

Reelsville Middle School



Student Handbook

2007 - 2008

At the School of the Universe We Believe:

- You are a unique person endowed with talents and potential to learn.
- You are entitled to a safe environment.
- Honesty, integrity, and respect are the foundation of your character and successful relationships.
- Your education is the shared responsibility of your family, your teachers and you.
- You are a part of a community of learners where hard work is valued.

You can “GET SMART”

Neelsville Middle School Vision

The Neelsville staff, students, parents, and community are devoted to the concept that Neelsville is the “School of the Universe;” we continuously seek ways to improve in order to fulfill the premise that with effective effort all students can experience academic success and develop a sense of personal and social responsibility. We provide a structured and rigorous learning experience and opportunities to explore a variety of interests that values our diversity and respects student individuality.



**WE SHOW RESPECT AND RESPONSIBILITY FOR
OTHERS, SELF AND ENVIRONMENT**

Neelsville Middle School

Student Handbook

August 27, 2007

Dear Students, Parents/Guardians:

Welcome to a new school year! We are excited about the upcoming school year and the many opportunities each of our students will have to grow academically and socially. We are looking forward to providing the best possible educational experience for our students. To ensure success, safety, and understanding of the policies and procedures at our school, please review Neelsville's Student Handbook with your child. This handbook should be placed in front of your child's notebook. We ask that you review the handbook with your child. Please indicate that you have reviewed the handbook with your child by signing the front and back of the Core Values Pledge form. Your child should return the signed form to his/her Knight Time teacher by August 31, 2007.

I know that this year will be an exciting one for all of us at the School of the Universe.

Sincerely,

Dollye V. McClain

This handbook belongs to:

Name: _____ Grade: _____

Knight Time Teacher: _____

Bus route number: _____ Locker number: _____

Address: _____

Home Phone: _____ (Optional)

Go Knights !

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Did you know?

Neelsville Middle School was named for a small town that existed in this area back in the 1800's.

Ms. McClain is the second principal of Neelsville Middle School.

The first employee hired at Neelsville Middle School was Mrs. Streeper, our school secretary.

Our school building was originally built in 1980 and opened in 1981 as Martin Luther King Junior High School.

Our school building was rededicated on May 18, 1997, as Neelsville Middle School.

That May 18, 1997, was recognized by the Montgomery County Council as Neelsville Middle School Day.

Neelsville entered the high-tech world with Global Access technology during the 1997-98 school year and the technology was modernized in the summer of 2004.

On September 19, 1997, the tree in the small garden in the front of the building was dedicated in memory of Ranji Iyer a former student at Neelsville Middle School.

The current sixth graders will be the high school graduating class of 2014.

In June of 2004, the garden in front of the building was dedicated to Ms. Ellis, who was the first principal of Neelsville Middle School and who served as principal from 1996-2004.

Neelsville Middle School was designated a Governor's Green School in March 2000, in recognition of our school's outstanding efforts to promote environmental awareness.

The Neelsville Middle School Chapter of the National Junior Honor Society was founded in 2006; it is one of 3 chapters in Montgomery County.

School Year Calendar: 2007-2008

2007			
Jul. 4	Wednesday	Holiday—Independence Day	Offices & schools closed
Aug. 20–24	Monday–Friday	Professional days for teachers	No school for students
Aug. 27	Monday	First day of school for students	
Sep. 3	Monday	Holiday—Labor Day	Offices & schools closed
Sept. 13	Thursday	Rosh Hashanah	No school for students and teachers
Sept. 22	Saturday	Yom Kippur	
Oct. 19	Friday	MSTA Convention	No school for students and teachers
Nov. 1	Thursday	Professional day for teachers	No school for students. Some 10-month employees work.
Nov. 22-23	Thursday & Friday	Holidays—Thanksgiving	Offices & schools closed
Dec. 24-25	Monday & Tuesday	Holidays—Christmas	Offices & schools closed
Dec. 26–28, 31	Wednesday-Friday, Monday	Winter break	No school for students and teachers

2008			
Jan. 1	Tuesday	Holiday—New Year's Day	Offices & schools closed
Jan. 21	Monday	Holiday—Martin L. King, Jr., Day	Offices & schools closed
Jan. 22	Tuesday	Professional day for teachers	No school for students. Some 10-month employees work.
Feb. 18	Monday	Holiday—Presidents' Day	Offices & schools closed
Mar. 4	Tuesday	Holiday—Presidential Primary Election	Offices & schools closed
Mar. 21 & 24	Friday & Monday	Holidays—Easter (Note: Passover begins at sundown on April 20)	Offices & schools closed
Mar. 25-28	Tuesday–Friday	Spring break	No school for students and teachers
Apr. 7	Monday	Professional day for teachers	No school for students
May 26	Monday	Holiday—Memorial Day	Offices & schools closed
Jun. 12	Thursday	Last day of school for students	Students dismissed after lunch
Jun. 13	Friday	Professional day for teachers	

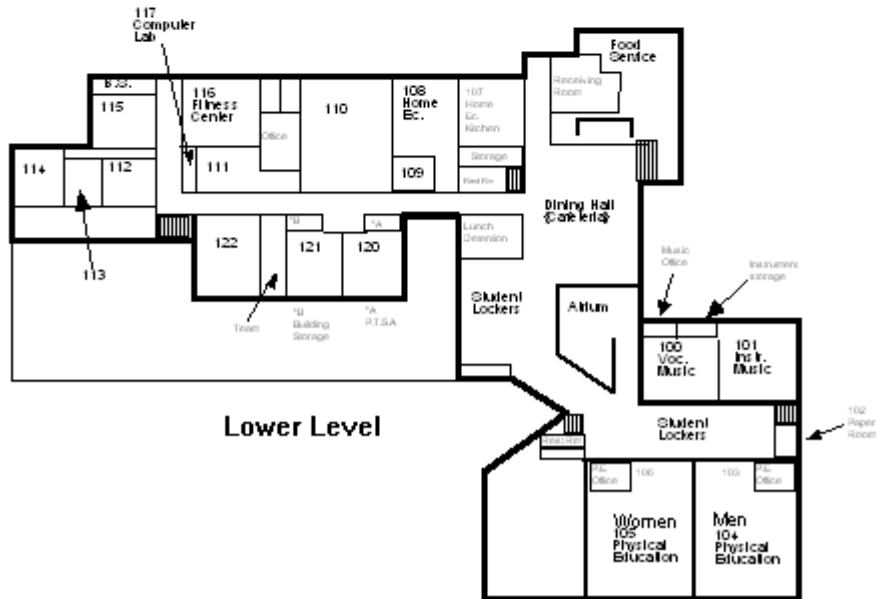
School Contingency Calendar, 2007–2008

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended.

