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2019-2020

# Newport Mill Middle School Parent Handbook



Newport Mill Middle School  
11311 Newport Mill Road  
Kensington, Maryland 20895  
301-929-2244

[www.montgomeryschoolsmd.org/schools/newportmillms](http://www.montgomeryschoolsmd.org/schools/newportmillms)

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## Principal's Welcome

Welcome To Newport Mill Middle School!

This handbook is designed as a guideline for you and your family as you begin the middle school experience at Newport Mill Middle School.

Your child has received similar information via the Student Agenda Book that was given to each child on the first day of school.

During the 2019-2020 school year, we will continue the MCPS journey, working as a Professional Learning Community. We will maintain the International Mindedness of the Middle Years Programme with a specific focus on academic communication and argumentative reasoning.

We hope this handbook will help ease your transition to our school.

If you have additional questions, please feel free to call the office at 301-929-2244.

Sincerely,

Panagiota Tsonis  
Principal

## Frequently Used Acronyms

COSA	Change of School Assignment
ECA	Extracurricular Activities
ELL	English Language Learner
ESOL	English for Speakers of Other Languages
FARMS	Free and Reduced Meals System
HSA	High School Assessment
IEP	Individualized Educational Program
IB	International Baccalaureate
LAD	Learning and Academic Disabilities
LFI	Learning For Independence
MAP-R	Measures of Academic Progress (Reading Assessment)
MCPS	Montgomery County Public Schools
MYP	Middle Years Program (International Baccalaureate)
SIP	School Improvement Plan
*STEM	Science, Technology, Engineering, and Math

\*STEM literate students are critical thinkers who are able to solve non-routine problems in a globally competitive society.



## Bell Schedules

2019—2020 Two Hour Delay Schedule  
10:15 a.m.—3:00 p.m.

PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
Announcements	10:15-10:20	Announcements	10:15-10:20	Announcements	10:15-10:20
3	10:20-10:52	3	10:20-10:52	3	10:20-10:52
4	10:56-11:28	4	10:56-11:28	Lunch A	10:56-11:28
5	11:32-12:04	Lunch B	11:32-12:04	4	11:32-12:04
Lunch C	12:08-12:38	5	12:08-12:38	5	12:08-12:38
6	12:42-1:12	6	12:42-1:12	6	12:42-1:12
7	1:16-1:46	7	1:16-1:46	7	1:16-1:46
1	1:50-2:23	1	1:50-2:23	2	1:50-2:23
2	2:27-3:00	2	2:27-3:00	2	2:27-3:00

School Hours:  
Monday through Friday 8:15 a.m.—3:00 p.m.

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## Bell Schedules

2019—2020 Half Day Schedule  
8:15 a.m.—12:30 p.m.

SIXTH		SEVENTH		EIGHTH	
PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
1	8:15 - 8:46	1	8:15 - 8:46	1	8:15 - 8:46
2	8:50 - 9:16	2	8:50 - 9:16	2	8:50 - 9:16
3	9:20 - 9:46	3	9:20 - 9:46	3	9:20 - 9:46
4	9:50 - 10:20	4	9:50 - 10:20	Lunch A	9:50 - 10:20
5	10:24 - 10:54	Lunch B	10:24 - 10:54	4	10:24 - 10:54
Lunch C	10:58 - 11:28	5	10:58 - 11:28	5	10:58 - 11:28
6	11:32 - 11:59	6	11:32 - 11:59	6	11:32 - 11:59
7	12:03 - 12:30	7	12:03 - 12:30	7	12:03 - 12:30

## Vision and Mission

The vision of Newport Mill Middle School, an International Baccalaureate World School, is to inspire and nurture socially active, compassionate, respectful, and intercultural life-long learners.

The mission of Newport Mill Middle School is to provide an educational experience that uses STEM-centric teaching and learning to produce highly successful communicators (readers, writers, listeners, and speakers), self-managed thinkers, and creative problem-solvers who gain intercultural understanding and respect by addressing real world problems through authentic assessment.





## Bell Schedules

2019—2020 Regular Bell Schedule  
8:15 a.m.—3:00 p.m.

