Guardians are also encouraged to participate in the variety of opportunities to volunteer in our school. These opportunities are generally coordinated through our PTO, or may be arranged with individual teachers.

Parents/Guardians are free to contact teachers, the school counselor, and the administrators to ask questions, share concerns, and make suggestions. They are encouraged to contact individual teachers or schedule appointments with their child's team through the school counseling office to discuss individual student progress or specific student concerns. Parent/teacher conference days are scheduled in October and March.

## **PLEDGE OF ALLEGIANCE**

Per School Board Policy 6-1.5, "The Pledge of Allegiance shall be recited daily in each classroom of the Montgomery County Public Schools as part of opening exercises. During the recitation of the Pledge of Allegiance, students shall stand while facing the flag with their right hands over their hearts or in an appropriate salute if in uniform. No student shall be compelled to recite the Pledge of Allegiance if the student, the student's parent(s), or legal guardian objects on religious, philosophical or other grounds to the student's participation in this exercise. Students who are exempt from reciting the Pledge of Allegiance shall stand quietly or sit at their desks while others recite the pledge and make no display that disrupts or distracts those who are reciting the pledge. Appropriate accommodations shall be made for students who are unable to comply with the procedures described herein due to disability."

## **SCHOOL PHONES**

Office telephones are reserved for office business. Students who are ill or injured should report to the nurse who will make the call to the parents. If there is an emergency, students should report to the main office for assistance in calling a parent/guardian. **Classroom phones are to be used at the discretion of classroom teacher and under direct supervision.**

## **STUDENT ACCIDENT INSURANCE**

All AMS students will be given the opportunity to purchase school insurance. Various levels of coverage are available at exceptionally reasonable rates. Forms will be sent home the first day of school, and insurance may be **purchased within the first three (3) weeks of the school year.**

## **STUDENT RECOGNITION**

AMS recognizes students using the PBIS model formally and informally recognizing students for excellence in academics, improvement, behavior, citizenship, athletics, and other outstanding achievements.

- Honor Roll - All A Honor Roll, A-B Honor Roll, and Improvement Honor Roll are posted at the end of each grading period; and at the end of the year students are presented with certificates
- Student of the Month – Each month departments identify students who have demonstrated particular proficiency in an academic subject, academic improvement, and/or a positive attitude in class. These students' pictures and written summaries of their achievements are placed in a display case in front hall for the month.
- Behavior and Citizenship – Once each week, students are recognized for outstanding individual behavior or acts of character. Teachers and other staff members fill out nomination forms based on their observations and interactions with students; these forms are then placed in a box located in the front office. Twice each week, forms are drawn at random. During morning announcements, these students are called to the office to receive a reward, and the reason for their referral is shared with the student body.

## **TEXTBOOKS, CHROMEBOOKS, AND SUPPLIES**

Students are responsible for the care of all texts and Chromebooks issued. A fine will be assessed if lost or damaged (due to negligence or misuse). Students are expected to furnish own school supplies (such as paper, notebooks, pens, pencils and related supplies.)

## **VISITORS**

Students are not allowed to bring visitors to the school or have them visit during school hours. Only parents/guardians and individuals with official school business are allowed to contact a student at school. All visitors must report to the main office to sign in and collect a visitor's sticker before proceeding to any other intended destination in the school. Photo identification (driver's license) must be provided. Students will be called from classrooms to meet with approved visitors in the office.

To create the least interruption to the teaching process parents wishing to attend their student's class(es) should consult administration to make arrangements prior to the visit. Teachers shall receive prior notice of any visit and will collaborate to ensure that visits are productive, appropriate, and timely. Spontaneous visits by the public shall be kept to a minimum and may be denied. Teachers should not be interrupted during instruction.

# HEALTH & WELLNESS

## ATHLETICS

AMS promotes exercise and a healthy lifestyle through morning walking/running, intramurals, lunchtime recess, club and school sports teams, and Health/Physical Education classes. Students in Grades 6, 7 and 8 are eligible to play Auburn Middle School sports.

Fall	Winter	Spring
Cross Country	Basketball (Girls)	Track 6-8
Volleyball (girls)	Basketball (Boys)	JV Softball (girls) 8
Football	Cheerleading	JV Baseball (boys) 8
Fall Cheerleading	JV Basketball (girls & boys) 8	
Swim		

## AMS Student Athlete Expectations

Grades, Attendance, Discipline

### Grades:

Student athletes must maintain a **minimum class average of 60%** or higher in at least **5** courses. Grades will be reviewed at the beginning of the sport season, at interim, and end of each grading period (and may be reviewed more often at the discretion of Coaches, Athletic Director, and Administration).

