

THE BEAR FACTS 2022-2023

Northern Middle School
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Dear Students,

Welcome to the 2022-2023 school year at Northern Middle School. I hope each of you will come to school excited to begin the new school year and ready to learn. This student handbook has been prepared to help you do just that. It is a reference tool to be used to understand exactly what is expected of you as a Northern Middle School student. It should also help you appreciate the daily operations of the school.

In this GoogleDoc version of ***The Bear Facts***, the document for each heading and subheading is directly accessible by clicking on it in the table of contents on the next two pages.

As a student at Northern Middle School, we expect the following from you:

- Be prepared for your classes every day.
- Become involved in activities around the school.
- Make friends and live and work in harmony with all students and adults.
- Become increasingly mature in making responsible decisions about your life.
- Be a good team member while maintaining your own identity.
- Have the courage to do and stand for what is right.
- Be **PREPARED, ATTENTIVE, WORKING** and **SAFE**.

The adults who work at Northern Middle School are here to support you in any way we can. Please let us know if we can help. I expect you to carefully read and study this handbook and the Student Handbook: Rights, Responsibilities, and Discipline. Knowing what is expected of you and following these rules will help make your year a successful one.

If you or your parents have any questions or suggestions of items that should be added to this handbook in the future that would make it more useful, please feel free to contact me at school or send me an e-mail at:

david.yoder@garrettcountyschools.org.

I look forward to the exciting year ahead with you!

Mr. David Yoder
Principal
Northern Middle School

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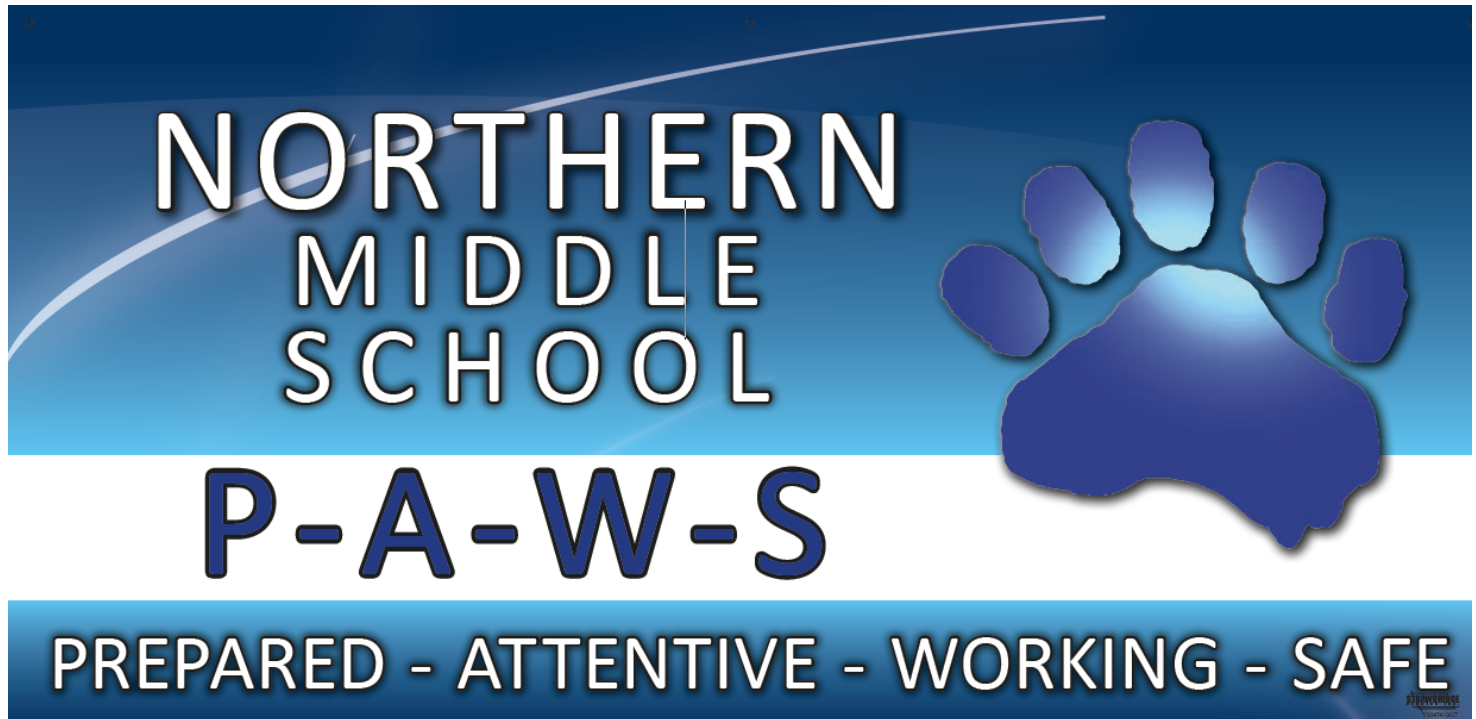
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 GENERAL ADMINISTRATION

➤ MISSION STATEMENT

Northern Middle School's mission is to successfully meet the academic and social challenges of the transitional child. We strive to be supportive, yet set high standards; we strive to be child-centered, yet encourage growth. We strive to provide our students with the knowledge and skills necessary to be successful in a rigorous high school program.

