Principal’s Message

Dear Parents/Guardians:

Welcome to the new school year! Our school day will be from 8:15 a.m.-2:45 p.m. This electronic newsletter is intended to provide you with most of the information you will need to help you and your child prepare for the new school year.

- **Homeroom, schedule, and transportation/bus** information will be mailed to you in mid-August.
- **Emergency Contact Information Sheet**—All students will receive this form on the first day of school. Please return them to the homeroom teacher the next day. This form is REQUIRED for all students.
- **Arrival Procedures**—Please see page 5 to see which door your child’s grade level enters each morning.
- **Residency**—Incoming grade 6 students should have verified residency before leaving their BCPS elementary school. If you have not verified residency (Gr. 6) or if you are a shared domicile renewal that has not been submitted, you will not receive the August mailing with your child’s homeroom, schedule, and transportation information. Please call Mrs. Hightower, Guidance Secretary, at 410-887-5252 to complete this process.

**LOCKER USE**—students will use their lockers before homeroom and at the end of the school day.

**BACKPACKS**—will be stored in the student’s locker for the day.

**UPDATED DRESS CODE**—Please see the full list on page 2.

**CELL PHONES are AWAY FOR THE DAY!** Parkville Middle School will continue to be a cell phone free environment for the 2019-2020 school year. Students are permitted to bring cell phones to school, but the expectation is that cell phones are locked in lockers throughout the day. **Students will not be permitted to carry their cell phones with them or use them throughout the school day.** Cell phones have become a tremendous distraction to the primary purpose of school—to learn. We are fortunate that we are a 1:1 school, which means each student has a computer assigned to them. The 1:1 program eliminates the need for students to use their cell phones for educational purposes within the school. Additionally, research shows that student need an environment and an opportunity to “disconnect” from their cell phones and electronic communication to work on interpersonal skills and face-to-face communication with classmates and staff members.

The first time a student is seen in possession of a cell phone during the school day, the student will be directed to his/her locker to put the phone away. Any subsequent possession of the phone will subject the student to the progressive discipline as outlined in the Baltimore County Student Handbook.

Enjoy the rest of your summer. I look forward to seeing Grade 6 students on **August 30** and everyone on **September 3**.

Sincerely,

Erin R. O’Toole-Trivas
We strongly encourage all students to dress in a manner that fosters optimum student learning. Research (Barth, 2002) clearly shows that young people learn best when they dress in a way that demonstrates that a good education is a value that is cherished by both parents and the school. We encourage students to wear clothes that are suitable for school or any other professional setting. Please do not wear the following items to school:

- **Earbuds, headphones** (This is a safety concern. Students cannot hear us in the halls.)
- **Hoods** (This is a 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 small sweater over it.)
- Exposed undergarments (including boy’s’ or girls’ underwear and girls’ bra straps)
- **Hats, du-rags, 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 of 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 or use of inappropriate language or suggestive messages.
- **Sleepwear, slippers, loungewear or blankets**
- Chains on clothing, spiked armbands, bracelets, or neckwear
- Any item that is not safe, is unhealthy, or distracts others from learning

***Some of our young ladies wear compression shorts under their regular shorts to achieve an appropriate length. We appreciate this creative and resourceful compromise to the dress code. We encourage students to bring an alternate item of clothing of their choice to avoid changing into a gym uniform or calling a parent! Students violating the dress code receive a letter to parents the first time and an after-school detention the second time.***

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### MATERIALS AND SUPPLIES

The following list represents the recommended materials for use during the **2019-2020** school year.

**Supplies should be replenished when needed.**

**GRADE 6:**

- Three-inch binder
- Several packages of wide-ruled loose leaf paper
- Reinforcements
- Pencil case that fits into the binder
- 2 black or blue pens; two red pens
- 5 number two pencils with erasers plus separate erasers
- Pencil sharpeners
- Highlighters
- 1 set of colored pencils
- Ruler with metric and standard measurements
- Glue stick
- 2 spiral notebooks
- Protractor
- Compass
- 2 marble composition books
- Scissors
- Calculator: TI 108 (Four Function)—for home use (optional)*
- 3 Two-pocket Duo-Tang folders
- **Science**-8 glue sticks, 1 plastic two-pocket folder with three-prong fasteners, 1 pack post-it notes, 1 pack index cards, 2 dry erase markers
- 8-tab binder dividers
GRADE 8:
· Several packages loose leaf paper (college-ruled)
· Number 2 pencils with erasers plus separate erasers
· Geometry students—compass & protractor for home
· Pens—blue or black ball point; 1 red pen
· Post-it notes
· 4 Two-pocket Duo-Tang folders
· Index cards
· Colored pencils
· Highlighters (multi-colors)
· Paper clips
· 6 Glue sticks
· Ruler—standard and metric markings
· Three-inch binder
· 1 Marble composition book
· Graph paper
· 4 One Subject Spiral notebooks
· Calculators: TI30X IIS (Scientific) for Math 8 and IT-84+ (Graphing) for Algebra I and Geometry—for home use (optional)*
· Science—scissors, 5 glue sticks, 1 pack of post-it notes, 8-tab binder dividers
· Scissors

