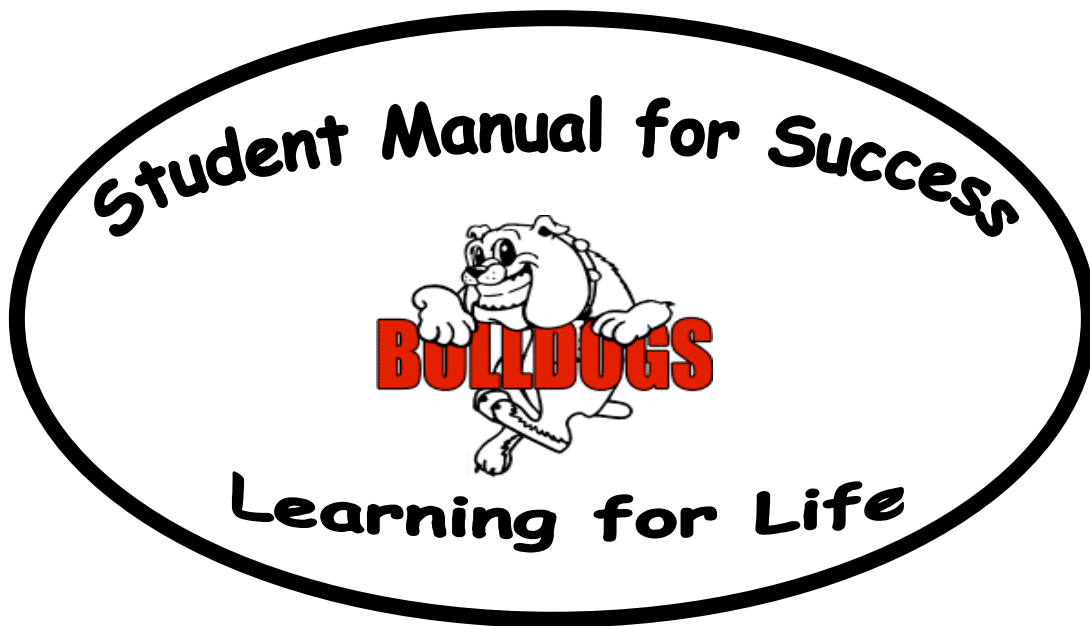


# Mayfield Woods Middle School



**7950 Red Barn Way  
Elkridge, MD 21075  
(410) 313-5022  
(410) 313-5029 (FAX)  
<http://mwms.hcpss.org/>**

**JoAnn C. Hutchens  
Principal**

**Allen Cosentino  
Assistant Principal**

**Amy Snyder  
Assistant Principal**

**This handbook belongs to:**

**Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Homeroom Teacher: \_\_\_\_\_ Bus: \_\_\_\_\_**

# MWMS Mission Statement

Mayfield Woods Middle School is a community of learning where all students reach their academic potential in a safe, stimulating, and diverse environment.

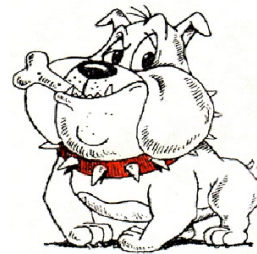
## B-A-R-K at MWMS

**B** - Be Safe

**A** - Act Responsibly

**R** - Respect Self and Others

**K** - Keep Focused



## B-A-R-K

### BE SAFE

- ✓ Follow school rules
- ✓ Stay to the right in the hallways and keep your voice quiet
- ✓ Keep your body and objects to yourself
- ✓ Speak kindly to and about others



### ACT RESPONSIBLY

- ✓ Come to school on time and ready to learn
- ✓ Maintain and use classroom grade sheets
- ✓ Participate in classroom and individual goal setting
- ✓ Use agenda books to record all homework assignments
- ✓ Take an active role in your school community



### RESPECT SELF AND OTHERS

- ✓ Hold high expectations for your behavior
- ✓ Use your manners
- ✓ Take care of your belongings and the belongings of others
- ✓ Dress appropriately
- ✓ Stand up to protect the rights of yourself and others