➤ VISION STATEMENT

Northern Middle School will work to maintain a safe and positive learning community guided by research-based best practices. Our well-trained staff will encourage each student to reach for character and academic excellence. We will motivate our students through a variety of challenging learning opportunities and provide a curriculum based on the premise that all students can become lifelong learners. We will teach our students to make educated decisions and communicate effectively. We will understand and accommodate for the unique physical, creative, intellectual, social and emotional needs of the transitional adolescent. We will encourage and provide increasingly challenging experiences that will develop independent and responsible learners. We will establish consistently enforced rules, boundaries, and structure to ensure that our students become effective citizens and leaders in a diverse society.

➤ OBJECTIVES FOR THE 2022-2023 SCHOOL YEAR

1. **Provide a Challenging and Supportive Academic Experience for Each Student**
 - a. Use data-driven collaboration and a focus on results as our key to school improvement
 - b. Utilize the strategies and goals identified in our School Improvement Plan (SIP).
 - c. A rigorous transition to the new Common Core State Standards in all subject areas.
2. **Promote Positive Self-Esteem Through Respect for Self and Others**
 - a. Recognize and reward demonstrations of appropriate behavior.
 - b. Provide students a program of skills development, behaviors and attitudes that will help them in the middle school years and throughout life.
3. **Achieve an Attendance Rate of 96%**
 - a. Recognize and reward individual attendance rates 96% and above.

STUDENT LIFE

➤ DO YOU KNOW WHAT TO DO WHEN.....

..... YOU GET DROPPED OFF AT SCHOOL?

You should not be dropped off at school prior to 8:00 a.m. due to the lack of available supervision. Students arriving after 8:00 a.m. should report to the cafeteria. Students arriving after the start of homeroom (8:30) shall report to the office to sign in for attendance purposes.

Students must have a note and must be accompanied by an adult when arriving after 8:30 a.m.

..... YOU GO TO YOUR LOCKER?

It is your responsibility to see that your locker is kept locked and in order at all times. School combination locks are to be used. **Do not share your combination with anyone else;** your locker is the only place that you can lock up your belongings. You may go to your locker at assigned times:

1. Before you report to homeroom you should get all of your morning class materials.
2. Before lunch, everything should be put in the locker, since books are not allowed in the cafeteria during lunch.
3. After lunch, you should get all of your afternoon materials.
4. At the end of the day you should collect all books and materials that you need to take home.

You are not to go to your locker at any other time unless you have permission from a staff member.

..... YOU MOVE FROM ONE CLASS TO THE NEXT?

As soon as one teacher dismisses you, you should move directly and quietly to your next class. Do not run, push, or shove at any time. Remember that classes are continuing as you are moving, so move quietly. Some of our halls have one-way traffic and you must follow those rules.

..... YOU GO TO BREAKFAST?

All students will eat breakfast in the homeroom at no cost. Breakfast carts will be at the end of Learning Lane and at the end of Academic Avenue.

..... YOU GO TO LUNCH?

Students that have qualified for Free or Reduced meals will receive a free lunch.

➤ DO YOU KNOW WHAT TO DO IF.....

..... **YOU ARE PICKED UP BEFORE 3:15?**

If you are to be picked up before the end of the instructional day (3:15), you should bring a note to the office in the morning indicating when and why you will be picked up- it is policy to code these as early dismissals. We would like to avoid making any PA calls for early dismissal, any time during the instructional day, and this is especially true after the start of period 5. These calls are very disruptive to learning.

..... **YOU FEEL SICK OR YOU'VE BEEN HURT?**

Let your teacher know immediately. The teacher will then send you to the health room with a signed student planner. **Students can not stay in the health room longer than 20 minutes.** We call home and discuss with parents whether to come and get the student or have them continue on with classes.

..... **YOU ARE LATE TO SCHOOL?**

1. Always bring a note to explain your lateness.
2. Always check in at the main office, and the secretary will correct your attendance record and give you a pass to go to class.