### Discipline:

Student athletes are expected to maintain appropriate school behaviors. In the event an athlete receives disciplinary action the following actions will be taken:

School-based Student Disciplinary Actions	Athletic Actions
Detention	Coach Discretion
Full Day ISS	No Practice / No Play
Multiple Full Days ISS	Administrative Discretion
Saturday School	Coach Discretion
Full Day OSS (1 Offense)	No Practice / No Play
OSS (2nd Offense)	Removal from team
Other	Administrative Discretion



## **Attendance:**

Student athletes must be at school a **minimum of half day** (3 hours 15 minutes) to participate in practice or athletic competition unless a doctor's note is provided **prior** to practice or competition.

## **CAMPUS FACILITIES**

The Auburn Middle School campus has a variety of facilities that are utilized to promote student health and wellness. Our facilities include the following:

- walking path
- practice field
- basketball courts
- gymnasium
- weight room

## **CLUBS**

Clubs offered at AMS are based on student interest and available resources. Clubs may be formed throughout the school year with the approval of administration and with qualified staff supervision.

## **HEALTH AND PHYSICAL EDUCATION**

Most AMS students will have Health/PE as part of their daily class schedule. Dressing-out and active participation are essential for physical development and success in the physical education program. If a student is unable to participate in PE because of illness or injury, a note from his/her parent/guardian is required to excuse the student for up to three (3) days. A note from a physician is required if more than three (3) days will be missed.

The PE teachers will distribute specific guidelines regarding expectations in PE to students in writing the first day of class. Students must dress out for PE in the appropriate clothing from home; athletic shoes are needed in order to participate. Gym clothes and shoes are to be kept in a locked gym locker while at school and should be taken home to be laundered regularly. A combination lock is on each locker.

Health Education is part of the PE curriculum and will be taught by the PE staff. PE classes alternate when they meet in classrooms for health instruction. Family Life is taught as part of the Health curriculum. Further information and a copy of the Family Life curriculum are available in the main office and the AMS library.

## **INTRAMURALS**

Intramurals are offered before school for any student interested in playing.

## **PHYSICAL EXAMINATION**

Students may not be permitted to tryout, participate in a practice session, or represent AMS in athletics until there is a VHSL physical examination form on file. VHSL forms are good for one year if the exam is completed during May physical offerings or later.

# SAFETY

AMS is committed to school safety. A Crisis Plan has been developed and is revised at least once a year. Included in the Crisis Plan are provisions for drills and evacuations.

Fire Drills: Emergency Fire Drills will be conducted once a week for the first month of school and at least once each month for the remainder of the school year. Directions for evacuating the building during a drill or actual crisis situation are posted in each room. Students should walk rapidly in single file without running or talking, and remain with their class as they leave the building and report to the designated safe area where the teacher will take roll. Students will remain a minimum of 100 feet from the building until told to return to the building.

Lockdown Drill: A lockdown drill is to prepare students in case they must remain in a designated area until a potentially dangerous situation (ie. hostile intruder) is resolved. Two lock-down drills will be conducted during the first month of school, and two additional drills will be conducted during the remainder of the school year.

Tornado and Earthquake Drills: These drills teach students to seek protection by “Drop-Cover-Hold-On” in the event of a tornado, or an earthquake or explosion. These are practiced at least once annually.

Students are expected to take drills seriously so they will know how to conduct themselves in a real emergency. In drills or actual events, students should endeavor to remain calm, avoid running, not talk unless necessary, and follow staff instructions. Students will be advised when the drill or danger is over. Drills will be conducted periodically and without prior notice throughout the year.

\*Students misbehaving during any drills will be subject to disciplinary action.

## **INVOLVEMENT OF LAW ENFORCEMENT**

The AMS faculty and staff work cooperatively with local law enforcement to maintain a school environment in which our children are safe. Throughout the school year, several community police officers visit our school in an effort to foster positive interactions between young adolescents and local law enforcement officials.

The School Resource Officer is part of our school team. He/she will be in our school daily and is available to advise, teach, and mentor students as well as staff. He/she acts as a liaison between the community police department and our school.