If schools are closed...	The school year will be extended by...
5 days	one day to June 13, 2008
6 days	two days to June 13 and 16, 2008
7 days	three days to June 13, 16, and 17 2008
8 days	four days to June 13, 16, 17, and 18 2008
9 days	five days to June 13, 16, 17, 18, and 19, 2008

Neelsville Middle School

Upper Level



Daily Schedule for Neelsville Middle School 2007-2008

Students enter the building between	7:40-7:55		
1st Bell	7:45		
2nd Bell	7:55		
Advisory Period-Knight Time	7:55	8:30	35 minutes
Announcements will begin at	8:25	8:30	5 minutes
Block A	8:30	9:35	65 minutes
Block B	9:35	10:40	65 minutes
7th grade Lunch	10:40	11:10	30 minutes
Block C	11:10	12:30	80 minutes
Block C 1	10:40	11:20	40 minutes
6th grade Lunch	11:20	11:50	30 minutes
Block C 2	11:50	12:30	40 minutes
Block C	10:40	12:00	80 minutes
8th grade Lunch	12:00	12:30	30 minutes
Block D	12:30	1:35	65 minutes
Block E	1:35	2:40	65 minutes
3rd Bell	2:40		
Dismissal	Grade 6 - 2:30	Grade 7 - 2:35	Grade 8 - 2:40

ROTATION (Numbers below indicate periods meeting that day)

	<u>Day 1</u>	<u>Day 2</u>	<u>Day 3</u>	<u>Day 4</u>	<u>Day 5</u>	<u>Day 6</u>	<u>Day 7</u>
Block A	1	6	4	2	7	5	3
Block B	2	7	5	3	1	6	4
Block C	3	1	6	4	2	7	5
Block D	4	2	7	5	3	1	6
Block E	5	3	1	6	4	2	7

Daily Schedule for Neelsville Middle School 2007-2008

Half-Day - Early Release Class Schedule

	<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>
Block A	7:55 – 8:40	Block A	7:55 – 8:40	Block A	7:55 – 8:40
The News will begin at 8:35					
Block B	8:40 – 9:20	Block B	8:40 – 9:20	Block B	8:50 – 9:30
Block C	9:20 – 10:00	Block C	9:20 – 10:00	Block C	9:30–10:15
Block D	10:00 – 10:30	Block D	10:00 – 10:30	Block D	10:15–11:00
Block E	10:30 – 11:05	Lunch	10:30 – 11:00	Block E	10:30–11:40
Lunch	11:05 – 11:35	Block E	11:00 – 12:10	Lunch	11:40–12:10
Block E	11:35 – 12:05				

2 Hour Delayed Opening Class Schedule

	<u>6th Grade</u>		<u>7th Grade</u>		<u>8th Grade</u>
Block A	9:55 – 10:50	Block A	9:55 – 10:50	Block A	9:55 – 10:50
The News will begin at 10:50 – 10:55					
Block B	10:55 – 11:30	Lunch	10:55 – 11:25	Block B	10:55–11:45
Lunch	11:30 – 12:00				
Block B	12:00 – 12:40	Block B	11:25 – 12:40	Lunch	12:10–12:40
Block C	12:40 – 1:20	Block C	12:40 – 1:20	Block C	12:40 – 1:20
Block D	1:20 – 2:00	Block D	1:20 – 2:00	Block D	1:20 – 2:00
Block E	2:00 – 2:40	Block E	2:00 – 2:40	Block E	2:00 – 2:40

General Information

Application of School Rules

All rules and guidelines in the handbook apply not only during regular school hours, but at any school function on or off school grounds.

Assembly Procedures

Students have the opportunity to attend several assemblies during the school year. These assemblies are an important part of the school program and learning process. It is essential that students conduct themselves in the proper manner while in the assembly and when moving to and from the assembly.

When attending an assembly, students will:

- leave all books in the classroom (purses and valuables can remain with their owners)
- move through the halls and into the gymnasium in a quiet and orderly manner
- remain with their class while at the assembly and while traveling to and from the assembly
- be directed to their seats by an adult as they enter the gymnasium
- not change seats once seated
- not “bounce” up and down, or stomp on the bleachers
- not leave the assembly to use the restroom or get a drink
- get quiet immediately when a signal is given
- listen silently to the performance so as not to disturb either the performers or other audience members
- clap to show appreciation at an appropriate time
- refrain from booing or other negative behavior
- recognize that disruptive behavior during the assembly will result in a referral to the office
- remain seated and quiet when the assembly is over
- follow the directions of adults at all times
- be dismissed by an administrator to leave the gym quietly and return to their classroom



Attendance

Regular school attendance is an essential part of a successful school experience. There is a direct and positive relationship between school attendance and academic achievement. In addition, the habits of responsible and productive behavior acquired in school by successful students are of great value in adult life. Students are expected to attend every scheduled class on time each day. The following sections contain information on the state and local policies governing legitimate and lawful reasons for a student's absences, tardiness, excused late arrivals, and early departures from school.

Absence from school

Maryland state law identifies the following situations and circumstances as lawful reasons for student absences:

- Certified illness of the child
- Death in the immediate family
- Court summons
- Observance of religious holiday
- State emergency
- Quarantine
- Physical and mental incapacity
- Violent storms
- Work or activity accepted by school authorities

In the event of an absence, the following steps should be taken:

- **Your parent/guardian should call the school early in the morning on the day you are going to be absent. (Calling on the day a student will arrive late due to a medical appointment, etc., is also recommended)**
- **If you are absent (excused) for three days, your parents should contact the Counseling office so that they may arrange for your missed work to be collected for you.**
- **You should call your homework buddies the night of your absence so you can start on the work you missed**
- **You must bring a written note from your parent/guardian on the day you return to school and give that note to the attendance secretary before going to your A block class. This note should include your full name, grade, date(s) of absence, reason for absence, parent/guardian's phone numbers and the signature of your parent/guardian.**

Whether or not telephone contact is made, the student must bring a note. Any absence for reasons other than those approved by state regulations should be discussed with a school administrator if your parents wish for the absence to be excused. The request for an administrative exception should be made before the absence occurs. You should bring a note containing the reasons for the anticipated absence, the dates involved and your parent's/guardian's daytime phone number. If possible, the request should be made at least five days before the absence occurs. The administrator will identify the absences as either excused or unexcused and notify your family, your counselor and your teachers. **Vacations are not an excused reason to miss school.**

Tardiness to school and excused late arrivals

Students arriving to school after 7:55 a.m. must report directly to the attendance secretary, who will issue a pass identifying the absence as excused or unexcused. Students eating breakfast at school are expected to finish before 7:55 a.m. and be on time for their first class. A late arrival because of a medical appointment will be excused when the reason for the late arrival has been confirmed and a written note has been received. Reasons accepted by the state as excused absences are also acceptable as reasons for being tardy to school. Reasons such as oversleeping, car problems, missing the bus, etc. will be considered unexcused tardies. A student who demonstrates repeated unexcused tardiness will automatically receive administrative intervention.



To participate in any extra-curricular event or practice, students must be on time and present in all scheduled classes the day of the event. The principal or designee may excuse a student for pre-scheduled appointments, such as court appearance, medical appointment, unforeseen emergencies, etc.

Tardiness to Class

By definition, tardiness for any student is a failure to be seated in the assigned class area at the proper starting time for class. Students should be on time to every class every day. Teachers expect students to be punctual and will work with students to develop good habits. To this end, three unexcused tardies to any one class will result in lunch detention and parents will be notified. A student who is chronically tardy to class will be referred to the appropriate administrator.