PERIOD	TIME	PERIOD	TIME	PERIOD	TIME
1	8:15 - 9:08	1	8:15 - 9:08	1	8:15 - 9:08
2	9:12 - 10:01	2	9:12 - 10:01	2	9:12 - 10:01
3	10:05 - 10:54	3	10:05 - 10:54	3	10:05 - 10:54
4	10:58 - 11:47	4	10:58 - 11:47	Lunch A	10:58 - 11:28
5	11:51 - 12:40	Lunch B	11:51 - 12:21	4	11:32 - 12:21
Lunch C	12:44 - 1:14	5	12:25 - 1:14	5	12:25 - 1:14
6	1:18 - 2:07	6	1:18 - 2:07	6	1:18 - 2:07
7	2:11 - 3:00	7	2:11 - 3:00	7	2:11 - 3:00

Announcements take place during Period 1

## Principal's Expectations

Bring your commitment to serving all students at the highest level of rigor through the Middle Years Programme and the STEM-centric approach to teaching and learning.

Develop Interdisciplinary Writing Assessments using the Middle Years Unit planner and the GRASPS template for each unit in your content area.

Develop and implement lesson plans based on academic communication and enhance student skills in argumentative reasoning.

Work in Professional Learning Communities throughout Newport Mill Middle School to support the Vision and Mission of Newport Mill Middle School.



**Contact Information**

**Administrative Team**

**Principal**

**Panagiota (Penny) Tsonis**  
panagiota\_k\_tsonis@mcpsmd.org

**Assistant Principal**

**Kiera Butler**  
kiera\_d\_butler@mcpsmd.org

**Assistant Principal**

**Andrew Glaspie**  
andrew\_p\_glaspie@mcpsmd.org

**Main Office**

**Hours:** Monday-Friday  
7:20 a.m. - 3:50 p.m.

**Phone:** 301-929-2244

**Fax:** 301-929-2274

**Staff:**

**Administrative Secretary** Sharon Glasgow  
**Financial Specialist** Martha Ballón  
**Attendance Secretary** Julie Belmonte  
**Office Assistant** Melanee Bryant

**Route 3102**  
Departs Newport Mill 3:07 p.m.

- Sequence
- 1 **Stop Description**  
McComas Ave and Bentley La
  - 2 McComas Ave and St Margarets Way
  - 3 Plyers Mill Rd and St Margarets Way

**Route 3111**  
Departs Newport Mill 3:07 p.m.

- Sequence
- 1 **Stop Description**  
Drum Ave and Homewood Pkwy
  - 2 Drum Ave and Ferndale St
  - 3 Drum Ave and Edgewood Rd
  - 4 Drum Ave and Blueford Rd
  - 5 Capital View Ave East from Meredith Ave  
To Forest Glen Rd--RSU
  - 6 10210 Capital View Ave
  - 7 10213 Capital View Ave 20910
  - 8 Capital View Ave and Lee St
  - 9 Forest Glen Rd and Belvedere Pl
  - 10 Capital View Ave from Forest Glen Rd to Edgabrak Rd--RSU
  - 11 Capital View Ave and Grant Ave

**Route 3115**  
Departs Newport Mill 3:07 p.m.

- Sequence
- 1 **Stop Description**  
Plyers Mill Rd and Brunswick Ave
  - 2 Conover Dr and Eccleston St

**Route 3116**  
Departs Newport Mill 3:13 p.m.

- Sequence
- 1 **Stop Description**  
Dennis Ave and Gardiner Ave
  - 2 Brunswick Ave and Dennis Ave
  - 3 Dennis Ave and Conover Dr

**Route 3118**  
Departs Newport Mill 3:07 p.m.

- Sequence
- 1 **Stop Description**  
University Bly W and Drum Ave
  - 2 Drum Ave and McComas Ave
  - 3 McComas Ave and Pearson St
  - 4 Plyers Mill Rd and Waybrook Pl

**Contact Information**



**Counseling Services Department**

**Hours:** Monday—Friday  
7:50 a.m. —3:20 p.m.

**Phone:** 301-929-2272

**Staff:** Katherine Cole  
Ellen Turverey  
Victoria Scott  
Olga Williams

Sixth Grade Counselor  
Seventh Grade Counselor  
Eighth Grade Counselor  
Registrar/Secretary

**Media Center**

**Hours:** Monday—Friday  
7:50 a.m. —3:20 p.m.  
Phone: 301-962-3769

**Staff:** Media Specialist: Jessica Snyder  
Media Assistant: Diana Goodman

During school hours, students must have a pass to visit the media center. Passes are given in the cafeteria in the morning or from individual teachers during class time.

**2018-2019 Morning Bus Routes**

**Route 310Z**

First Stop 7:48 a.m.

**Sequence**

- 1 McComas Ave and Bentley La
- 2 McComas Ave and St. Margaret's Way
- 3 Plyers Mill Rd and St Margaret's Way

**Stop Description**

Arrives Newport Mill at 8:00 a.m.

**Route 311I**

First Stop 7:39 a.m.