GRADE 7:
· Pens (red, blue, black)
· Binder with a minimum of six sections
· Pencils with erasers
· 3 Plastic two-pocket folders with three-prong fasteners
· Colored pencils
· 2 marble composition notebooks
· Erasers
· Glue stick
· Ruler—standard and metric markings
· Three-inch binder
· 1 Marble composition book
· Graph paper
· 8-tab binder dividers
· Science—scissors, 8 glue sticks, 1 pack of post-it notes, 3 prong fasteners
· 8-Tab binder dividers

Planners:
· All grades (optional)
*Regarding calculators (all grades):
· When appropriate, students will be provided calculators for use during school. At times, the use of a calculator may be necessary at home as well. Most smart phones have a built in four function and scientific calculator. In addition, Desmos.com is an online graphing calculator that can also be used. If you would like to purchase a calculator for home use, the calculator models that will be used in each grade are listed above. This purchase is optional.

Physical Education uniforms (all grades):
· PMSCT gym uniform (purchased from Phys Ed teacher, $20.00) Cash, credit card or money order only (no personal checks accepted). All students will need tennis shoes for phys ed.

Spiral-bound Art Sketchbook: (all grades):
· 8 1/2” x 11” OR 9”x12” available at the School Store or AC Moore, Michaels, Walmart.

DONATIONS APPRECIATED! As you shop for school supplies, please consider donating such items as tissues, hand sanitizer, and antibacterial wipes for classroom use. Please send them with your child to their homeroom teacher. Your generosity is greatly appreciated.
On July 1, 2008, the Maryland General Assembly directed the Maryland State Department of Education (MSDE), in consultation with the local school systems, to develop and adopt a model policy prohibiting bullying, harassment, or intimidation in schools. The Maryland State Board of Education approved its model policy on February 24, 2009.

As a result of MSDE’s model policy, the Board of Education of Baltimore County approved the new Board of Education Policy and Superintendent’s Rule 5580, “Bullying, Harassment, or Intimidation,” which prohibits students from engaging in intentional conduct involving bullying, harassment, or intimidation, which can substantially interfere with a student’s educational opportunities, or any acts of retaliation against those who report instances of bullying, harassment, or intimidation.

The “Bullying, Harassment or Intimidation Reporting Form” is used to track alleged instances of bullying, harassment, or intimidation. The form is available on the Baltimore County Public Schools’ web site under the “Student” and “Parent” tabs. You may contact the school for additional information or assistance at anytime. Bullying, Harassment or Intimidation Reporting Form

In an effort to help parents with various school payments such as field trips, gym uniforms, Gr. 8 banquet, the spring musical, other apparel, etc., you will have the option to pay by VISA or Master Card. Please remember, we do not accept personal checks. We do accept cash, money orders and credit card payments. The program, called ONLINE SCHOOL PAYMENTS can be accessed from our school website or at Online School Payments BCPS. You will need to set up an account with your child’s student ID number. There is a $4 surcharge and $3.35 transaction fee. As many parents are uncomfortable sending cash to school with their child or have to run to the bank for cash, we hope this option will make your life easier!

Prescription or over-the-counter (OTC) medications may be administered to students only upon the order of a physician and under the supervision of the school nurse or principal’s designee. Medical orders for prescription and OTC medications must be updated at the beginning of each school year. All medications, whether prescription or OTC, must be in a current, properly labeled, bottle with written orders from the physician for giving the medication in school. Discretionary medications may be given to students only with parent/guardian signature on Form BEBCO 0881, which will be given to your student the first day of school. Please be sure to ask your child for this form. It is imperative that this form be updated annually by the parent/guardian to ensure that the student’s medical and emergency contact information is current. Please have your child return this form to their homeroom teacher as soon as possible. Any questions or concerns regarding the medication policies or student health issues should be directed to the school nurse at 410-887-5254.