### KEEP FOCUSED:

- ✓ Know where you stand in all of your classes
- ✓ Understand and participate in measuring your own performance
- ✓ Know what is needed to do to be ready for the next level of academic challenge
- ✓ Commit to improving your performance

# Daily Schedule

	My Classes	Grade 6	Grade 7	Grade 8
8:05- 8:13		Homeroom	Homeroom	Homeroom
8:13- 9:00		Period 1	Period 1	Period 1
9:00- 9:47		Period 2	Period 2	Period 2
9:47- 10:34		Period 3	Period 3	Period 3
10:34- 11:21		Period 4	Period 4	Period 4
11:21- 11:56		Period 5 Lunch	Period 5 AP, Instrumental/ Vocal Music	Period 5 AP, Instrumental/ Vocal Music
11:56- 12:31		Period 6 AP, Instrumental/ Vocal Music	Period 6 Lunch	Period 6 11:56- 12:41
12:31- 1:16		Period 7	Period 7	Period 7 12:41-1:16 Lunch
1:16- 2:03		Period 8	Period 8	Period 8
2:03- 2:50		Period 9	Period 9	Period 9

# Table of Contents

<i>School Procedures</i>	5
<i>Absence Procedures</i>	5
<i>Agenda Book Procedures</i>	5
<i>Assembly Procedures</i>	5
<i>Bathroom Procedures</i>	5
<i>Breakfast Procedures</i>	6
<i>Building Entry Procedures</i>	6
<i>Cafeteria/Lunch Procedures</i>	6
<i>Cell Phone and Electronic Devices</i>	6
<i>Consequences for Non-Compliance</i>	6
<i>Dismissal Procedures</i>	7
<i>Dress Code</i>	7
<i>Emergency Exit Procedures</i>	8
<i>Excused Late to Class Procedures</i>	8
<i>Hallway Procedures</i>	8
<i>Late Arrival Procedures</i>	8
<i>Locker Procedures</i>	8
<i>Media Procedures</i>	8
<i>Positive Rewards for Compliance</i>	9
<i>Recess Procedures</i>	9
<i>Special Note on Food, Candy, and Drinks</i>	9
<i>Student Services</i>	9
<i>Unexcused Late to Class Policy</i>	9

# School Procedures

To help maintain an environment that is friendly, inviting, and safe, our staff has created specific procedures for all of us to follow. These procedures deal with common, everyday activities that take place here at school and should be done in a like manner by all students. The main objective for these procedures is to eliminate any questions on how *we do things around here* and how we will respond when students choose not to comply with our mission, expectations, and procedures.

At the beginning of each school year, the MWMS staff members spend time reviewing these procedures with all of our students. Additionally, when a need arises, we review them periodically. Students who do their best each day to follow the MWMS expectations and demonstrate Being safe, Acting responsibly, Respecting self and others, and Keeping focused can expect to be very successful during their middle school years.

MWMS strives to recognize and support all students. On a regular basis, we acknowledge and reward those students who demonstrate academic excellence, follow school rules, come to school every day and maintain positive relationships with their peers and staff.

## Absence Procedures

The Day You Return to School from an Absence:

- Report to Homeroom immediately and check in with your teacher.
- With your homeroom teacher's approval, report to the Student Services Office to present your parent note explaining your absence.
- Return back to your homeroom with a note.

***Be sure to follow each teacher's procedures for obtaining missed work!***

## Agenda Book Procedures

- Carry your Agenda Book every day and everywhere you go in school.
- Write your name and bus number in permanent marker on the first page of the Agenda Book.
- Maintain your Agenda Book in its original condition. Pages are not to be torn or removed for any reason.
- Record all homework, long-term assignments and upcoming tests/quizzes in the daily assignment section.
- Use the "Passport" section of the Agenda Book as your pass when traveling the hallways during designated class times. Staff must sign a new line each time you leave your assigned class/activity. ***The Passport pages must be intact in your agenda book in order to be used as a hall pass.***
- Agenda Books are **not to be shared or lent to others.**
- Report to your Homeroom teacher when you don't have your Agenda Book at school. Repeated failure to come prepared with your Agenda Book may result in consequences.

