

Parkville Middle School & Center of Technology

Student Handbook

2018-2019



At Parkville Middle School...the Squires SHINE!

Safe Honest Innovative Noble Excellent

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The social and academic skills you learn in middle school will have a direct effect on your future. To be the most successful learner you can be, follow these guidelines:

1. Come to school every day (unless you are ill) prepared with all the necessary materials and completed homework assignments. If you must be late, visit the office when you arrive to receive a late pass. On the day following an absence, be sure to bring a note to your homeroom teacher explaining the reason for your absence.
2. Breakfast may be purchased in the school cafeteria beginning at 8:00 a.m. and students will take their breakfast to homeroom. The doors to the remainder of the building open at 8:05 a.m. Homeroom activities begin at 8:15 a.m. and the instructional day starts at 8:25 a.m. Be on time so you don't miss anything important!
3. Organize your notebook and supplies, pay attention in class, and keep up when absent by checking with your teachers for missed work as soon as you return.
4. Take an active role in your learning: ask questions, record all assignments in writing, and review classwork to be sure you understand.
5. Never leave the building during the school day without written permission from the office. If you are in school, you should be in your assigned classes. If you become ill, get a pass from your teacher and go to the nurse; she is here to help you! *Parents, please encourage your students to refrain from calling home from their cell phone before seeing the nurse if they feel ill.*
6. During change of classes, help keep Parkville a safe and pleasant place by walking and talking at a reasonable pace and volume and respecting the rights of others. Visit your locker at the beginning and end of the day. To keep your possessions secure, keep it locked at all times.
7. If you should see an unsafe activity occur, be certain to bring it to the attention of one of our teachers, counselors, the School Resource Officer, or administrators.
8. You will receive a report card four times a year. It will communicate how well you have performed in class, areas of self-development, and your attendance. Interim reports will be sent home between report cards to share additional information on your academic progress. The 4th quarter report card is mailed home from the Office of Student Data generally the last week of June.

Safe Schools Anonymous Tip Line: 1-877-636-6332
Text/e-mail Safety Information: Hotline@bcps.org
Maryland Youth Crisis Hotline: 1-800-422-0009

There are several special services provided by special people at Parkville. **School counselors** help students make decisions, solve problems and understand themselves better. In addition to helping students who are injured or ill, the **school nurse** supervises the administration of prescribed medication and monitors health records and physical education restrictions.

The **School Store** is located just outside the auditorium and is open Monday-Thursday mornings from 8:05 to 8:15 a.m. **Lost and Found** is located in the main office; please turn in any lost articles to the school secretary.

Even though we hate to say “NO” to things you enjoy, some of them are not appropriate for school. We say NO to the following:

- **Heavy Winter Coats:** Keep them in your locker.
- **Very “Casual” Clothing:** Short-shorts, message T’s, fishnets, half-shirts or crop tops, low cut tops, tank tops, hats, tube tops, spandex, sunglasses, etc. (See Dress Code)
- **Personal, Non-school Related Property:** Large sums of money, radios, computer games, MP3s, iPods, iTouch, etc.--*Leave these items at home*; we would hate to see them lost or broken.
- **Back Packs and Book Bags:** Use them to and from school; but, keep them in your locker during the school day.
- **Purses:** Should be small and carry personal items. If your books are in your purse, it is considered a book bag (see item above).

For your safety and the safety of others, **PLEASE** follow the rules below when riding your **school bus**.

Remember that riding the bus is a privilege not a right. The rules are:

- Be at your bus stop in the morning before the bus arrives by at least 10 minutes.
- Wait until the bus stops before moving forward to board.
- Remain in your seat while the bus is in motion; keep hands, head, and arms inside the bus.
- Keep voice volume conversational.
- Remain at the bus stop until after the bus has left and you have looked both ways for traffic before crossing the street.
- **Do not use your cell phone on the bus.**

Lunch time is a favorite time of day. Please help us keep the cafeteria a pleasant place to eat and talk with your friends. Some things you can do to help are:

- No food may be brought in to the school from fast-food restaurants or carry-out restaurants. Please bring a lunch from home or purchase food from the school cafeteria.
- Be courteous to each other in the lunch line.
- Clean up your space by disposing of trash and trays.
- Remain at your table until you are dismissed.
- Use a reasonable voice level in speaking.
- Get a pass from a teacher on duty for the lavatory.
- **DO NOT** take food out of the cafeteria.