Baltimore County has an automated Emergency Contact Information System in place for students. The information you provide helps us to reach you in the events of an emergency involving your child. Please remember the e-mail address you provide for BCPSone and the Student Information System must match, or you will not be able to access the BCPSone system immediately.

This system will keep updated emergency contact information on students. For emergency calls, the automated system will use the first listed phone number and e-mail from the Student Contacts page in the Student Information System to reach parents. All students will receive the form on the first day of school. When you receive it, please make any necessary changes. If no changes are necessary, please check the box that says, “no changes.” Please sign and return the form to your child’s homeroom teacher. This is a required form from all students.
Students may bring their gym uniforms to the locker room each morning. The cost of a new gym uniform is $20.00. They will be on sale in the gym office and students will have ample opportunity to make purchases during the first weeks of school. CASH, CREDIT CARD OR MONEY ORDER ONLY.

Gym uniforms will also be available for purchase during class from September 4-13 and Back-to-School Night. There is also an option set up on the website for credit card payments effective August 1st.

Gym Uniforms:
- Shirts: $10.00
- Shorts: $10.00
- Set: $20.00

The outside doors open at 8:05 a.m. Homeroom begins promptly at 8:15 a.m. each morning. Students should line up by grade level at the following doors:
  - Grade 6—Auditorium doors
  - Grade 7—Flag pole entrance by cafeteria
  - Grade 8—Main entrance

Students arriving after 8:15 a.m. must report to the office for a late pass. (see p. 9 for arrival procedures for students who will be eating breakfast)

At Parkville Middle School we work with our students to build a sense of community among them and that we help to restore relationships when something negative occurs. For that reason, we practice several components of restorative practices framework that includes:
  - Community check-in and check-out circles.
  - Restorative conversations between students.
  - Community conferencing with students or students and their families.

Using these tools are intended to assist students in learning the social-emotional skills that are important to them in school and in their future work place. Some parents have expressed concern that these tools are used in place of consequences. Sometimes these conversations are the consequence and sometimes they are paired with a consequence. Each circumstance is unique and decisions about the most appropriate way to manage a situation will be made on a case-by-case basis and will be guided by the BCPS Student Handbook.

Students each have a locker assigned to them for safekeeping of their personal items. For security reasons, the school will provide combination locks. On the first day of school, students will receive their combination. The locks will be returned to their homeroom teacher at the end of the school year. Any student who loses a lock will be required to purchase a new one from the school store at a cost of $5.50, CASH OR MONEY ORDER ONLY. Students will also be assigned a locker with a built-in combination lock for Physical Education class.
The cost of a school breakfast is $1.55 and lunch is $3.00. Applications for free/reduced meals will be sent home the first day of school and must be returned by October 6 to receive uninterrupted breakfast/lunch service.

Students may also bring a lunch from home or purchase à la carte items such as hamburgers, pizza, fruit, soft pretzel, etc. Please do not bring food in to school from fast-food or carry-out restaurants. Additional information regarding school meals can be obtained by accessing the Baltimore County Public Schools website at www.bcps.org. Simply go to the Office of Food and Nutrition to find meal information and menus for the upcoming school year.

The Baltimore County Public School System participates in the National School Lunch Program/School Breakfast Program. Nutritious breakfast and lunch meals are served each school day. Children may buy meals at the published school prices. For those who qualify, meals are also available free or at a reduced price. All meals served meet nutritional standards established by the U.S. Department of Agriculture.

However, if a child has been determined by a doctor to be disabled and the disability would prevent the child from eating the regular school meal, we will make any substitutions prescribed by the doctor. If a substitution is needed, there will be no extra charge for the meal. If you believe your child needs substitutions because of a disability, please call 443-809-7855 for further information.

Because of the number of students at each lunch shift, we cannot accommodate parents who wish to eat lunch with their children.

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**CAFETERIA NEWS AND GENERAL INFORMATION**

**BREAKFAST PROCEDURES**

- All students who are purchasing breakfast must enter the cafeteria through the gray outside doors located at the rear of the cafeteria.
- The doors open at 8:05 a.m.
- Students will take their grab-and-go breakfasts to their homeroom classrooms.
- Breakfast is available until 8:15 a.m. Students arriving on late buses will be provided breakfast.

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**ATTENTION VOLUNTEERS AND CHAPERONES**

If there is a chance that you will accompany your child on a field trip or you are considering being a volunteer this year, you may complete your annual training online by following the instructions at: Volunteer Training Information. You must complete both the online training and the volunteer application.