**Sequence**

- 1 Capital View Ave East From Meredith Ave to Forest Glen Rd—RSD
- 2 10203 Capital View Ave
- 3 10200 Capital View Ave
- 4 Capital View Ave and Lea St
- 5 Forest Glen Rd and Belvidere Pl
- 6 Capital View Ave from Forest Glen to Edgebrook—RSD
- 7 Capital View Ave and Leahy Ave
- 8 Capital View Ave and Grant Ave
- 9 Drumm Ave and Blueford Rd
- 10 Drumm Ave and Edgewood Rd
- 11 Drumm Ave and Ferridale St

**Stop Description**

Arrives Newport Mill at 8:00 a.m.

**Route 311S**

First Stop 7:50 a.m.

**Sequence**

- 1 Conover Dr and Eccleston St
- 2 Plyers Mill Road and Brunswick Ave

**Stop Description**

Arrives Newport Mill at 8:00 a.m.

**Route 311R**

First Stop 7:46 a.m.

**Sequence**

- 1 Dennis Ave and Gardner Ave
- 2 Dennis Ave and Conover Dr
- 3 Brunswick Ave and Dennis Ave

**Stop Description**

Arrives Newport Mill at 8:00 a.m.

**Route 311B**

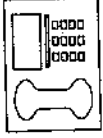
First Stop 7:42 a.m.

**Sequence**

- 1 Plyers Mill Rd and Maybrook Pl
- 2 McComas Ave and Pearson St
- 3 Drumm Ave and McComas Ave
- 4 University Blvd W and Drumm Ave

**Stop Description**

Arrives Newport Mill 8:00 a.m.



## School Communications

### MyMCPS Connect

Important Information is often shared by sending a MyMCPS Connect Message. Families receive a phone message noting important events that will be taking place and for any emergency information. Be sure that your home phone number is accurate so that you can receive these timely messages.

### Principal's Quarterly Letter and Calendar via MCPS Connect

Each month you will receive a MyMCPS Connect message of the student calendar and a monthly letter from the principal. This letter will highlight important achievements and keep you informed of ongoing events at Newport Mill Middle School. This letter will also be available on the Newport Mill Middle School website.

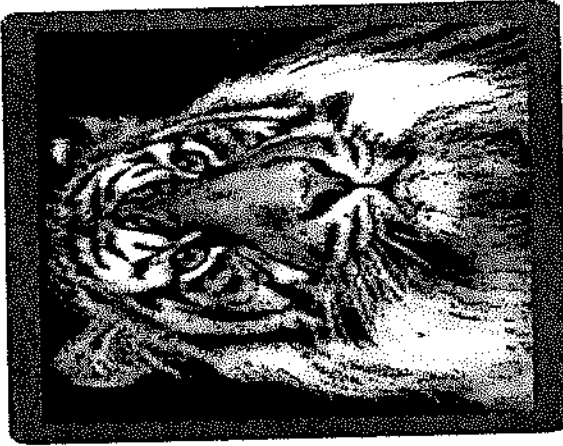
### Websites

These websites may be helpful in locating valuable information:

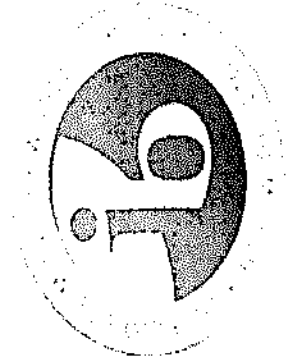
**Newport Mill Middle School**  
[www.montgomeryschoolsmd.org/schools/newportmillms/](http://www.montgomeryschoolsmd.org/schools/newportmillms/)

**Montgomery County Public Schools**  
[www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

**Maryland State Department of Education**  
[www.marylandpublicschools.org/MSDE](http://www.marylandpublicschools.org/MSDE)



**The Newport Mill Way**  
We are safe  
We listen to each other  
We speak positively to each other  
We are nice







## Student Service Learning

Student Service Learning (SSL) is a Maryland State Department of Education (MSDE) graduation requirement. Montgomery County Public Schools (MCPS) promotes high quality service learning experiences for all students in various environments to encourage habits of civic participation, responsibility, and service, which are essential to American democratic life. Students may begin working on the SSL requirement the summer after completing fifth grade. Hours continue to accrue through high school.

There are hundreds of options available to help your child meet the Student Service Learning graduation requirement in Maryland. Encourage your child to get involved early. Students are required to put in 75 hours of service work with a nonprofit organization before graduation. SSL hours also can be accumulated through involvement in specific middle and high school courses, school clubs, and approved community activities.