Early Dismissals

Students who wish to be excused from school at any given time during the school day must bring a note from their parents to the attendance secretary before 7:55 a.m. This note must contain the following information: reason for leaving, time of departure, time returning and a parent/guardian's signature and phone numbers. The attendance secretary will issue a pass excusing the student from class at the appropriate time. Without this pass, the student will not be permitted to leave class. Students will remain in the main office until the parent/guardian comes to pick them up.

Bus Conduct and Discipline

Bus transportation is provided for students according to regulations established by the Board of Education. Bus routes are established each year by the Transportation Office. After a schedule of pick-up times is established, students are asked to be ready and waiting for the bus each morning. Remember, riding on the bus is a privilege, not a right. Students will assume the responsibility that goes with this privilege.

Students must obey the bus driver at all times while under his/her supervision. The driver may request removal of a student from the bus for disciplinary reasons if the student's behavior is a threat to the safety of other students. The driver will report all violations of safety regulations as well as any behavior problems to a school administrator or security assistant. The school administration has the authority to deny any student the privilege of riding a school bus for cause. The administrator will notify parents of all complaints received and actions taken, and parents will be notified immediately by telephone whenever a student's riding privilege is suspended.



When riding a bus to or from school or on a field trip, students will:

- form orderly lines for boarding buses in the loading area.
- observe the same rules of conduct on the bus as in the classroom.
- demonstrate courteous behavior.
- remain seated in the same seat during the trip.
- recognize that loud, boisterous, and profane language will not be tolerated.
- refrain from eating and/or drinking on the bus (this includes candy and gum).
- keep the bus clean.
- keep their hands, feet and head inside the bus and out of the center bus aisle.
- recognize that no doors will be opened or closed except by permission of the driver.
- wait for the bus to come to a full stop before attempting to enter or exit.
- report directly to the boarding area in front of the school when school is dismissed. Buses will wait no more than seven minutes for students to board.

Students will not be allowed to ride any bus other than their regularly assigned bus without a written request from their parents. Some of the buses are filled to capacity and cannot take extra riders. **Students requesting to ride a different bus should bring their written request to the main office before 7:55 a.m. on the day they plan to ride that bus.**

What if the bus does not show up on time?

Buses are occasionally delayed due to traffic, road construction, mechanical problems, or inclement weather. If your bus does not arrive within thirty minutes of the scheduled time, please call the school office at 301-353-8064 and the transportation office at 301-670-8275.

Care of School Property

As mentioned earlier in this handbook, the Neelsville Middle School building was originally opened as Martin Luther King Junior High School in 1981. Despite its age, Neelsville is in remarkable shape, and the staff takes great pride in providing our students with an attractive learning environment. Students are responsible for the appropriate use and care of the school and its property. Items covered under this guideline include books, supplies and equipment, musical instruments, etc. owned by the school. If school property assigned to a student is lost, damaged or stolen, the student will be required to pay for replacement or repair of that item. Students should keep all receipts for replaced items so that their money can be refunded if the lost/stolen item is found at a later date.

Cell Phones/Portable Communication Devices (PCD's)

According to MCPS Regulation COG-RA, middle school students are not permitted to possess or use portable communication devices (PCD's), including cell phones and pagers, on MCPS middle school campuses or at MCPS-sponsored middle school activities, **except by written request for a waiver from a parent or guardian and upon the approval of the administrator.** Cell phones are not to be brought by students to school during the school day or during an activity that continues directly beyond the school day. **Neither MCPS nor Neelsville Middle School will assume responsibility or liability for loss or damage to a device or for the unauthorized use of any such device.** Consequences for violations of this regulation range from parent or student conference, confiscation of the device, and up to a ten-day suspension. Students who need to use a telephone while at school may use the pay phone or ask a staff member to use one of the office phones. **Students must have a pass to use the phone during the school day and may use the phone for emergencies only.**

Counseling Department

Neelsville has four school counselors who are able to help you in many ways. Counselors are available to assist you in the development and achievement of your personal and academic goals. Counselors are readily available to discuss school concerns as well as personal concerns with confidentiality maintained. Counselors may be seen by signing up in the Counseling office to request an appointment before and after school. During the school day, students will have to have a pass before going to the Counseling office.

Delayed openings, early closings and school cancellations

School is occasionally closed all or part of the day due to unsafe weather conditions or mechanical problems in the school. Announcements are made over local radio stations or television during the mornings of unscheduled closings. Parents are asked to listen to the radio or television for information about school closings; please do not call the school for this information. Emergency closings are also announced on the school system's information telephone line (301-279-3673) as well as the county website (www.mcps.k12.md.us).

Delayed Openings

When school is delayed because of unsafe weather conditions, the day will begin two hours later than normal. At Neelsville Middle School, classes will begin at 9:55 a.m. on mornings when there are delayed openings. The buses will run their normal routes, but will arrive at bus stops two hours later than their regular time. All delayed openings will be announced on local radio and television stations beginning at 6:00 a.m.

Early Closings

When a decision is made to dismiss school early due to weather conditions, the dismissal plan will be announced by 11:00 a.m. on local radio and television stations. Lunch will be served to all students, and the buses will run their regular routes. Students should know where they are to go without having to call home if school is dismissed early for any reason. Every family should have an early dismissal plan. Students will only be released to adults listed on the yellow emergency cards or the Authorization to Release form. When there is an early closing of schools due to bad weather, all afternoon and evening classes, meetings, and activities are automatically canceled.

Detention

Occasionally, teachers will assign a student an after-school detention to complete class work, receive additional help, or discuss inappropriate classroom behavior. Students will be given 24-hours notice of the after-school detention, unless other arrangements have been made with parents. Students are expected to report to detention on the day and time determined by the staff member. Students must bring homework, reading material, or assignments from their teacher to work on during their detention. Requests to reschedule must be made in advance of the detention date; a student who needs to be excused and rescheduled should see the staff member who assigned the detention to arrange a new date and time. Detention will be doubled for students who do not serve their detention.

The Dining Area and Eating in School

All food, including candy and beverages, must be consumed in the dining area unless it is part of an approved class activity. Gum is not allowed in school or on school grounds at any time, in any place. The cafeteria offers a wide variety of selections each day, including a standard school lunch and many popular a la carte items. Breakfast costs \$1.25 a standard lunch is \$2.50, and milk is \$0.50. Information regarding free and reduced lunch is sent home to all parents in August. Students must apply each year for free and reduced price lunch and breakfast.

The cafeteria uses a computerized cash register system. Each student is assigned a PIN number and must use this PIN number when making any purchase. Parents may pay for meals in advance by sending a check to the cafeteria (the check must have the student's complete name and PIN number written on it).

In the dining area, adult supervisors are on duty to assist students and monitor behavior. Students are to sit at the table to which they are assigned. Students should ask permission before leaving your seat for any reason, including using the restroom. At the end of the lunch period, students will be dismissed from their table one table at a time only after the adults in charge are satisfied that the area is clean. There is to be no throwing of food or trash at any time. Students should dispose of recyclable items in the proper containers. Students should not engage in panhandling (asking for food or money) while in the dining area.