## Assembly Etiquette

- Enter the cafeteria/gym in a single file line and in a safe manner. Be ready to follow directions.
- Be **responsible** and sit with your assigned class.
- Show **respect** to yourselves, to others around you, and to assembly participants by behaving in an appropriate manner.
- Stay **focused**, listen to dismissal directions, and leave in an orderly manner with your teacher.

## Bathroom Procedures

- All students must obtain permission to leave class from their teacher, and sign-out on the classroom sign-out/sign-in sheet.
- All students must have a signed pass in his/her agenda book or a hall pass to use the restroom during class time.
- All students must use the restrooms designated for his/her grade level.

## **Breakfast Program 7:40 – 8:00 AM**

- Breakfast is available to all students.
- Enter the building through the cafeteria doors.
- **You must be in the cafeteria by 7:55.** Immediately get in line to buy breakfast.
- Remain in your seat until instructed to clean up.
- Throw away all trash before leaving the cafeteria.
- Report to homeroom immediately after breakfast.

## **Building Entry Procedures**

- Enter through the main entry doors by the front office or by the 6<sup>th</sup> grade side doors.
- Walkers or car riders are to wait outside until 7:58 AM when the bell rings.
- Bus riders are to remain on their bus until 7:58 AM when the bell rings.
- 6<sup>th</sup> grade students will enter through the side doors, and 7<sup>th</sup> and 8<sup>th</sup> graders will enter through the front doors.
- Remove hats and place all electronics into your backpack immediately before entering the building.
- Report to lockers and get all supplies needed for your morning classes.
- Report to homeroom immediately.

## **Cafeteria/Lunch Procedures**

- Enter the cafeteria quietly.
- Form a single line when purchasing lunch. A maximum of seven students at a time will be allowed in the service line.
- Remain at your assigned table until dismissed for snack, clean-up and recess.
- Use appropriate table manners.
- Dispose of and/or recycle your trash appropriately.
- Obtain a pass before leaving the cafeteria.
- Use the appropriate doors to re-enter the building.
- Your table will not be dismissed for recess until the table and floor below your table are completely clean.

## **Cell Phones and Electronics**

**Students may bring cell phones to school as long as they are turned off and kept in their lockers during school hours.**

Likewise, students are permitted to use MP3 players, CD players, etc., on the bus.

However, these items must also be stored in lockers. Students who fail to abide by this policy may have their property taken for safe keeping by any staff member. Confiscated property will be turned in to the main office. Upon violating this policy, items will only be returned to a parent or guardian during regular office hours.

Further, it is a violation of school policy for students to bring to school devices such as laser pointers, recording devices or electronic games (i.e. Game Boy™). These items will also be confiscated and will only be released to a parent or guardian.

## **Consequences for Non-Compliance**

The following are interventions that are used by teachers in correcting a student's inappropriate behavior. These actions are listed in the order of use. A student will proceed through the levels in each class.

- Level 1: Verbal Warning
- Level 2: In-Class Time Out
- Level 3: Out-of-Class Time Out
- Level 4: Office Referral

### **Out - of - Class Time Out:**

An out-of-class time out is when a student is sent to another teacher's classroom to refocus and reflect on his/her behavior. During an out-of-class time out, the student will be required to:

- Complete a reflection essay and return it to his/her assigned classroom teacher. Students will return to their class after completing the essay.
- Any student who refuses to complete the assignment will receive a phone call home to parents/guardian.
- Any disruption of the time-out classroom will result in Level 4- an office referral.
- Each Office Referral and/or Out-of-Class Time Out may result in the loss of time from the PBIS rewards activity day. Upon student request, and at the discretion of

the staff and administration, opportunities to 'earn back' lost-time can be given to students if they are willing to provide service to the school and by demonstrating improved behavior. These arrangements are to be made between the student, the person who wrote the referral, and the administrator.