..... **YOU ARE LATE TO CLASS?**

If you are kept by a teacher, he/she will make a note in your planner. It is your responsibility to be on time for all classes. Unexcused tardies are recorded with the consequences specified in **the Code of Conduct.**

..... **YOU HAVE AN ACTIVITY WHICH MAY KEEP YOU FROM REPORTING TO CLASS ON TIME, OR CAUSE YOU TO MISS THE CLASS ENTIRELY?**

As above, if a teacher keeps you for a short period of time, he/she will write in your planner. In all other situations, except during an emergency, you must go to your scheduled teacher at the beginning of class to get permission to be absent from or late to that class: it is your responsibility to report to class on time and then get permission to be late or absent. Your scheduled teacher has to know where you are.

..... **YOU MUST BE ABSENT?**

When you return, **always** bring a note signed by a parent or guardian explaining your absence. As soon as you arrive, give the note to Ms. Wilt, the Main Office secretary - DO NOT GIVE IT TO THE HR TEACHER. Without this note indicating the reason for your absence, your absence will be counted as an unlawful absence. You have a maximum of three (3) days in which to bring in an absentee note. Your absence is considered unlawful if you do not comply. Any absence lasting more than three days requires a note from a physician.

PLEASE NOTE: Students do NOT have personal days allotted to them. For circumstances which are **not** emergencies, the student must have prior approval from the principal or designee and shall not exceed (5) days. Prior approval will only be granted for reasons that necessitate missing school days.

Taking vacations during the school year may result in unexcused absences.

..... **YOU HAVE TO LEAVE THE SCHOOL FOR AN APPOINTMENT DURING THE SCHOOL DAY?**

1. As soon as you arrive in the morning, give your note signed by a parent/guardian to Ms. Wilt, the Main Office secretary.
2. At the proper time to leave, you must report to the office and a parent or guardian must check you out.
A close relative or friend may not take a student from the building without permission from the parent or legal guardian.
3. When you return from your appointment, you must check in at the main office and receive a pass to get into class.

..... **YOU WANT TO USE THE MEDIA CENTER?**

All language arts teachers take students to the media center once a week.

..... YOU HAVE AN OVERDUE BOOK?

Overdue books will be taken care of during the weekly media center visit.

..... YOU WANT TO GO HOME WITH ANOTHER STUDENT?

Both you and the other student **must** bring parent notes indicating that this is acceptable. Bring this note to the office and the secretary will give you a bus pass. A bus driver is not permitted to allow anyone other than assigned students to ride a bus without a pass from the office.

REMEMBER: Two notes are necessary. One is not enough. If two notes are not provided, the permission will be denied. **Phone calls from parents or guardians are not sufficient.** Three or more times going home with a friend will require a permanent bus pass, which can be obtained in the main office.

..... YOU HAVE A CHANGE OF ADDRESS?

Inform the main office secretary if you change your address, telephone number, or bus number. If any other conditions at home change, the guidance office should be informed.

..... YOU NEED TO RIDE A DIFFERENT BUS?

You bring a note from home to the main office and the secretary will give you a bus pass. You can only go to the same address on a temporary pass three times. More than three times requires a permanent pass and only two permanent passes are allotted to each student per year. One of the permanent passes is the home address.

..... YOU NEED TO CHANGE A BUS FOR THE YEAR?

We cannot make this decision at NMS. Your parent or guardian must contact the Supervisor of Transportation, at 301-334-8907.

..... YOU WANT TO BUY A SCHOOL PICTURE?

School pictures will be taken during the first grading period. They may be purchased in various packages if you wish to do so. We will send out additional information as the picture date approaches. School officials and/or the appropriate personnel must be notified within two weeks of reception of pictures if you are dissatisfied. **NO** refunds or adjustments will be made after that time. It is our plan to have an 8th grade group picture taken at a later date. Copies will be sold to interested students.

..... YOU NEED TO USE THE TELEPHONE?

The office telephone is a business phone and should be used by pupils for emergencies only. Parents should not call school except in cases of real emergency.

..... YOU NEED SCHOOL SUPPLIES?

You must come to school prepared with all necessary materials. If there is a hardship which prevents you from obtaining the necessary supplies, please contact the principal or guidance counselor for assistance.

..... YOU PLAN TO PARTICIPATE IN AN AFTER-SCHOOL ACTIVITY?

You must have a note from home indicating that you may stay after school for an activity. If the activity is at the high school, parents must indicate that you can go to NHS after school. If your parents want you to walk to the high school, you must wait until after the 2nd wave of buses leave.

A NOTE IS ABSOLUTELY MANDATORY FOR ANY STUDENT TO STAY AFTER SCHOOL.

Arrangements must be made in advance for you to be picked up promptly at the end of all activities. Failure to do so could keep you from participating in future after school activities, including dances.