***PLEASE NOTE: Volunteers must be trained EVERY YEAR.*** If you attend training at another Baltimore County school during the 2018-2019 school year, please ask them to fax your paperwork to us at 410-887-5315 so that we know you have been trained. Please be advised that without the annual training, you may not volunteer in the school or chaperone field trips.

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**GIANT A+ REWARDS**

Please mark your calendar to enroll in the Giant A+ School Rewards Program in September 2019 at https://giantfood.com/school-rewards/. If you are a current supporter (already registered), you do not need to re-register your Giant card. This is a super easy way to help enhance our school budget just by enrolling and shopping. WE APPRECIATE YOUR SUPPORT!! We hope you will take a few minutes if you are a new supporter to register your Giant card on-line. Please spread the word and ask friends and relatives to do the same to support our school.
BCPS provides bus transportation for students who live more than one mile from the school. Our school bus drivers are dedicated BCPS employees who daily take on the challenge of providing safe transportation to and from school for our children. Most of the Baltimore County Public School buses have been equipped with video cameras. This technology is intended to enhance a safe and orderly environment while transporting students to and from school and school related activities. While on the school bus, students are expected to comply with all BCPS transportation regulations, including:

- Follow directions the first time they are given.
- Stay seated, facing forward at all times.
- Keep all body parts inside the bus.
- Keep hands, legs, arms, personal property and voice in their own personal space.
- Refrain from eating, drinking or using vulgar language.
- Remember that cell phone use on the bus is prohibited. (see the BCPS Student Handbook for more information).

As of Monday, July 8, 2019, parents may electronically update Student Privacy Options through the student information tile in BCPS One. This form will no longer be printed with the Emergency Contact Form. Please use the following link for more information regarding your child’s student privacy options. Rule 6202 Student Privacy Options

This form is to be used whenever parents/guardians or eligible students do not permit BCPS to share a student’s directory information, do not want the student to use telecommunications, and/or do not want the student’s intellectual property published/produced/displayed anywhere. This is not a required form, however, if desired, you complete this online form for your child by Oct. 1st. If you choose to opt-out of having your child photographed, then he/she will not be included in the 2019-2020 yearbook.

Students will receive their assigned device that will be travel between home and school with them. Students will use the same device throughout the year. Should a child change schools, he/she will turn in the device with all of the accessories (Device bag and strap and power cord) and will be assigned another device at the new school. All devices have web-filtering software. Students are expected to care for and use devices appropriately at school and at home according to BCPS’s Technology Acceptable Use Policy (TAUP) for Students (Rule 6202 TAUP for students) and they will receive instruction on digital citizenship including online safety, security, and responsible use. Students abusing the telecommunications policy will be subject to progressive discipline at outlined in the BCPS Student Handbook. Students should keep their device in the BCPS issued bag inside their backpack when traveling to and from school. Students are expected to bring a fully charged device to school daily and carry it in the BCPS issued bag throughout the day. The device and the bag should not be decorated or altered in any way and students should carry only the device and the accessories in the bag.

Accidental damage, including liquid spills, drops, and collisions, are covered by BCPS. Intentional damage, including throwing the device, striking the screen, accessing, modifying, or destroying equipment programs, files or settings, receipt, sale, and possession of property stolen from BCPS, will not be covered by BCPS. All lost or stolen devices will be reported to the police. Students will write a report for the administration who will work with the SRO to help locate the device. All devices have tracking software installed. BCPS only activates the tracking software when a police report has been filed. Parents will have to sign a contract for their child to be assigned a device.
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 always 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/Reading                       Rachel Kuczynski             rkuczynski@bcps.org
   Magnet                                      Bruce Kopp                   bkopp2@bcps.org
   Math                                        Ashley Hurd                 ahurd2@bcps.org
   Physical Education/Health                   Krista Klausmeier            kklausmeier@bcps.org
   Reading                                     Rachel Kuczynski             rkuczynski@bcps.org
   Science                                     Patricia Knight              pknight@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

Dear Sixth Grade Students and Parents,

Welcome to Parkville Middle School and Center of Technology! The sixth-grade teachers are looking forward to working with you this year! To ease your transition from elementary school to middle school, we will be holding grade 6 Early Entry Day on Friday, August 30, 2019 from 8:15-11:45 a.m. Students will report to their homerooms. This day will give students an opportunity to:

· Meet their teachers
· Learn about what makes middle school unique
· Ask questions
· Organize their binder following the sixth-grade guidelines
· Practice opening their combination lock
· Tour the school building
· Learn about after school clubs

By August 30th you should receive your child’s class schedule, as well as their homeroom teacher and transportation information. Additional information will be included in the August mailing, stay tuned.