Extra School Time (EST) is a program that provides an appropriate consequence for inappropriate behavior as well as to give students an opportunity to make up work. **EST** is held on Tuesdays and Thursdays from 2:50-4:50 p.m. and on Saturday from 9:00 a.m. to 12:00 p.m. Students are required to bring assigned work to EST; additional work is provided for students who come unprepared. Students are expected to be cooperative and complete assignments during EST. We hope that EST encourages students to be successful in school.



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Students enter the building 10 minutes before the start of homeroom.

	6	7	8
HOMEROOM 8:15-8:30			
ADVISORY 8:30-8:45			
MOD 1 8:45-10:10 (80 min.)		MAGNET	SPECIALS
MOD 2 10:10-11:30 (85 min.)	SPECIALS		
MOD 3 11:30-1:25 (115 min.)	MAGNET 11:30-12:10 (40 min.)	*LUNCH A 11:30-12:00	11:30-12:55 (85 min.)
	*LUNCH B 12:10-12:40	12:00-1:25 (85 min.)	
	12:40-1:25 (45 min.)		*LUNCH C 12:55-1:25
MOD 4 1:25-2:50 (85 min.)		SPECIALS	MAGNET

*Acceptable lunches are packed and brought from home or purchased in the school cafeteria. **Please, no lunches from outside fast-food or carry-out restaurants.**



Interims Available

Wed., Oct. 10, 2018
Wed., Dec. 19, 2018
Wed., Mar., 06 2019
Wed., May 08, 2019

Conference Nights

Wed., Oct. 17, 2018
Wed., Jan. 09, 2019
Wed., Mar. 13, 2019

Quarter Ends

Fri., Nov. 09, 2018
Fri., Jan. 25, 2019
Fri., Apr. 05, 2019
Fri., Jun. 14, 2019

Report Cards Distributed

Mon., Nov. 26, 2018
Thurs., Feb. 7, 2019
Tues., Apr. 23, 2019
Mailed home June 2018

Notebook Checklist

Are you prepared to SHINE every day?

Large 3-ring loose-leaf binder
Loose-leaf paper
8-tab Dividers for each subject
Blue or black pens
Red pens

Sharpened #2 pencils
Yellow highlighter
6-inch ruler
Zipper pencil case

Students' Rights & Responsibilities

Students have the right to...

- Attend school and gain an education provided by law.
- Receive an education. Any disciplinary measure that affects this right in a negative way must be applied with due process.
- Be given the option of assuming the responsibility of accounting for their school absences, in writing.

Students have the responsibility to...

- Conduct themselves in ways that contribute to a proper learning environment for all students.
- Respect the personal, civil, and property rights of all members of the school community.
- Attend school daily.
- Recognize that their classroom behavior affects their classroom, and therefore, their classwork grade.
- Refrain from unexcused absences, either alone or with other students, during group activities or other assemblies.
- Dress appropriately to help set the proper standard of school and social behavior. Students' dress should not cause a safety or health hazard, hinder their or other students' education, or be obscene.
- Avoid behaviors of a sexual nature that are unwelcome or offensive to others.
- Learn and obey school rules and procedures.
- Understand that all rights come with responsibilities.

Responsibility for Academic Work, Daily Attendance, and Behavior

- **DAILY attendance is important.** Classwork experiences are fundamental to a student's academic success. Further, students missing as much as 20% of the class time within each grading period are subject to a failing class work grade (Rule 5210). Unexcused absences, 10% or more, will result in failure for that marking period (Rule 5120).
- **Baltimore County Public Schools Rule 5210** also states that a student missing 20% or more of class time during the school year may not be eligible to earn credit in summer school.
- Absences **MUST** be accounted for in writing on the day a student returns.
- A student's classroom behavior affects the quality and quantity of the classwork he/she will accomplish and therefore may be reflected in the class work grade.

How do I plan for homework in a block schedule?

Students should...

- Complete homework the same day it is assigned.
- The next evening students should review their homework and/or class notes in preparation for class.



What do I do when I am absent?

- Remember, being absent one day with a block schedule is like missing two classes.
- It is important to get your work from your teacher and complete it as soon as possible.
- Bring a note from your parent and submit to your homeroom teacher the day you return.



How do I get help on assignments?

- Talk to your teacher. Ask if you can come at lunch or after school for assistance.
- E-mail your teacher to ask a question.



How can parents support?