At Newport Mill Middle School, Ms. Miriam Cohen is the Student Service Learning Coordinator. She is responsible for maintaining the computer record of each child's progress toward this requirement. This information will appear on your child's report card. In order to receive proper credit for SSL hours, MCPS form 560-50 must be submitted to Ms. Cohen. If the activity is not on the pre-approved list of activities, your child must see Ms. Cohen for approval in advance of any service. The approved list, access to the form, and additional information on Student Service Learning is available at:

[www.mcpsssl.org](http://www.mcpsssl.org)

## Academic Focus

### Interdisciplinary Writing Assessments

Newport Mill Middle School develops Interdisciplinary Writing Assessments to ensure the Middle Years Programme (MYP) and the STEM-centric approach to teaching and learning are implemented in classrooms. Teachers utilize the Middle Years Programme Template--Goals, Role, Audience, Situation, Product/Performance, and Standards and Criteria for Success (GRASPS)--to develop and implement these writing assessments. Interdisciplinary Writing Assessments make connections between two or more content areas (STEM-centric). Students are asked to use various texts across disciplines to support arguments, points of view, or provide explanations in the development of a written product (Disciplinary Literacy). Assessments are developed to challenge students' critical thinking by asking questions such as "How, Describe, Why, and Explain," and to provide students with the opportunity to engage in rigorous communication through small-group discussion, student reflection, and self-assessment. Students also have the opportunity to synthesize or evaluate various texts and points of view.



## Extracurricular Activities



Athletic activities are separated into two categories:

### Interscholastic Sports

1. Open to seventh and eighth grade students only
2. Students must have a 2.0 GPA
3. Student activity fee (ECA) must be paid directly to MCPS Controller's Office using Form #280-37.
4. A current medical physical must be on file in the health room—Health Inventory
5. Parental permission form must be on file
6. Medical card form completed (MCPS form #560-30)
7. Students must adhere to the Newport Mill Middle School Code of Conduct located in their Student Assignment Books

All forms are available on the MCPS Athletic Department website or from the coach.

Students must try-out for all interscholastic sport teams. Try-out dates and times are announced on morning announcements.

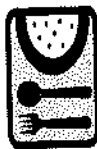
### Middle School Interscholastic Sports

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Girls Softball	Girls Basketball	Girls Soccer
Boys Softball	Boys Basketball	Boys Soccer
Co-Ed Cross Country		

### Intramural Sports (Weight Training, Flag Football)

1. Open to all sixth, seventh, and eighth grade students
2. Students must have a 2.0 GPA
3. Parent permission form must be on file
4. Students must adhere to the Newport Mill Middle School Code of Conduct located in the Student Agenda Books

There are no try-outs for these sports.



## Cafeteria

### Cafeteria

**Staff:** Cafeteria Manager: Dolores Heflin

Students have the opportunity to buy hot lunches as well as food from the a la carte line.

### School Meal Prices

<b>Breakfast</b>	<b>Free for all students</b>
<b>Milk</b>	<b>\$.60</b>
<b>Reduced Breakfast</b>	<b>\$.00</b>
<b>Lunch</b>	<b>\$2.80</b>
<b>Reduced Lunch</b>	<b>\$.40</b>

Students may keep money in a cafeteria account and use a PIN number to access the account. Each student is given a PIN number at the beginning of the school year or at registration. Students may also pay with cash. Payments can be made in advance electronically by going to [www.myLunchMoney.com](http://www.myLunchMoney.com). For more details please visit the Division of Food and Nutritional Services on the MCPS web.

Lunch payments can also be made at the school. Checks can be made out to MCPS and should include the student's name and PIN number on the check. If you need your child's account balance, please call Mrs. Heflin at 301-962-3807.

Families may qualify for free or reduced-priced meals. Forms for this program will be distributed at the beginning of the school year or at registration. Please be sure to complete all the information on these forms because incomplete information results in a delay in processing the paperwork.



## Health Room

**Health Room**  
**Location:** Room 209  
**Hours:** Monday—Friday  
 7:50 a.m.—3:00 p.m.  
**Phone:** 301-962-3765  
**Staff:** School Nurse: Christine Rostami  
 Health Room Technician: Christine Nabunya

### Illness or Emergency:

When a student becomes ill or has an accident at school, the parent or guardian is contacted. If a child needs to go home, he/she is kept in the nurse's office until your arrival. Parents should report to the main office and the office staff will call the nurse's office and have the child escorted to the main office for dismissal. Students are not allowed to walk home on their own.