# STUDENT SUPPORT SERVICES

## COUNSELING SERVICES

### Academics Services

- Parent/Teacher Conferences
- Student Record, Report Cards
- 504 Meetings
- Tutoring Referrals
- Course Registration

### Social and Emotional Counseling

- Eagle Time: Character; Career; Kindness
- Crisis Intervention
- Individual Counseling
- Small Group Counseling
- Kindness and Bully Prevention

### Career Services

- Junior Achievement (7th grade)
- Academic and Career Planning
- Job Shadowing (8th grade)

### Other Support Services

- Student Assistance Programming (SAP)
- Talent Search/Upward Bound
- Community Resources and Referrals
- Weekend Food Bags
- Student Recognition
- Transitions to/from other schools
- Red Ribbon Week (drug awareness)

The services provided by the AMS Counseling Office are central to the school's philosophy and goals. Assistance is available in planning and scheduling classes, working through problems and concerns, arranging parent conferences, citizenship, character education, academic and career planning.

For middle school students, the availability of a concerned listener is an important factor in the development of a positive self-image as well as in acquiring attitudes, knowledge, skills, and appropriate behavior necessary for wholesome interpersonal relationships with peers, adults, and society as a whole. Counselors offer crisis prevention and intervention as well as make individual and group counseling available to students.

Parents/Guardians are invited to call or schedule an appointment to meet with the school counselor to discuss concerns about their child at any time. Consultation with the school counselor concerning a variety of issues is offered to parents/guardians. Assessment and appropriate referral information about available community resources are among the services provided to parents/guardians upon request.

Except for emergencies, students will not be allowed to go to the counseling office from class without an appointment or pass. Students are encouraged to make appointments by stopping by the counseling office before or after school, during lunch, or filling out a request form. Parents/Guardians may telephone the AMS School Counseling Office directly by calling (540) 381-6560.

## STUDENT ASSISTANCE PROGRAMMING (SAP) PARENT NOTIFICATION

Our school has a Student Assistance Programming (SAP) Team that helps students who are struggling with their academics, behavior, attendance, and/or emotional wellness by working together with YOU.

**You are the expert on the needs of your child** and your voice matters. If your child is referred, you will be notified and invited to participate in this ongoing process.

The SAP Team will gather, review, and document information important to your child’s learning and monitor his/her progress. The following activities **may be** completed as part of the SAP Team process:

Vision Screening	Classroom Observations	Academic Assessments
Hearing Screening	Develop/Review Intervention Plan	Work with School Counselor
Record(s) Review	Anecdotal/Written Notes	Other necessary information

**If you have any questions regarding the Student Assistance Programming Team process, please contact your school’s administrator.**

# OTHER

## **STATEMENT OF RIGHTS & RESPONSIBILITIES**

In conjunction with creating and maintaining a positive, challenging learning environment, and a climate conducive to the development of a positive self-image, the safety and wellbeing of students and staff are primary concerns. Early adolescents typically are in the process of defining themselves and testing boundaries. In middle school, students have more opportunities to act independently and assume more responsibility for their work and conduct. Students make choices about their work, their friends, and how they will behave. The development of self-discipline becomes paramount at this level. Consequently, maintaining clear and consistent guidelines for behavior and enforcement of consequences are important responsibilities of middle level education.

Students are expected to know and comply with the Montgomery County Student Code of Conduct. The policies apply to any student who is in or on school property, in a private vehicle on school property, in attendance at a school-sponsored activity including field trips, as well as going to/from school and waiting at bus stops. In addition to these policies, the following general rules of conduct will govern daily behavioral expectations:

- Maintain regular class attendance.
- Report to class on time.
- Have the materials and assignments needed for each class.
- Participate actively in all classes, and ask questions if directions or assignments are not clear; put forth best effort.
- Show respect for staff, and comply with the reasonable requests of any school employee the first time.
- Respect the rights and differences of others.
- Be responsible for personal and school property.
- Promote school spirit by supporting and contributing to school-sponsored activities and events.
- Report incidents of bullying to a staff member. Bullying will not be tolerated at Auburn Middle School.

Students involved in multiple incidents of disruption, fighting, and/or other repeated violations of the Student Code of Conduct will be considered for recommendation to the School Board for long-term suspension or expulsion (MCPS Policy 7-3.1). This does not preclude a recommendation by the school administration for long-term suspension or expulsion in the case of a single serious incident.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

### **NOTICE TO ALL PARENTS OF STUDENTS ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS AND ALL STUDENTS CURRENTLY ATTENDING THE MONTGOMERY COUNTY PUBLIC SCHOOLS WHO HAVE REACHED THE AGE OF 18:**

#### **STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day MCPS receives a request for access.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents/guardians or eligible students who wish to ask the MCPS to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student-when notified of the right to a hearing.