Discipline Policy and Procedures

The Neelsville Middle School discipline policy has been developed to help create and maintain an environment in which optimum learning can take place. An effective school discipline policy encourages a positive learning environment and minimizes the potential for disruptive behavior. Discipline does not imply punishment; it does imply the development of attitudes in a person which lead him or her to respect the necessity for regulations and the desire to conform to them. School discipline requires the partnership of parents, students and staff to work together. Students, staff and the community need to be aware of the school's expectations for student behavior and the consequences if these expectations are not met. This policy clearly defines the students' rights and responsibilities.

Every student at Neelsville Middle School has three basic rights:

- the right to be safe
- the right to feel safe
- the right to learn that is free of disrespectful and disruptive behavior

To ensure that all students enjoy these rights, each student must expect the best of oneself, challenge his/her mind, accept responsibility for his/her actions, and respect staff, peers, and the environment.

General Disciplinary Infractions

General disciplinary infractions are dividing into four categories of behavior:

1. Behavior which will physically hurt anyone, including self. Examples of this type of behavior are fighting, play-fighting, pushing, shoving, running in the school halls, throwing objects, carrying dangerous objects, and inappropriately using materials or equipment.
2. Behaviors which hurt people's feelings (psychological hurt). Name calling, bullying, put-downs, intimidation, group isolation, sexual harassment, and other behaviors which are designed to devalue or hurt another person fall into this category. **Parents and students should be aware that if a student is caught bullying, he/she will receive a school consequence. In accordance with the state law, the student's name will be entered into the state database.**
3. Behavior which 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 your own are examples of this type of behavior.
4. Behavior which is an 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 the p.e. uniform disrupt the educational program. Other examples of this behavior are: clowning, excessive attention-getting and off-task behaviors, flagrant tardiness, profanity, obscenity, play fighting, or inciting a fight are inappropriate behaviors. Cooperative and appropriate behavior is expected in both classroom and non-classroom activities such as assemblies, athletic events and other activities.

Typically, a student's first minor behavioral problem in the classroom results in a teacher-student conference. Severe or continuing behavioral issues require more aggressive responses. A second minor incident may result in a teacher-student conference followed by a second consequence such as an after-school detention. Parents will be notified whenever students are detained after school.

Teachers will notify the other staff members on a student's team, elective teachers, and the appropriate counselor as problems arise. At the appropriate time, a conference with the counselor may be scheduled.

Serious or repeated behavior problems will be referred to an administrator. Written documentation and/or a student referral form will accompany students who are sent to the office. The administrator will determine consequences, which could include lunch detention, after-school detention, in-school suspension, or out-of-school suspension. The administrator will notify parents by telephone, and a parent conference may be necessary. The teacher will be notified of the action taken. Students who demonstrate severe or repeated offenses will earn out-of-school suspension instead of in-school suspension. When in-school alternatives are not working or have been exhausted, a conference will be arranged, usually involving the student, parents, counselor, school nurse and a school administrator. During the conference, parents will be made aware of the resources available through the school system (pupil services, school nurse, etc.) as well as outside agencies that might be called on for assistance.

Specific infractions and the assigned consequences for each infraction follow. The MCPS Student Rights and Responsibilities and the MCPS Policies and Regulations Handbook will be followed in all situations.

<u>Infraction</u>	<u>Description</u>	<u>Minimum</u>	<u>Maximum</u>
Assault on a student	Assault with intent to do bodily harm; birthday hits; open chest hitting	Administrative intervention	Recommendation for expulsion, Police referral
Beepers & Portable Communication Devices	Possession and/or use on school grounds Devices include but are not limited to pagers, hand-held radios, and cellular phones*	Parent notification, Confiscation of the device	Suspension
Bomb/Facsimile Possession or Bomb Threat	False information or possession of explosives or destructive substances	Recommendation for expulsion, Police referral	Recommendation for expulsion, Police referr
Bullying	Direct or indirect, physical or psychological intimidation which occurs repeatedly over time to create an ongoing pattern of harassment and abuse	Conference Name is entered into State Database	Suspension
Bus Behavior	Inappropriate behavior at bus stop, riding, or unloading the bus	Administrative intervention	Loss of bus privilege
Cheating	Dishonesty while completing school work, plagiarism, and/or falsifying or altering records. Submitting another student's work for a grade.	Loss of credit on assignment Parent notification	Loss of course credit for that nine weeks
Class Cutting	Failure to report to class or assigned area	Detention	Suspension
Computer Abuse	Inappropriate use of computer facilities	Loss of computer and/or network privileges	Recommendation for expulsion
Disruptive Behavior	Play fighting, hitting, spitting, pencil fighting, running, kicking, shouting, throwing items, name-calling and/or engaging in behavior which interferes with the education of others	Teacher intervention	Suspension
Extortion	Any act or attempt to secure money, property or other gain through threat or physical harm	Administrative intervention, Parent conference	Recommendation for expulsion
Failure to report Information	Students who have knowledge of a weapon, portable communication device, or illegal Substances on school grounds are obligated to report this information to the administration or to a staff member immediately	Parent conference	Suspension
Failure to report to an Administrative detention	Failure to serve assigned detention	Doubled Detention Call home	Suspension
Failure to report to Teacher's detention	Failure to serve the first teacher detention assigned	Doubled Detention with teacher Call home	Referral to administration
False Fire Alarm	Vandalism/activation of fire alarm	Suspension, Fire Marshall notification	Suspension, Police notification

* A waiver must be filed with the Principal

<u>Infraction</u>	<u>Description</u>	<u>Minimum</u>	<u>Maximum</u>
Fighting	Mutual combat in which both parties have contributed to the conflict by provocation or physical action	Teacher intervention Detention	Suspension
Gambling	Wagering on school property On any game or activity	Detention/confiscation of items/community svc. parent contact	Suspension
Graffiti	Drawing or writing on something that does not belong to you	Detention Property restitution	Suspension
Hallway Behavior	Running, loitering, disruptive behavior public display of affection, screaming, chanting, etc...	Conference	Suspension
Hazardous Materials	Fireworks, smoke bombs, Stink bombs, lighters, matches etc.	Suspension Parent conference Police notification	Recommendation for expulsion
Inappropriate Items	Items such as cameras, radios, electronic games/pets, toys, trading cards, dice, lazer pens, headphones, heelies, permanent markers, playing cards, walkman, etc. which are not necessary for school program	Confiscation of item	Suspension
Insubordination/ Disrespect	Refusal to carry out a reasonable request by a staff member, refusal to give one's name when asked	Teacher intervention	Suspension
Intimidation/Threat	Causing one to be fearful	Administrative intervention	Suspension
Intoxicants - Distribution of	Passing or selling of illegal drugs, alcohol or unauthorized medication	Recommendation for expulsion, Police referral	Recommendation for expulsion, Police referral
Intoxicants - Possession of	Having on school grounds illegal drugs, alcohol or or unauthorized medication	Suspension, Police referral	Expulsion, Police referral
Intoxicants- Under the influence of	Students unable to function properly or behavior suggest being under the influence of an intoxicant	Health room referral, Parent notification	Suspension
Littering	Leaving any materials such as food, articles, cans, etc. anywhere on school grounds, hallways, classrooms, or dining hall	Conference Community Service	Suspension
Loitering	Hanging around the building or campus without a school related purpose, including being in the hall without a pass	Conference	Suspension
Locker Usage	Students are not permitted to share combinations, switch lockers or use lockers at unauthorized times without permission	Parent Conference	Suspension
Off School Grounds Without Permission	Leaving school grounds without permission	Detention and Parent notification	Suspension