- Provide a quiet place to complete homework.
- Have your child complete homework for that day's classes.
- Open BCPS One, sign in and check your child's homework and grades regularly.
- Use the information sheet below to contact teachers, team leaders, department chairs, or administration.



Who do I contact with a concern about...

Academics or a Class?

Our chain of command is in place to encourage a relationship between the classroom teacher and the parent/student. Therefore:

1. The first conversation should be with the **teacher**.
2. If you do not hear from the teacher in a reasonable time frame or you cannot resolve the issue with the teacher regarding an academic concern, the next step is to contact the **department chairperson**.

Art, Music	Kathryn Knight	kknight@bcps.org
Language Arts	Rachel Kuczynski	rkuczynski@bcps.org
Magnet	Bruce Kopp	bkopp2@bcps.org
Mathematics	Ashley Hurd	ahurd2@bcps.org
Physical Education / Health	Krista Klausmeier	kklausmeier@bcps.org
Reading	Rachel Kuczynski	rkuczynski@bcps.org
Science	Sara Mullin	smullin@bcps.org
Social Studies	Philip O'Brocki	pobrocki@bcps.org
Special Education	Joanie Metzger	jmetzger@bcps.org
World Languages	Amber Serrano	aserrano@bcps.org

3. If you have not resolved the issue, you would then contact the **grade level administrator**.

Kimberly Mark	Sixth grade	kmark@bcps.org
John Bowman	Seventh grade	jbowman3@bcps.org
Orly Mondell	Eighth grade	omondell@bcps.org

4. If the issue is still unresolved, then you would contact the **principal**.

Erin O'Toole-Trivas	Principal	etrivas@bcps.org
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Who do I contact with a concern about... Behavior or to Schedule a Conference?

Our chain of command is designed to assist the parent in communicating with teacher, the teaching team, or the guidance department.

1. If you have a behavior concern with a particular class, contact the **classroom teacher**.
2. If you would like to schedule a conference with more than one teacher regarding an academic and/or behavioral concern, contact the **team leader**.

Andy Noll	Sixth grade	anoll@bcps.org
Amanda Jenkins	Seventh grade	ajenkins2@bcps.org
Dan Glodek	Eighth grade	dglodek@bcps.org

3. If you have a family concern, a safety concern for another child, or need to request resources for your child or family, contact your child's **grade level counselor**.

Elizabeth Smith	Sixth grade	esmith17@bcps.org
Amanda MacGregor	Seventh grade	amacgregor@bcps.org
Tabatha Luma	Eighth grade	tluma@bcps.org

4. If you cannot resolve the concern or your call/e-mail is not returned, please contact the **grade level administrator**.

Kimberly Mark	Sixth grade	kmark@bcps.org
John Bowman	Seventh grade	jbowman3@bcps.org
Orly Mondell	Eighth grade	omondell@bcps.org

5. If the issue is not resolved to your satisfaction, then contact the **principal**.

Erin O'Toole-Trivas	Principal	etrivas@bcps.org
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Please remember our school's dress code. We have a dress code to provide a safe environment with no distractions. The following is a list of items that are **NOT appropriate** to wear to school:

- Earbuds, headphones (This is a safety concern. Students cannot hear us in the halls.)
- Hoods (Safety concern—Students cannot be readily identified.)
- Purses larger than 8 x 10 inches
- Backpacks of any kind are to be stored in lockers.
- Tank tops or tube top shirts/ dresses (please wear a shirt or sweater over it.)
- Exposed undergarments (including boy's or girls' underwear and girls' bra straps)
- Hats, bandanas, or sunglasses (no hats on belt loops)
- Half shirts or crop tops that expose the belly or tops that are off-the-shoulder
- Low-cut tops
- Unbelted or baggy pants that expose underwear
- Shorts or skirts of inappropriate length (please check skirt length when standing, walking, and seated)
- Shirts with vulgar, drug or alcohol-related messages or graphics
- Shirts depicting violence/guns
- Shirts with inappropriate language or suggestive messages
- Sleepwear, slippers, or loungewear
- Chains on clothing, spiked armbands, bracelets, or neckwear
- Any item that is not safe, is unhealthy, or distracts others from learning

In order to avoid distractions and interruptions to student learning, students should follow the dress code outlined above. If you are not sure as to whether something is appropriate to wear to school, it is probably better to keep that item at home. Young ladies may wear compression shorts under their shorts or skirts to lengthen them. We appreciate your creativity and effort to work with us.