### Medication:

Over the counter medication, as well as prescribed medicine, cannot be administered in school or during school sponsored activities without written authorization from a parent/guardian and a physician's order. If your child needs medication during school hours, please contact the health technician to receive the required forms. School and health personnel cannot administer any medication brought to school by a student.



## Extracurricular Activities

Extracurricular activities are available to all Newport Mill Middle School students. The extracurricular booklet that lists the after school activities is distributed to students in September. Activities take place on Tuesday, Wednesday, and Thursday afternoons from 3:00 p.m to 4:20 p.m. The activity bus departs Newport Mill at 4:35 p.m. on these days.

Students must be with an adult at all times during after school activities and attendance is taken. Students may not linger on school grounds unless they are actively engaged in one of these activities.

Extracurricular activities include academic clubs, homework groups, athletics, and other such activities.

Some of the clubs that may be offered include:

- Engineering/Science Club
- Sports Clubs
- Yearbook Club

Extracurricular activities are subject to change yearly based on the budget and student interest.

# Go Tigers!!



## Communication Tips

### All staff is available via email

Go to the Newport Mill web page at <http://www.montgomeryschoolsmd.org/schools/newportmillms/>  
Go to: Quick Links → Staff Directory  
Each staff member has a direct link to the email address – Click the blue highlighted name.

*Staff will respond to your email within 24 hours.*

### Make appointments or leave a message

*Please make appointments prior to coming to school to meet with any staff member.*

**Classroom Teachers:** by email or call 301-929-2244 to make an appointment or leave a message

**Counseling Services:** by email or call 301-929-2272 to make an appointment or leave a message with Olga Williams, Secretary

**Administration:** by email or call 301-929-2244 to leave a message for your child's grade level administrator

- Mr. Gaspie, Assistant Principal:  
6th grade A-L & 7th grade
- Mrs. Butler, Assistant Principal:  
6th grade M-Z & 8th grade
- Ms. Tsonis, Principal

### Transportation

*Please call the bus depot directly for any bus questions*

Bus Routes starting with the number 3: 240-740-2610 or 240-740-2611

Bus Routes starting with the number 6: 301-879-1061 or 301-879-1062

*\* The majority of NMMS bus routes call 240-740-2610*

## Attendance Procedures

**What do you do when your child is:**

### Sick

1. When student returns, write a note that includes:
  - A. Student Name
  - B. Date of Absence
  - C. Reason for Absence
  - D. Parent Signature
2. The student is responsible for bringing the note to the main office upon returning to school. If no note is given to the main office, the absence is unexcused.

### Appointments

1. Make every effort to make appointments after school hours.
2. If a student must leave early for an appointment, write a note stating:
  - A. Student's Name
  - B. Time of Appointment
  - C. Parent Signature
3. The student must bring the note to the office in the morning.
4. The student will be given a pass to be dismissed from class at the appropriate time.
5. Parents must come into the school for the student before he/she can be released.

### Tardy

1. If there is a legitimate reason for the student to be late, you must write a note that includes:
  - A. Student's Name
  - B. Time of Arrival
  - C. Reason for Tardy
  - D. Parent Signature
2. The student must report to the main office to receive a pass to class.



## Attendance Policy

Students should come to school on scheduled school days. If a student is absent, it is helpful if a parent calls the office to let us know of the absence. Even if you have called, when the student returns to school, a written note must be submitted to the main office.

Every effort should be made to make appointments after school hours. It is also very important to limit extended family vacations during scheduled school days. Such absences are not excused.

### Tardiness

Tardiness for any student is a failure to be quiet and seated in the assigned class area when the tardy bell rings.

**Late to class may result in one of the following consequences:**

- ✓ Lunch detention by classroom teacher
- ✓ Call to parent
- ✓ Team meeting with the student
- ✓ Referral to an administrator

**Late to school:**

- ✓ Referral to a Counselor
- ✓ Referral to an Administrator
- ✓ Contact Parent

If a student is repeatedly late, a letter is sent home.

# Make Every Day Count!



## Alert MCPS

### What is Alert MCPS?

Alert MCPS is a way that you can receive text messages or e-mail from Montgomery County Public Schools during weather-related emergencies and other major events that impact school system operations. Alert MCPS is administered by Montgomery County Public Schools and is part of the Montgomery County Alert System.

### How do I sign up for Alert MCPS?

You can sign up for this service through Alert Montgomery. Although signing up for Alert MCPS is free of charge, your wireless carrier may charge you a fee to receive text messages. Contact your wireless carrier to learn more about wireless text messaging and any associated costs.