<u>Infraction</u>	<u>Description</u>	<u>Minimum</u>	<u>Maximum</u>
Over the counter drugs	Use of over-the-counter drugs during school without health room supervision	Parent notification	Suspension
Physical Attack on a Staff Member	Physical assault of a staff member on school grounds or in conjunction with a police notification school activity	Suspension	Recommendation for expulsion
Physical Attack-Violent	Serious abuse or assault of any person Assault with intent to do serious bodily harm	Recommendation for expulsion	Recommendation for expulsion
Plagiarism	Taking of another's findings, interpretations or texts and intentionally presenting them as one's own without proper attribution.	Teacher intervention	Suspension
Profanity, obscenity	Using profane or vulgar language/gestures	Teacher intervention	Suspension
Public Display of Affection (PDA)	Kissing, holding hands, embracing, hugging, etc.	Teacher/Counselor intervention	Suspension
Retaliation	"Getting even" with another student or adult by threatening a verbal and physical confrontation	Parent Conference	Suspension
Selling/Peddling	Unauthorized selling of anything on school property	Confiscate items detention/parent contact	Suspension
Sexual Harassment	Unwelcomed sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature	Conference	Recommendation for expulsion
Sexual Offenses	Physical sexual attacks; inappropriate behavior of a sexual nature, including indecent exposure, consensual sex and other activity not identified as sexual harassment	Suspension, Parent notification	Recommendation for expulsion Police referral
School Sponsored Activity Misbehavior	Failure to follow conduct rules during activities, field trips, or assemblies	Removal from activity	Suspension, exclusion from activities
Skiping Class	Leaving class without adult permission or not showing up to class	Parent Contact Detention	Suspension
Snowballing	Throwing or tossing snow or ice	Conference	Suspension
Tampering with Property	Unnecessary touching, altering, or destroying lockers, student possessions, or school equipment	Parent conference Restitution	Suspension
Tobacco - Use or Possession	Smoking; possession of or use of any other tobacco substance on school grounds	Detention, Parent notification	Suspension, referral to smoking cessation
Tardiness	Arriving to school, class or detention after the assigned time	Staff intervention, parent notification	Suspension,
Theft/Burglary	Taking something that does not belong to you	Detention Restitution	Suspension Restitution
Truancy	Illegal absence from school	In School suspension Parent Notification	Suspension, Family Court

<u>Infraction</u>	<u>Description</u>	<u>Minimum</u>	<u>Maximum</u>
Vandalism	Willful destruction or defacement of school or personal property	Detention, parent notification, restitution	Recommendation for expulsion, police referral
Verbal Abuse	Willfully intimidating, insulting or in any other manner abusing verbally a staff member or student, racial, ethnic, gender, sexual orientation or religious slurs are included in this policy	Teacher intervention	Suspension
Weapons: Firearms	Possession of firearms (as defined by U.S. Code) including but not limited to starter guns, guns, and rifles.	Recommendation for expulsion and police referral	Recommendation for expulsion and police referral
Weapons Used to Cause Bodily Harm or Injury	Carrying, storing, or possessing implements which can cause bodily harm, including but not limited to knives, metal knuckles, nunchakus, gun/firearms, and any object used as a weapon.	Recommendation for expulsion and police referral	Recommendation for expulsion and police referral
Other Weapons	Carrying, storing, or possessing potentially dangerous objects or toy/look weapons; using an object in a manner which endangers the safety of others.	Suspension	Recommendation for expulsion and police referral

Items listed in bold are non-discretionary expellable offenses.

Dressing for Success at School

Dress and appearance should contribute to a positive and non-disruptive atmosphere in classes - an atmosphere that is conducive to learning and achievement for all the students in the school. Recreational and leisure types of clothing and apparel that would be worn to the beach, to bed, a gym or some out-of-school recreational activity is not appropriate dress for the classroom.



Shorts and skirts should be as long as the tips of your fingers as they rest at your side. Halter tops, shirts that expose a bare midriff during normal movement, bare-backed blouses and sweaters, shirt straps less than one inch wide (these shirts maybe worn with another shirt, such as a T-shirt underneath), items identified with counter culture, and beach-type apparel are not appropriate for school dress and should not be worn to school. Shoes must be worn at all times. Cut-off shorts; raggedy t-shirts; bandanas; clothing advertising drugs, alcohol, weapons, violence, vulgarity, gang affiliation or playboy bunny attire; muscle shirts; and your P.E. uniform are also not appropriate dress for the classroom. Clothing must not have holes that would attract attention and cause a distraction to the education process. Hats, do-rags, other headgear and sunglasses are not to be worn inside the school. Coats, gloves and backpacks are to be left in your lockers during the school day. These standards of dress and appearance reflect the idea that school is a place of business, not a place of recreation. All school rules, including dress guidelines, apply to after-school, field trip and evening activities.



Electronics

Electronic devices, with the exception of calculators and spell checkers, are not allowed in school. These items include ipods, handheld games, walkman, disc players, radios, video games, pagers/beepers, cameras, etc. Electronic devices will be confiscated and returned to a student's parent/guardian. Rules governing electronics apply to after-school, field trip and evening activities, as well as the regular school day, unless the teacher or sponsor has given prior permission for a specific item.

The use of graphing calculators is limited to the assigned math class.

Expenses and Financial Obligations

Some of the activities planned for the school year, including Outdoor Education, field trips, and extracurricular activities, will require students to pay a participation fee to cover the cost of the activity. Teachers and sponsors of the activities requiring a participation fee will advise students of the expense quarterly. When paying by check, make all checks payable to Neelsville Middle School. Students or families who need financial assistance should see their teacher, activity sponsor, team leader or counselor, as funds are available for students in need.

Parents will be notified quarterly when students have an outstanding financial obligations. Students may not be allowed to participate in school activities that involve additional debt until their obligations are paid.

Extracurricular Activities, Activity Fee and Eligibility

Students are urged to get involved in school activities through the extracurricular activity program. A variety of school-sponsored activities are held after school on Tuesdays, Wednesdays and Thursdays. Intramural activities, club activities, and interscholastic sports will meet on previously scheduled days, and activity buses will transport students home at 4:15 p.m. All students participating in any extracurricular activity will be required to pay an activity fee of \$30 directly to the MCPS Office of Fiscal Management. This is not a Neelsville Middle School fee, but a school system fee charged to students county-wide. Low-income families are eligible for reduced fees on a sliding scale. Extracurricular activities include all activities for which there are adults supervising students beyond the instructional day in school-sponsored activities. Payment of the fee allows participation in all extracurricular activities but does not guarantee that a student will not be cut from a team or otherwise dropped from an activity.