#### **Detention:**

Detentions issued by teachers usually range from 10-45 minutes and can be held during lunch or before or after school. The classroom teacher will contact the parent/guardian if a student is assigned before or after school detention. It is the student's responsibility to inform his/her parents of all lunch detentions received.

#### **Disciplinary Office Referrals:**

Students will be assigned consequences for office referrals based on the HCPSS Code of Conduct.

#### **Dismissal Procedures**

- Report to your locker to get homework materials.
- 7<sup>th</sup> and 8<sup>th</sup> graders will exit through the main entry doors by the front office. 6<sup>th</sup> graders will exit through the side door.
- Move quickly to your bus and board in an orderly manner.
- Remain in the building **only** if you have permission to stay with a staff member **and** have written permission from your parents/guardians.

#### **Dress Code**

We want to maintain standards of dress and appearance to ensure that our school is a safe and respectful place to learn. All dress and grooming shall meet health and sanitary standards. Any type of apparel that is considered to be disruptive, dangerous, or provocative, shall not be permitted during school hours and school sponsored activities. These dress guidelines will present no difficulties if you remember to avoid extremes of dress. Exceptions will be made for religious and medical reasons only.

Our guidelines are:

- Shorts and skirts should be an appropriate length for school. Remember, middle school students are active learners who often stretch, bend down, kneel, run, and play. Shorts or skirts that rise higher than 6 inches above the bend of the knee are not recommended.
- Tank tops (spaghetti strap or racer back), crop tops, halter tops, single arm tops and muscle shirts should not be worn. Bra straps and undergarments should not be exposed.
- Headwear, hats, bandannas and sunglasses cannot be worn.
- Clothing that exposes belly buttons or has excessive rips, tears, or holes should not be worn.
- Pants should not be long enough to drag on the floor or hang low enough on the waist to reveal undergarments.
- Clothing and jewelry that display images, messages and/or slogans that may be offensive are not to be worn. Topics include illegal drugs, alcohol, tobacco or sex. Chains may not be worn or attached to clothing.
- Shoes should be worn that protect the entire foot and allow students to participate in class activities. We recommend that students wear closed-toe shoes or sandals. Classroom teachers have the right to require certain footwear for participation in class activities. For example, PE students must have sneakers.
- Backpacks, book bags and purses that are larger than a sheet of notebook paper (8.5 x 11 inches) may not be carried during the school day.

If a student fails to follow these guidelines, they will be asked to remove the item or change into another outfit more suitable and a parent will be notified. Student dress and appearance are the basic responsibility of the students and their parents/guardians. However, if any member of the staff feels a student is in violation of the Dress Code Policy, the student will be sent to the administrators who will determine if a violation has occurred. If the administrator determines that the student is in violation of

the Dress Code Policy, the student will be allowed to change clothing and other apparel. If the student does not comply with the request of the administrator, the parent/guardian will be contacted and disciplinary action may be taken.

### **Emergency Building Evacuation**

- Quietly form a straight, single line.
- Exit the class following the assigned route.
- Upon reaching the outside-designated area, turn around and face the building.
- Remain silent while your teacher calls roll.
- Silently follow the teacher back to class when directed.

### **Excused Late to Class Procedures**

- In order to have an excused lateness to class, you must obtain a written pass from a staff member.
- Show your late pass to the teacher.

### **Hallway Procedures**

- All students should move directly to their next class. There are 2 minutes of travel time between each class.
- Keep the noise level down and move in a safe manner.
- Ensure your safety and the safety of others by not running, pushing, or playing in the hallways. Stay to the right.
- You must have a signed Agenda Book/ Hall Pass to be in the hallway during class time.