### How will I receive alerts?

Alert MCPS will deliver important emergency alerts to you on all electronic devices that you register. They may include:

- ⇒ e-mail account (work, home, other)
- ⇒ cell phone
- ⇒ text pager
- ⇒ smart phone (iPhone)
- ⇒ wireless PDA

In what languages are alerts sent?

Alert MCPS messages are available in both English and Spanish.

### What other types of information will I receive from Alert MCPS?

Emergency messages from Montgomery County's Homeland Security Department will automatically be sent to you as a subscriber to the Alert MCPS system.

Where can I find additional information?

<http://alert.montgomerycountymd.gov/register>

If a student misses the bus at the end of the school day, he/she should report to the office to call a parent for a ride.

Students are to follow the Newport Mill Middle School Code of Conduct while on the bus.

#### Visitors:

All visitors must report to the main office and present a valid picture ID whenever visiting Newport Mill Middle School. Newport Mill Middle School has an Access Control System (ACS) system to enhance school-based security in Montgomery County Public Schools. All visitors will have to press the call button to alert the main office. Once in the building, visitors must proceed to the main office and present a picture identification. Visitors must enter through the main office entrance only. The bus loop entrance is not accessible during school hours.

#### Weather:

In the case of inclement weather, please listen to the local radio and television stations regarding school closings. The school system will make the decision to close by 6:00 a.m. The MCPS web page also lists all school closings, early dismissals, or delayed openings. If there is an early dismissal, the students who ride the bus are transported at the new dismissal time. If there is a two hour delay, the bus will pick up student at their regular bus stops two hours from the original time. A great way to get this information is through Alert MCPS.

## Page 14 Code of Conduct

Newport Mill Middle School has been recognized as a National State School of Character. As a School of Character, we encourage a positive culture in our school community. Part of this positive culture is to emphasize that each student at Newport Mill Middle School has three basic rights:

- The Right to be Safe**
- The Right to Feel Safe**
- The Right to Learn**

In order to ensure that all students enjoy the three rights listed above, each student must practice the four Rs:

- Respect for self**
- Respect for others**
- Respect for property**
- Responsibility for self**

Included in this packet is a listing of some infractions that could occur if students do not practice the four Rs. While not all acts of misconduct can be itemized, the following is a list of infractions that will lead to disciplinary action.

#### **GENERAL DISCIPLINE INFRACTIONS**

##### **1. Behavior which will physically hurt anyone.**

Some of the types of behavior in or out of school that fall into this category are fighting, pushing, shoving, running in the school halls, throwing objects, carrying dangerous objects, and inappropriately using science, arts, or physical education materials and equipment.

##### **2. Behavior which will hurt people's feelings (psychological hurt).**

Name calling, racial slurs, calling attention to one's personal characteristics in a derogatory manner, intimidation, group isolation or ostracism, sexual harassment and other behaviors which are designed to devalue or hurt another person, fall into this category. **Cyberbullying** is when a child, preteen, or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen, or teen using the Internet, interactive and digital technologies, or mobile phones.

##### **3. Behaviors that will damage, destroy, or cause the loss of personal or school property.**

Irresponsible use of materials, theft, malicious destruction or defacement, and manipulating locks or lockers other than one's own is not tolerated.

**The school will not be responsible for lost or damaged electronic devices.**

## Code of Conduct

### 4. Interruption of the on-going program for self or group.

Failure to bring the necessary or required materials for class such as books, papers, pen/pencils, and physical education clothes disrupt the educational program. Temper tantrums, class cutting, clowning, profanity, obscenity, insubordination, refusal to identify oneself, flagrant tardiness, excessive attention-getting and remaining in areas of the school where one does not belong are examples of this infraction.

## DISCIPLINE TERMS

### Detention:

A specific amount of time, in addition to that in the classroom, spent under the supervision and direction of the teachers, security assistants and administrators. This can occur during school hours and/or after school. Parents will be notified within twenty four hours of detention times and dates.

### Search (locker or personal):

An administrator has the authority to search the locker or person of an individual suspected of possessing drugs, alcohol, weapons, or fireworks. Any search of a person is to be conducted by an administrator of the same sex and witnessed by another staff member.

### Alternative Structured Classroom (ASC) and In School Intervention (ISI)

Only administrators may assign this consequence. Students will be removed from the educational setting and placed in a designated area of the building (referred to as the *Alternative Structure Classroom or ASC*), where students will be provided with instructional services (defined as *In School Intervention or ISI*), which will enable the students to appropriately progress in the general curriculum. Teachers will provide students with school work, based upon the current day's mastery objective. Counselors will collect the work from teachers, deliver it to the students, and then deliver the completed school work to teachers. Administrators will ensure the completion of assignments.