3. The right to privacy of personally identifiable information in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, MCPS discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MCPS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-8520

## **DIRECTORY INFORMATION**

As discussed above, FERPA requires the Montgomery County Public Schools, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the school district may disclose appropriately designated "directory information"

without written consent, unless you have advised the school district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow the school district to include this type of information from your child's education records in certain school publications, such as: a playbill showing your student's role in a drama production; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets (e.g., for wrestling events, and which show weight and height of team members).

Directory information is generally not considered harmful or an invasion of privacy if released. FERPA permits the school district to disclose directory information to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local school districts that receive federal money under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with information from three directory information categories - names, addresses and telephone listings - unless parents have advised the school district that they do not want their student's information disclosed without their prior written consent. The Montgomery County Public Schools receive assistance under ESEA.

The School Board has designated the following categories of information as "directory information" subject to disclosure without parental consent: the student's name, address and telephone number; date and place of birth; participation in officially recognized sports and activities; weight and height of members of athletic teams; degrees, honors and awards received; school and dates of attendance; grade in school and program of study. School officials may release this information without the consent of the parents or student. The Montgomery County Public Schools release student information related to awards and participation in activities for recognition purposes, consistent with FERPA's requirements. The school district also releases names and addresses of students to permit students to receive educational and occupational information.

Any parents or eligible students who object to the release of any or all of this information without their consent must notify, in writing, the principal of the school where the records are kept. The objection must state what information the parent or eligible student does not want released. If no objection is received, directory information may be released until the beginning of the 2012-2013 school year.

The Montgomery County School Board has adopted a written policy regarding rights of parents and students under FERPA. Copies of the policy may be found in the Superintendent's Office, in the principal's office at each school, and in your local public library. For additional information regarding the student records policy contact either the principal of the school your child attends or the Superintendent, 382-5104.

## **GRIEVANCE PROCEDURES**

Grievance procedures and contacts have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

### **Title IX (gender equity)**

Mr. Danny Knott  
Director of Human Resources  
Montgomery County Public Schools  
750 Imperial Street, SE  
Christiansburg, VA 24073  
(540) 382-5100, Ext 1067

### **Section 504 (disability)**

Mr. Jason Garrettson  
Director of Student Services  
Montgomery County Public Schools  
750 Imperial Street, SE  
Christiansburg, VA 24073  
(540) 382-5100, Ext 1029

## **Equal Opportunity Employment and/or sexual harassment**

Mr. Danny Knott  
Director of Human Resources  
Montgomery County Public Schools  
750 Imperial Street, SE  
Christiansburg, VA 24073  
(540) 382-5100. Ext 1067

## **HARASSMENT AND/OR DISCRIMINATION**

It is prohibited for any employee or student, male or female, to harass another employee or student by making unwelcome sexual advances or requests for sexual favors or engaging in other verbal or physical contact of a sexual nature when (1) submission to or rejection of the conduct is used as a basis for academic decisions affecting the student; (2) such conduct creates an intimidating, hostile, or offensive learning environment; or (3) submission to the conduct is made either explicitly or implicitly a term or condition of the student's participation in school programs.

The School Board has adopted a grievance procedure for complaints by students of discrimination on the basis of sex or sexual harassment. The MCPS policy is located in Section 5-1.2 of the MCPS Policy Manual and can be reviewed in the AMS library, county libraries, and is available online at <http://www.boarddocs.com/vsba/mcps/Board.nsf/goto?open&id=8X9KCW51440D#>

The School Board has designated the following employee to be responsible for ensuring compliance with the requirements relating to Title IX of the Educational Amendments of 1972:

Danny Knott, Director of Human Resources  
Montgomery County Public Schools  
750 Imperial Street, SE  
Christiansburg, VA 24073  
(540) 382-5100, Ext. 1067  
Please direct any concerns to Mr. Knott.

## **NOTICE OF COMPLIANCE WITH EQUAL RIGHTS REGULATIONS IN EDUCATIONAL PROGRAMS & ACTIVITIES**

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; and all other federal, state, school rules, laws, regulations, and policies, the Montgomery County Public Schools shall not discriminate on the basis of sex, age, race, color, national origin, religion or disability in the educational programs or activities which it operates.

It is the intent of Montgomery County Public Schools to comply with both the letter and the spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the school division.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (disability) should be referred to:



Danny Knott, Director of Human Resources  
Montgomery County Public Schools  
750 Imperial Street, SE  
Christiansburg, VA 24073  
(540) 382-5100, Ext. 1067

All students attending Montgomery County Public Schools may participate in education programs and activities, including but not limited to health, physical education, music, career and technical education, (Family and Consumer Science, Technology Education, Agriculture STEM, Business and Office education, etc.), regardless of race, color, national origin, religion, age, disability, or sex.