Sincerely,
The Sixth Grade Team
We ask all parents and students to understand that birthday celebrations cannot be held at school. Please do not send cupcakes, gifts, balloons, etc. to school with your child or bring them during the school day. This practice is disruptive to instruction. Additionally, taking helium balloons home on the bus is not permitted for safety reasons. All birthdays are special; please celebrate them in the evening or over the weekend with your family.

Your child’s attendance is important to us and affects their academic success. Your child will receive “A Note to...Parkville Middle School” pads at the beginning of the school year. These notes can be used for tardiness (lateness to school), early dismissals and absences. There is also an area for changes in phone numbers, address or emergency contact. As we all have busy lives, please make every effort to use this tool to keep us informed when your student is late, absent or will be leaving school early. We hope that this method will help you quickly let us know how to code your child’s absence from school. Lateness and absences without a written note are coded unexcused.

What is PBIS?
- PBIS stands for Positive Behavioral Interventions and Supports.
- PBIS is a research-based, school-wide systems approach to improve school climate and create safer and more effective schools. PBIS is a process and not a program or curriculum.
- PBIS implementation includes school-wide procedures and processes intended for: ALL students, ALL staff, and in ALL settings. This includes individual classrooms and teachers AND non-classroom settings and related staff.

What does PBIS look like at Parkville Middle School?
- Parkville students are expected to SHINE every day. SHINE stands for: Safe, Honest, Innovative, Noble, and Excellent
- Students’ positive behavior is recognized through the distribution of SHINE shillings.
- Students can use these behavior bucks to purchase items from the SHINE cart, as well as attend various grade level incentives during the school year.

What can you do to support PBIS at Parkville Middle School?
- Business donations are appreciated and always welcomed.
- Encourage your children to “SHINE” at home.

Need more information about PBIS? Contact Michelle Yearick at myearick@bcps.org.
Becoming a member of the Parent Teacher Student Organization (PTSO) is important to the success of our children and our school. Research has proven that children do better when their parents are involved both at home and at school. Please help to support the many ways the PTSO enriches education at Parkville Middle School & Center of Technology, such as:

- Sponsoring Spirit and Family Night Activities
- Supporting educational activities and classroom presentations
- Sponsoring Honorable Student luncheons
- Providing scholarships to former Parkville students
- Recognizing teachers and staff throughout the school year
- Providing teacher grants for educational purposes and providing funds for school improvement projects

**Become a member for $10.00 (per year for an individual membership) or $15.00 per year for the family, (this includes all family members!) We also offer a business membership for $25.00 per year.**

Dues help pay for administrative costs and to support projects like those listed above.

The first PTSO meeting will take place on **September 18th, 2019 @ 6:30pm in the school library.** All meetings will be held the third Wednesday of the month at 6:30pm in the school library.

Please join us and become active in the school PTSO organization. You may contact the PTSO through our website at: [https://parkvillemsppto.wordpress.com/](https://parkvillemsppto.wordpress.com/) The PTSO President is **Tracy Barr**, the Vice President is **Christy Blevins**, the Secretary is **Andrea Lefever** and the Treasurer is **Robin Dusza**. Please complete your membership form today!!

Keep a look out for PMS apparel. The PTSO will be selling *Spirit Wear* in late August/early September. Visit the PTSO website for the most up to date information. Check out our PTSO Facebook page. **Please remember to bring in your Box Tops!**

**Join online at** [https://www.pay4schoolstuff.com/](https://www.pay4schoolstuff.com/) (TIP: set up your user account first and then select Parkville Middle School from the list. You may also find PMS under the Marketplace tab) or **complete this membership form and turn it in to the school office in an envelope marked PTSO.**

- ___ Individual Membership $10.00
- ___ Business Membership $25.00
- ___ Family Membership $15.00 (includes all members of the family)

Member Name(s): ___________________________________________________________

Business name: ____________________________________________________________

Phone: ___________________________ E-Mail: _________________________________

Child's name: ___________________________ Grade: __________________________

Child's name: ___________________________ Grade: __________________________

Thank you,

Tracy Barr
PTO President

Make checks payable to **Parkville Middle School PTSO.**

For PTO use:

Check # ________ Amount: _________

Cash total: ________ Received by: _________