### Suspension:

A student who is suspended is excluded from all school activities and classes and from MCPS property for the duration of the suspension. Student and parent **must** attend a conference with an administrator prior to the student's return.

### Expulsion:

A student who has been recommended for expulsion must attend a conference with administrators, parents and central office personnel to determine school placement.

## Student Recognition:

At Newport Mill Middle School we are proud of all our students accomplishments. We take every opportunity to highlight all student achievement. Each marking period, students who have achieved honor roll or who have exhibited IB learner attributes are recognized at grade level town hall meetings.

## Technology:

The **Promethean Board** is an interactive classroom teaching tool. This technology allows teachers to create, customize and integrate text, images, quizzes, and tests, web, video and audio content, so they can more easily capture students' attention and accommodate different learning styles. Each student will have access to a handheld Activote response unit which provides the opportunity for students to respond quickly and provides the opportunity for instant analysis.

Chrome books, computers, digital cameras, and other technology items are also available for students.

## Textbooks:

Students are assigned textbooks by individual teachers. Each textbook has a number and a place for the student to write his/her name. Students are responsible for keeping the textbook in good condition throughout the school year. Students should cover the textbook to protect it against damage. Students who have lost or damaged a textbook will be required to pay for the book.

## Transportation:

A detailed schedule of bus transportation is available in the main office. It is mailed home during the summer each year, and is included in this booklet. For those students who qualify for bus transportation, a daily pickup in the morning and a return bus in the afternoon is provided. In the case of early dismissal or delayed openings, bus transportation is provided at the new time.

If a bus is late or does not arrive, please call directly to the MCPS Transportation Depot at 301-929-6906. The Shady Grove Transportation Depot provides transportation for our students with special needs. They can be reached at 301-670-3227.

**Obligations:**

Students will be issued financial obligations for any lost or damaged materials that were assigned to them throughout the year. Obligations must be paid before students can attend field trips or social functions at Newport Mill Middle School. Obligation notices are given to students by staff members as applicable.

**Physical Education Attire:**

Students are required to change clothes for physical education classes. Locker rooms are provided for students to change privately. Students have a physical education locker to lock personal belongings during gym classes. Students may purchase a uniform from the physical education department or may wear any gray t-shirt and blue gym short. All students must have athletic shoes to participate.

**Report Cards:**

There are four marking periods of about nine weeks each in the school year. Report cards are given to students in November, February, and April. The dates are indicated on the monthly school calendar. The final report card is mailed home about two weeks after the end of the school year in June.

**Student Government Association (SGA):**

The Newport Mill Middle School SGA serves the student body by representing the variety of opinions and interests of the students, aiding communication between the administration, faculty, and students, protecting student rights, and generating school spirit through SGA-sponsored activities. The SGA has four school-wide elected officers and a teacher sponsor.

**APEAL PROCESS**

Effective rules and regulations require fair treatment for each student. Students have an opportunity to appeal a decision made by a staff member when the student feels that the decision made was in error or unfair. If the student cannot solve the problem informally, an appeal must be filed within five days of the incident.

**Procedure:**

1. If a teacher's decision is appealed and the problem is not resolved, the student should request a meeting with the appropriate administrator. If the decision of the administrator is being appealed, the student can request a meeting with the principal. This request must occur within fifteen days of the incident.
2. The selected administrator will meet with the student and staff member within five days of the request. The student may invite any other adult (parent, guidance counselor, and teacher) that he/she wishes to attend the meeting.
3. The administrator must provide a written decision within ten days after the meeting.
4. If the student still is not satisfied, he/she may appeal beyond the school level. The procedure for appeal can be found in the *Student's Rights/Responsibilities Handbook and MCPS Code of Conduct* and are available in the Counseling Services Office. In all appeals, students are requested to consult their guidance counselor for help.

**CONFERENCES**

If you have any concerns at all about your child, you are encouraged to request a conference with teachers at any time.

**Individual Teacher Conference:**

If you need to contact an individual teacher through the e-mail system (a complete list of e-mail addresses with links is available on the web-site).

**Team Conference:**

If there is a need for a conference with all the teachers, please make an appointment through the grade level counselor.

**Guidance Counselor Conference:**

If you need to speak with a counselor directly, please make an appointment. You can reach the counseling services department at 301-929-2272.

**Parent Teacher Conference Days:**

In November of each school year, the school system designates conference opportunities for middle schools. For the 2019-20 school year, our school wide conference day is Monday, November 11, 2019. These conferences give parents an opportunity to meet with teachers. More specific details will be sent in early November.