Students who wish to participate in extracurricular activities must maintain their academic eligibility in order to do so, which at a minimum, includes having a 2.0 grade point average with no more than one "E" (failure) in the previous marking period. Students who wish to have their eligibility reviewed by the principal must submit an after-school activities eligibility waiver in writing no later than two weeks before tryouts begin for the sport they would like to join.

School dances are held either after school or in the evening approximately once each marking period. Tickets for school dances are sold during lunch periods the week of the dance, but no tickets are sold the day of the dance or at the door. Students must have a signed parent permission slip in order to purchase a ticket.

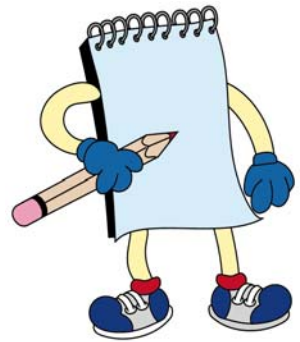
Only currently enrolled and academically eligible Neelsville students can attend Neelsville after-school activities.

Emergency Drills

Emergency evacuation drills and code blue/red drills at regular intervals are required by law and are an important safety precaution. It is essential that everyone in the building follow directions promptly during an emergency drill. The teacher in each classroom will give students the necessary instructions.

When the Fire Alarm sounds, each student will:

- Formed a line quickly and quietly and exit the room. If the classroom has a door, the teacher or monitor should close it after the last student has exited; windows should also be closed unless a serious delay would result.
- Walk to the nearest exit and leave the building in an orderly fashion. Neither running nor talking are allowed during the entire fire drill.
- Follow the teacher's lead, proceed to a predetermined point outside at least 300 yards from the building. Upon reaching the assembly areas, line up in a single-file line, facing the building.
- Reenter the building with the teacher only after the all-clear signal has been given. The all-clear sign is a series of seven bells.



Emergency Evacuation Special Circumstances

- Students in the health room will report outside with the nurse or health technician.
- Students in the office will report outside with the office staff.
- Students in the media center will be escorted outside and kept under the supervision of the media center staff.
- If the alarm sounds during lunch, students will be dismissed by table and should leave the dining room by the closest exit and proceed to the assembly place designated for the dining area.
- If the alarm sounds during an assembly, students will be dismissed from the gym by an administrator and should exit the gym by the most direct route and, once outside, move with the teacher who is supervising them to the area designated for that teacher's class or to another safe location identified by that teacher.
- If the alarm sounds during a change of classes, all students will leave the building by the nearest exit in a quiet and orderly manner. Once outside, students should proceed by the most direct route to the assembly area designated for the class to which they were heading when the alarm sounded.

Code Red and Code Blue drills will also be conducted throughout the school year. Students should follow the directions of the supervising adult at all times during these drills.

During a **CODE BLUE** drill an announcement by administration activates a CODE BLUE:

- Students/staff/visitors must be accounted for and placed under supervision.
- Staff must document attendance.
- Classroom instruction should continue.
- Staff may restrict hall passes.
- Administration will direct class changes.
- Everyone should wait for further instructions.

During a **CODE RED** drill an announcement by administration activates a CODE RED:

- Staff will direct students from hallway to nearest securable location.
- Staff will secure interior doors, cover door window, close the blinds and turn off the lights.
- Students, staff and visitors will maintain silence.
- Staff will take attendance when it is safe to do so.
- Students, staff and visitors will ignore alarms and bells.
- Everyone will wait for further instructions.

Hall Passes and Behavior

Students are not permitted in the halls during class periods unless they are accompanied by a school staff member or have an official hall pass signed by an authorized staff member. Each student must have a pass to be admitted to the main office, the Counseling office, the health room and the media center or to leave the cafeteria during lunch. Students are expected to walk down the right side of the hall and behave appropriately while passing in the halls or the stairways. Running, pushing, or tripping another student in either a playful or deliberately harmful way is unacceptable.

Health Room

The health room is staffed every day during the hours classes are in session. Students must have a pass signed by a teacher before going to the health room except in an extreme emergency. Never leave the building without permission, especially when a student is ill. If a student is ill and wants to go home, the nurse or health technician will contact your parents and make arrangements for you to go home. If a student's parents cannot be reached, you must stay in school.

Homework Policy

Homework is an important aspect of the total learning process and serves as an extension of the classroom. It is generally assigned to strengthen skills through practice, to deepen and enrich understanding of concepts, to improve study habits and to achieve instructional objectives. Well-planned homework assignments will provide students with the opportunity to:

- practice and apply newly learned skills, techniques or operational procedures
- read additional and supplemental material related to the topic being studied in class
- review previously learned skills and knowledge through application to new problems or situations.

When homework is assigned, students will:

- record the assignment in their assignment book
- complete homework on the same day it is assigned
- expect up to 2 hours of homework per night
- plan for their teacher to review, discuss and correct homework assignments promptly
- recognize that team leaders and teachers will coordinate homework to avoid an unreasonable number of assignments all due at the same time
- expect long term assignments to have built in "progress check dates"
- solicit the help of their parents/guardians in monitoring homework, checking assignment books, and providing a quiet time and place for homework to be completed.
- Complete homework by due dates and deadlines: A due date is the date that the teacher has assigned for an assignment to be completed and turned in. A deadline is the date, after which, an assignment will no longer be accepted and graded. There may be a one letter grade deduction if an assignment is turned in after the due date.

Honor Roll

The Honor Roll will be published and posted at the end of each marking period. The Honor Roll is composed of students with a “B” average or above, with students being permitted no more than one “C” and no grade less than a “C”. A grade of “C” must be balanced by at least one “A”.



Inappropriate Items

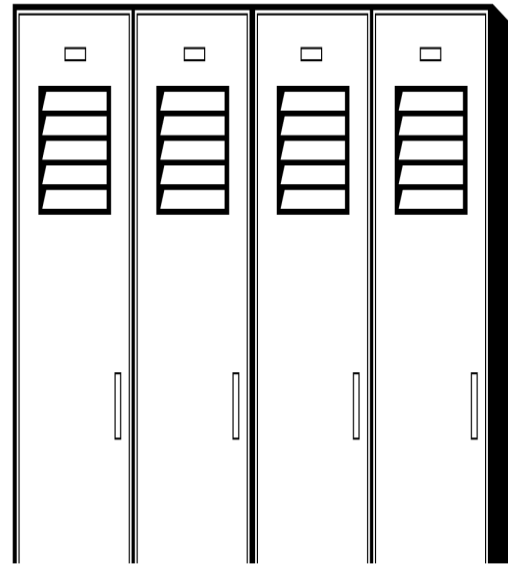
Items that do not contribute to academic achievement should not be brought to school. Items not necessary for the school program, such as radios, ipods, handheld games, permanent markers, heelies, cameras, electronic games/pets, toys, playing cards, roller skates/blades, skate boards, scooters, pacifiers, roller tennis shoes, cosmetics, aerosol spray, combc, brushes, hair picks, portable disc players, or cell phones without a waiver, etc., will be confiscated by school staff. In addition to being inappropriate for the school setting, such items are an invitation to theft.

Leaving School Grounds

Students must remain on school grounds at all times during the school day. Students must be under adult supervision when outside the building during the school day.