## **TRESPASSING**

Per Division Policy 2-3.6, “No one shall be in a school building after school hours unless he/she is on official school business, is participating in a supervised school activity, is authorized by the administration, or is a spectator at an activity open to the public. It is unlawful for any person to enter a school at nighttime without the consent of an authorized person except to attend an approved meeting or service. It is prohibited for any person, whether or not a student, to enter or remain on any school property, including school buses, in violation of (i) any direction to vacate the property by an authorized individual, or (ii) any posted notice which contains such information, posted at a place where it reasonably may be seen. Persons violating these provisions of state law may be prosecuted. For purposes of this policy, school principals are ‘authorized individuals,’ and may direct persons to leave school premises and, in appropriate circumstances, issue no trespassing directives.”

## **SEX OFFENDERS ON SCHOOL PROPERTY**

Per Division Policy 2-3.6, “No adult who has been convicted of a sexually violent offense, as defined in Virginia Code Section 9.1-902, may enter or be present upon public school property, during school hours and during school-related and school-sponsored activities, unless: (i) he is a lawfully registered and qualified voter, and is coming upon such property solely for the purposes of casting his vote; (ii) he is a student enrolled at the school; or (iii) he has obtained a court order allowing him to enter and be present upon such property, and is in compliance with terms and conditions of the order.” All Montgomery County Public Schools utilize driver’s license scanners with a sexual offender auto-check program for visitor registrations. This system will run the names and birthdates of visitors through the sexual offender registry. The Administrative Assistant will attempt to confirm the information in the database to conclusively determine if the visitor is on the registry. Any visitor whose name and/or birth date triggers a warning within the sexual offender registry will be denied entrance and will be asked to leave the premises. Unfortunately, the Sexual Offender Registry is not perfect and there is always a possibility that a person’s name and/or birth date could trigger a “false positive.” It is our practice to treat all registry alerts as valid until conclusively proven otherwise. Any alert that cannot be readily identified as a “false positive” will result in the visitor being asked to leave school premises and/or contact local law enforcement. Any visitor who is denied entrance will be provided with the Reported Sex Offender Protocol sheet. If a visitor is uncooperative, or wishes to challenge the information on the registry, the school should contact local law enforcement for assistance. For visitors who flag the system but leave when asked, the school will still notify local law enforcement of the incident on the day of its occurrence. Visitors who believe that there is a mistake should call the school and make an appointment to discuss the matter further with the principal and work with our local law enforcement to ensure that the situation is appropriately addressed. We appreciate everyone’s cooperation and understanding in such matters. Our ultimate is to protect our students and uphold the law. We do this with the safety and best interest of our students in mind.

## **UNAUTHORIZED PERSONS ON SCHOOL PROPERTY**

Unauthorized persons should not be in the school building or on school grounds at any time without the permission of the principal. Unauthorized persons include, without limitation, the following: • Students not assigned to AHS • Students suspended or expelled from any MCPS school • Students advised by the principal or assistant principal to leave school grounds • Any person who has not obtained a visitor's pass from the main office (not an approved visitor) • Any person previously warned not to be on school grounds • Any other person not having official business at the school • Any person who is causing a disruption of the programs or activities Citizens and parents/guardians whose conduct is not disruptive of the normal school operations are always welcome to observe the operations of the school, but should first obtain permission from the principal's office. Teachers are obligated to inform the principal of any unauthorized person they find on the premises. Any unauthorized person will be asked to leave the grounds at once. An administrator may enlist the aid of law enforcement officials to remove any unauthorized person from the school grounds refusing to leave on their own or whose actions are disrupting the school's instructional or extracurricular programs.

# SIGNATURE PAGE

(Please read and complete)

## ACKNOWLEDGMENT OF RECEIPT

We have reviewed the AMS Student/Parent Handbook and the Montgomery County Public Schools Student Code of Conduct (Grades 6-12).

\*Both student and parent/guardian signatures are required. Please include first and last name.

Student Name *(Print)* \_\_\_\_\_

*(Signature)* \_\_\_\_\_

Parent/Guardian Name *(Print)* \_\_\_\_\_

*(Signature)* \_\_\_\_\_

Date \_\_\_\_\_

***This acknowledgment must be completed and returned to student's first period teacher within the first 10 school days.***