## REASSESSMENT POLICY

It is not the intention of the policy to offer limitless retakes of the same assessment, or to reassess every assessment given. Course teams or departments may decide that NOT ALL assessments will be offered for reassessment.

Students will be offered ONE reassessment opportunity for a specific assessment/task

- ⇒ End of course exams may not be retaken
- ⇒ End of unit assessments may not be retaken
- ⇒ Reassessment may be offered in a different format
- ⇒ The grade on a reassessment, whether higher or lower, replaces the original grade

Students who wish to reassess must meet the conditions set for reassessment which can include but are not limited to a combination of any of the following:

- ⇒ completing original assessment/task
- ⇒ attending a study session or tutoring session
- ⇒ completing a computer assisted session
- ⇒ completing assigned homework

### Lost and Found:

Students that have lost any school materials or personal belongings should see a security assistant. Security assistants keep the found items in a secure location. If a student loses a textbook or calculator, he/she should notify the teacher as soon as possible. Students should report any theft to a security assistant as soon as possible.

### Morning Announcements:

Each morning announcements take place everyday at 8:15 a.m. via the PA system. Information is shared at this time. Eighth grade students can become part of the announcement team by contacting the administrative team.



## Emergency Information

### Emergency Calls and Messages:

In the event of an emergency, please call the main office at 301-929-2244. The office staff will locate your child and give him or her a message. **If you or anyone else is picking up your child, you must check into the main office and provide a valid picture ID and be cleared through the Access Control System (ACS).**

### Emergency Information:

Emergency Information sheets are given to students at the beginning of the school year or at registration. These information forms contain important information including emergency numbers where you can be reached during the day. It also includes those adults that have your permission to pick your child up from school. Please make sure that this information is complete, accurate, and kept up to date at all times.

### Emergency Contacts:

For your child's safety, he/she may be dismissed to the person(s) listed on your emergency information sheet only. The staff can not release your child to another adult, sibling, or relative unless the person's name is listed on the emergency information sheet. Make sure this information is accurate and complete.

### Emergency Closings:

If snow or another emergency results in an early closing or a delayed opening of school, local radio and television stations make the announcements as soon as possible. Check the MCPS web page for details. If there is an early dismissal, the busses arrive early to take the bus riders home at the dismissal time. For those who do not have bus transportation, you must make arrangements for your child to be picked up. Students are not permitted to stay at school beyond the early dismissal time.



## School Life

### Agenda Book

All students at Newport Mill Middle School are given one agenda assignment book. This book contains valuable school information. Parents are encouraged to check this book regularly for homework assignments and project deadlines.

### Field Trips:

Field trips are arranged throughout the year. A signed permission form and any fee is collected directly by the teacher planning the trip. Only transportation approved by MCPS is used for this purpose. For any field trip that goes beyond a regular school day, the parent is responsible for transportation home. There are no refunds for trips not attended.

### Finance:

The financial manager in the school handles all school funds. Any check that is written for a school event should be written to NMMS and include your child's full name. Any financial questions should be referred to the financial manager at 301-929-2244.

### Homework Policy:

### **DUE DATES AND DEADLINES**

The due date is the day an assignment is due. The deadline is the last day that an assignment will be accepted for credit. Late work will have a maximum penalty of ONE letter grade.

### **HOMEWORK**

Homework will be graded as long as the skill has been taught and practiced.

Teachers must tell students ahead of time whether or not the homework will be graded. Whether graded or not, homework counts!

### **MAKE-UP WORK**

The make-up work policy is for EXCUSED absences. The due date may be the next time the class meets.

### Short Term Absence:

1. Contact a homework buddy for assignments
2. Check with teachers when you return to school
3. Refer to posted homework assignments in the classroom
4. Refer to the classroom webpage or Edline if applicable

### Extended Absence:

*If you have missed three days of school or more:*

1. Parents should contact the grade-level counselor to request missed work
2. Assignments will be available for pick up in the main office within 48 hours after your contact with the counselor

*If you have missed five days of school or more:*

1. Parents should contact the grade-level counselor to request missed work
2. Assignments will be available for pick up in the main office within 48 hours after your contact with the counselor

### Pre-arranged Absence:

*In the case of a pre-arranged absence with prior approval:*

1. Students should obtain work directly from the teachers if possible.

Due to curriculum constraints, teachers are not required to have work assignments ready in advance for extended absences.

Students may be required to make-up work upon their return.

### Missed Assessments:

If a student is absent on the day of an assessment, but was present on the re-view day, he/she may be required to take the assessment on the day he/she returns to school.