Lockers

Each student is assigned a hall locker as well as a separate physical education locker that can be used for storing school related possessions. Lockers should be kept locked at all times and the combination should not be shared with anyone. To make sure a locker is locked, students must close the door firmly, spin the dial several times and lift the latch on the locker and ensure that the door doesn't open. **Students should visit their hall lockers only at the following designated times: before school, before and after lunch, and after school. Students should only visit their physical education locker before and after physical education class.** Students are expected to keep their lockers neat. Students should not write on or in their lockers and stickers may not be placed on the inside or outside of lockers. Anything attached to the inside of a locker must be attached with a magnet. Students should know that the lockers are the property of the school and that school staff has the authority to search lockers without notice. **Food should not be stored in the student locker over night.**



Lost and Found

A lost and found area is located in the school's main office for small items that have been misplaced by students. Larger items are placed in the lost and found box in the dining hall. Clothing should be labeled clearly with your name, as many items are very similar in appearance. Unclaimed articles are turned over to a social services agency.

Making Up Work After an Absence

Completing make-up work is an essential part of instructional continuity and develops a sense of responsibility. Irresponsible work habits and missed deadlines will have reasonable consequences to help students learn these skills.



It is the student's responsibility to contact your teacher regarding class assignments and homework missed during an absence. Every student has a homework buddy in each class. The student should also contact your homework buddy as soon as possible if he/she is absent from a class. Upon returning to class, the student should make arrangements with his/her teacher to find out what work needs to be made up and to schedule a specific date by which it will be completed. It is important to make up back work as quickly as possible. In general, students are allowed two days to make up work for every day of absence. However, a teacher may extend this deadline when appropriate due to the student's medical status. If you fail to make arrangements for make-up work or to submit the completed work by the deadline, you may receive no credit for the work.

When a student is absent (excused) for three or more consecutive days, your parent or guardian may call the counseling office to request assignments from all of your teachers. **Parents should allow at least 24 hours from the time of the make-up work request for staff to notify teachers and to collect the work before they pick it up.**

Media Center

The media center at Neelsville Middle School is the school's information bank. It contains books, magazines, computer programs, and audiovisual materials that you may need for class assignments as well as recreational reading materials.

Hours

The media center is open to students from 7:40 a.m. to 2:45 p.m. except on activity bus days, when it will remain open until 3:00 p.m. Students must have a pass to use the media center during activity period, lunch, and after school.

Passes

During and between classes, each student must present a pass from a staff member to enter the media center. Passes will be available in the media center before school. Students may also pick up passes on the way to lunch.

Circulation

You should know your MCPS ID number in order to check out materials in the media center. You may borrow up to three items at a time.

Loan Period

Books circulate for a period of two weeks and may be renewed if desired.

Overdues

There are no fines for overdue books. However, students with overdue materials will not be allowed to check out any more materials until the overdue items are returned or renewed. Students will be obligated to pay for lost or damaged materials. Overdue notices will be distributed biweekly to students.

Reference books

Reference books may be checked out by students at the end of the day and must be returned by the beginning of A block on the next school day.

When using the media center, each student will:

- return materials to the appropriate shelves in the same places found or to the media staff
- maintain a learning atmosphere that is conducive to studying and conducting research with a minimum noise level
- clean up his/her work area before leaving the media center



Media Center Computer Use Guidelines

When using the computers in the media center, each student will:

- share the computer. If others are waiting, look up one item and let someone else have a turn.
- limit his/her use to the programs on the menu. Students may not access the chooser or hard drive, or change settings, or access the internet without permission.
- recognize that scheduled classes have priority for use of the learning hub computers.
- understand that printing is not allowed unless permission has been requested and granted from an adult.
- refrain from touching the printer. Media staff will retrieve all printed materials.
- understand that failure to follow all computer-use guidelines- written, spoken, or implied- will result in loss of computer privileges.

Peer Mediation

There is another way to deal with conflict such as arguing or fighting; it's called mediation. Mediation is a communication process in which the people with the problem work together, with the assistance of a neutral third party, cooperating to resolve their conflict peacefully. The mediator is the neutral third party. When students serve as mediators to assist other students, they are called peer mediators. If students feel like they may engage in conflict rather than avoid it, they should go to a teacher, counselor or administrator and ask for help. Staff members may refer students to mediation in order to help students resolve conflict. By learning to resolve conflict peacefully, students will avoid time spent out of class for disciplinary referrals, suspensions and counseling sessions.

Physical Education

Physical education is a required subject for all middle school students. Neelsville students are required to purchase the Neelsville physical education uniform from the school and dress in that uniform for each physical education class. Appropriate footwear must also be worn during class.

Promotion - The following criteria will be used in promoting students to the next grade:

Grade 6

- **Sixth grade students must pass three out of five of their core subjects (English, Reading, Math, Social Studies, and Science) in order to be promoted.**
- Students who fail both English and math will automatically repeat sixth grade.
- Attendance in a summer school remedial course is strongly encouraged for any student who fails English, Reading, or Math, but summer school will not replace the full-year course required for promotion.

Grade 7

- **Seventh grade students must pass three out of four of their core subjects (English, Math, Social Studies, and Science) in order to be promoted.**
- Attendance in a summer school remedial course is strongly encouraged for any student who fails English or Math, but summer school will not replace the full-year course required for promotion.

Grade 8

- **Eighth grade students must pass three out of four core subjects (English, Math, Social Studies, and Science) in order to be promoted.**

Report Cards

Report cards are distributed four times a year, at the end of each of the nine-week grading periods. Report cards are sent home with students in November, February, and April, and they are mailed home in June. Interim reports are sent home at the midpoint of each marking period to notify the parents of a student's progress. Students and parents are encouraged to use their Edline web accounts to monitor progress on a regular basis.



School Hours

The school day for students is 7:55 a.m. to 2:40 p.m. Students may not enter the building before 7:40 a.m., as adequate supervision is not available. Sixth graders should go directly to their classrooms upon entering the building; seventh and eighth graders should go downstairs to their lockers. On early dismissal days, all students are dismissed at 12:10 p.m.

Search and Questioning

Administrators, designees or school security staff may search a student on school premises or on a school-sponsored trip if the staff member has a reasonable belief that the student has in his possession an item, the possession of which violates state law or MCPS regulations. **Students should be aware that the lockers are the property of the school and that school staff has the authority to search lockers without notice.**

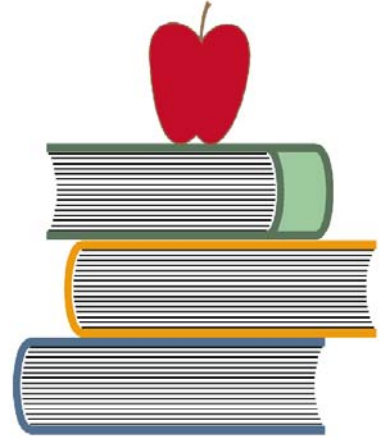
Selling and Peddling

No student is allowed to sell or peddle any merchandise, food or refreshments of any kind in school or on school grounds.