### **Late Arrival to School Procedures**

If you arrive to school **after 8:05 a.m.:**

- Enter through the main entrance doors.
- Report directly to the Student Services Office, and sign in on the sign-in log.
- Go directly to your locker and get your materials.
- Report immediately to your scheduled class with your pass.

### **Locker Procedures**

- You may go to your locker:
  - Before homeroom
  - Before and after lunch
  - At dismissal
- Use the combination to open your locker. Lockers are for individual use. Do not share your locker or your combination.
- Coats, backpacks, additional clothing and additional school supplies are to be stored in your locker during the school day.
- All electronic devices, including but not limited to cell phones, iPod's, and PSP's, are to be turned off and put away during the school day.

### **Media Center Procedures**

#### **Entering the Media Center with your Class:**

- Enter and find an appropriate seat quietly.
- Wait for directions from the media specialist or your teacher.

#### **Entering the Computer Lab with your Class:**

- Enter the Computer Lab with your teacher.
- Wait until instructed before logging on to the computer.
- Inform the teacher of any problems with your computer in the first five minutes of class.
- Free Searching (Google, Yahoo, etc.) is not permitted without permission from and supervised by a school staff member.

#### **Coming to the Media Center during Recess:**

- Recess passes are available during homeroom. Students are invited to sign up for a Media Center Recess Pass each day. Students must get permission from their homeroom teacher before leaving their homeroom to acquire a pass.
- Students should follow all school rules and follow all Media Center policies.

## Positive Rewards for Compliance

The following is a list of possible rewards that can be extended to students who meet or exceed BARK at MWMS:

### TEACHER LEVEL

- Dog Bones
- Positive Notes in Agenda Book
- Positive Postcards
- Positive E-mails & Phone Calls
- Homework Passes
- Recognition Postings (classrooms & hallways)
- Citizen of the Month

### TEAM LEVEL

- Celebrations
- Quarterly and Year End Awards for Achievement
- Academic Awards
- End of Year Activities (for example, Outdoor Education, field trips)

### SCHOOL LEVEL

- Weekly Dog Bone Raffle
- Activity/Reward Days / Socials
- Attendance & Honor Roll Postings
- Quarterly Honor Roll Breakfasts

## Recess Procedures

*When the recess signal has been given:*

- Exit through designated doors.
- Use equipment provided by the school.
- Remain on the blacktop and within designated boundaries.
- Report all injuries and conflicts to the nearest staff member.
- Obtain permission to re-enter the building during recess.
- At the blow of the whistle, return equipment to the equipment container and line up for dismissal.
- On Indoor Recess days, students may enter the gym only after being dismissed.
- A limited number of Media passes will be given out for each Recess period.
- All students will remain in the Media Center until the Recess Period is over.

## Special Note on Food, Candy, and Drinks

Food, candy, and drinks are not to be consumed in the hallways, in the classrooms or at recess. These items are only permitted in the cafeteria. Exceptions may be made for reward days. **Gum is never allowed in school.**

## Student Services Procedures

- You must have a pass and permission from your teacher to visit the Student Services office during class time.
- You may sign up to see your school counselor by filling out an appointment request form before school, after school, or during lunch.
- You may pick up an appointment request form in between classes to fill out on your own time and turn in to Student Services.

Stopping in Student Services without a pass is not an excused reason to be late for class.

## Maryland Youth Crisis Hotline

1-800-422-0009

## Unexcused Late to Class Policy

- Students will be assigned consequences when they arrive to class late without a pass.
- If you do not have an excused lateness, report immediately to your assigned class. Explain the reason to your teacher for being late. You will be assigned a consequence for arriving late to class if you cannot secure an excused lateness pass.

<b>1<sup>st</sup> Time:</b>	Warning
<b>2<sup>nd</sup> Time:</b>	Teacher assigned lunch detention
<b>3<sup>rd</sup> Time:</b>	Phone call home by teacher and Detention
<b>4<sup>th</sup> Time:</b>	Office Referral (Friday School)
<b>5<sup>th</sup> Time:</b>	Office Referral (In-School Suspension)