Student Government Association (SGA)

The Student Government Association (SGA) is Neelsville Middle School's student council. It is made up of delegates representing each team. The following are some of the functions the SGA may perform for students at Neelsville Middle School:

- Initiates and promotes improvements and activities for the good of the school.
- Assists in solving problems pertaining to the school.
- Promotes school spirit among the students.
- Plans social activities.
- Works to ensure students' rights.
- Introduces the workings of government and parliamentary procedure to interested students.



Technology Use

Computers and other forms of technology are available for student use in each classroom throughout the building. When appropriate, students may use the Internet and computers during class and/or advisory period. Computer workstations can be used by students if there is an adult in the area supervising them. The computers and Internet should be used as a resource for assignments and projects. Students may lose this privilege by visiting inappropriate web sites, playing non-educational games and communicating through e-mail.

Textbooks

Textbooks must be kept covered at all times during the school year. Students are responsible for covering their own textbooks. When a textbook is issued, the student's name, the teacher's name, the condition of the book, and the school year must be recorded in the bookplate along with the book number. Teachers will verify that this has been done correctly. If misplaced textbooks are found during the year, they will be returned to the student's classroom teacher.

Students who lose or damage textbooks during the school year will be given a charge sheet by the teacher who issued the book. The charge sheet lists the title, book number, amount of any fines assessed for damage, and the cost of the book if lost. Students are to pay for any lost books to the financial secretary, who is located in the main office, and return the receipt to the teacher so the textbook record can be adjusted.

When a student loses a textbook, he/she will be issued another one immediately if available, without waiting for the first textbook to be paid for. This second textbook is entered in the teacher's textbook records. If the lost book is found in good condition, the student is entitled to a refund. Lost books not paid for immediately will be listed as a financial obligation at the end of each quarter.

Theft

Students are responsible for their personal property on school grounds and during school-related activities. If students have property stolen from them, the theft should be reported to the main office immediately.

To discourage theft, each student will:

- leave extra money at home, only bring to school enough money for lunch.
- label all items and clothing with his/her name.
- lock his/her locker and never share locker combinations with any student. To make sure a locker is locked, students should close the locker firmly, spin the dial several times and lift the latch on the locker to make sure the locker is secure. Closing the door of the locker will not ensure that the locker is locked.
- never leave valuables unattended

Visitors

Visitors, especially parents, are always welcome. However, Montgomery County Public Schools (MCPS) regulations require that all visitors report to the main office to obtain consent from an administrator and receive a visitor pass. Classroom visits by parents are welcomed, but should be arranged in advance through the principal.

Only Neelsville Middle School students are permitted to attend classes. Student visitors are not encouraged (this includes family members and out of town guests). Specific requests, however, may be honored if they are approved in advance by an administrator. No visitors are permitted in the school during holidays or the last two weeks of school. Students enrolled in other MCPS schools who come to Neelsville Middle school during the day will be charged with trespassing unless they have secured permission from the school principal.

Walking to School

Students walking to and/or from school must have written permission from parent/guardian. Students should observe common-sense safety guidelines at all times. Students are encouraged to walk with a friend. Walkers should always remain on sidewalks when going to and from the school and will be held responsible for all school standards for appropriate behavior from when they leave their home in the morning until they return to their home in the evening. Students should never approach the school through the wooded area behind the building or by any route other than the sidewalk areas on Neelsville Church Road. Walkers should come directly to school in the mornings and return directly to their homes after school unless parent permission has been granted for an exception.

Regulation for Use of Computers by Students

The following rules are meant to ensure that Neelsville Middle School's computer network is secure and operational at all times. Failure to follow the guidelines below may result in loss of computer network privileges for thirty school days, ninety school days, or until graduation from Neelsville Middle School.

- No gum, food or drink is allowed in the labs or at any computer workstation.
- Do not enter the labs or use any computer workstation unless a supervising adult is in the room.
- The Internet is for educational use only. Stay within sites that pertain to the lesson's topic. The supervising adult will determine appropriate Internet use.
- Do not print first time without permission. Remove only own papers from a printer.
- Passwords are, and must remain, confidential. Use only own network access account.
- Use only that software as directed by the supervising adult for the lesson or project in progress.
- Do not remove any hardware, software or accessories from any lab or workstation.
- Behavior must not interfere with the safety and security of the technology and computer network.
- If violations by others are observed, immediately report them to the supervising adult.
- When done, quit all programs, remove any mounted CD or diskette, return the computer to the login screen, straighten up the area, push in the chair and take all personal belongings. Leave the computer monitor on.

Cheating and Plagiarism. Know the Facts!

Cheating and/or plagiarising are serious offenses. Over the last few years, there has been an increase in the number of students getting expelled from both secondary schools and universities as a result of either cheating or plagiarism. Therefore, all students of Neelsville Middle School need to understand what constitutes cheating and plagiarism. The following behaviors are inappropriate and will result in disciplinary action ranging from no credit on the assignment in question to suspension from school to having recommendations rescinded.

- Copying another student's work whether the work is a small homework assignment, and essay, a computer document or program, a lab report, a map, a quiz a test, etc.
- Giving your work to another student and allowing them to copy it.
- Telling another student what was on the test/quiz you just took in order to give them assistance in taking the test/quiz at a later time.
- Passing on information stored in your graphing calculator about a test/quiz you have taken to a student who will take the test/quiz at a later time.
- Being purposefully absent on the day of a test/quiz in order to find out what was on it before you have to take it.
- Using cheat sheets or storing information in your graphing calculator that you are not permitted to have during a test/quiz.
- Using the words and/or interpretations of another person – from a book, an article, a website, etc – without properly citing the source and giving credit to the original author.
- Taking a quiz/test/exam for another student or completing another student's work for them.
- Turning in any work that is not your own.

CORE VALUES PLEDGE

I promise to uphold the core values of Neelsville Middle School and my community.

I WILL BE HONEST – tell the complete truth, do my own work, leave other people’s property alone, and refuse to listen to or participate in gossip or the spreading of rumors.

I WILL BE RESPONSIBLE – make good choices, correct my mistakes, accept the punishments and rewards of my actions, and be dependable by keeping promises and commitments, complete assignments and chores, and ask for help when I need it.

I WILL SHOW RESPECT – treat everyone the way I want to be treated, respect myself, accept individual differences and beliefs, be polite, always use appropriate language, treat the property of others with care, and respect my school building, home, and community. I will not bully others or encourage bullying in any way.

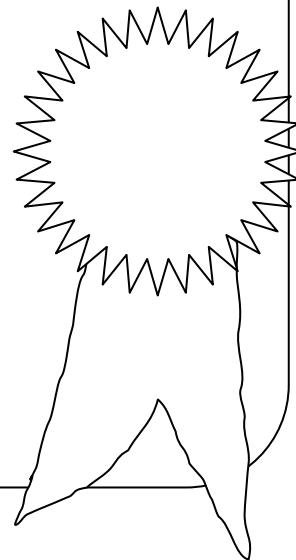
I have read and understand the Neelsville Middle School student handbook including the discipline policy.

Student Signature

Date

Parent Signature

Date



Please read and sign this page

Key Messages

This is important.

You can do it.

I won't give up on you.

Effective Effort = Achievement