➤ WHAT ABOUT CLASSWORK, HOME STUDY, BOOKS, AND TESTS?

HOME STUDY

Home study is a necessary part of your educational program. Each student is expected to spend time at home, in addition to scheduled class instruction, to achieve satisfactory work.

MAKE UP WORK

Students who are absent, for any reason, are required to make up work missed in each class. This work should take approximately the same time as the time missed from class.

It is your responsibility to get all makeup work from your teachers immediately upon return to school.

Failure to obtain makeup work is no excuse for not doing work missed.

Please do not call the school to request makeup work unless the absence is going to be an extensive one. It is much easier for you to collect your own work when you return to school.

LAPTOPS, TEXTBOOKS AND MATERIALS

Responsibilities- Students and their parents or guardians will be financially responsible for the cost of repair or replacement of a laptop, charger, carrying case, textbook or other material which has been lost, damaged, and/or destroyed.

Rights- Every child has the right to use materials in each subject area provided that no outstanding financial obligation exists.

Policy- The school principal or his/her designee will be responsible for billing the parent or guardian for the cost of the laptops, books, materials, etc.... Parents or guardians who fail to reimburse the school for lost or destroyed items can be referred to the Garrett County State's Attorney's Office and the Department of Juvenile Services, and appropriate action will be taken.

STUDY SKILLS

You study well when you:

- Bring laptop, notebook, paper, pen, or pencil and other materials necessary to class.
- Are an active participant in the classroom, listen well, and take part in discussions.
- Ask questions if you don't understand the discussion or if you have a problem.
- Make sure you understand the assignment before you leave class, and plan your work and schedule a time for homework each day.
- Record your assignments in your planner. The planner is also your hall pass when you need to leave the room.
- Use what you learn: see how each subject applies to the others.
- Strive to do your best, not just to get by.

Parents are encouraged to call the counselor if their student is having academic problems.

HOW TO STUDY

Here are a few hints to make your study time count:

- Attitude is important- think positively; work independently. Seek help only when you have exhausted your own resources, then ask questions and use Media Center resources.
- Learning requires concentration-keep your mind on what you are doing. It will take less time.
- Have a definite, well-lit, quiet place to study at home. Even if you have a straight "A" average, you will have to study at home some days.
- Read the entire assignment rapidly to grasp the basic content. Re-read slowly to understand content, details, explanations, and directions. Make notes of your own; outline what you have learned.
- If the assignment is a long-term project, do a little of it each day; don't put it off until the last minute. It will be easier and you will do a better job. Remember, planned study eliminates the need to spend too much time completing the assignment the day before it is due.

HOW TO TAKE A TEST

Try these suggestions:

- Relax and forget other people.
- Read the whole test to see what is asked for and how to apportion your time.
- Read the directions carefully and then follow them.
- Read each question twice before answering.
- Think before you write.
- Answer questions fully with information asked for - not what isn't asked for.
- Check your paper for spelling and grammar before turning it in.

➤ HOW ABOUT GRADES AND STUFF?

REPORT CARDS

Student achievement will be reported as a grade for each particular class. Students will be evaluated four (4) times per year or every nine (9) weeks. Final grade averages are determined by adding all grades earned for each subject and dividing the number of grading terms. The final percentage can be transferred to a letter grade using the following scale:

A+ 97-100	B+ 87-89	C 70-79
A 93-96	B 83-86	D 60-69
A- 90-92	B- 80-82	F 00-59

HONOR ROLL

Students receiving a 90% or above in all subjects will be recognized on the distinguished honor roll. Students receiving 80% or better in all subjects will be recognized on the regular honor roll.

PROGRESS REPORTS

Progress reports will be issued to all students half-way through each grading period. Parents should monitor their student's progress via the parent portal at www.ps.garrettcounty schools.org/public.

PROMOTION-RETENTION POLICY

Students may be retained if they meet any of the following conditions:

1. Failing two (2) or more classes. *
2. Failing the same subject any two years in middle school in areas of language arts, reading, science, math, and/or social studies.
3. Missing more than 16 days or more than 8 days coded unlawful. Parents may appeal this decision to an attendance committee if they feel they have legitimate reasons.



➤ SCHOOL BUS LINEUP FOR NORTHERN MIDDLE SCHOOL

In order to assure a safe and efficient afternoon exchange of students, the following sequences of buses will be employed:

THIS LINK IS NOT UP TO DATE AT THIS POINT IN TIME. 8/31/21

Updated here: <https://goo.gl/qCiLcU>

STUDENT BEHAVIOR

– Please refer to the following documents:

➤ GUIDELINES FOR THE MARYLAND STATE CODE OF CONDUCT

Updated here: [Maryland State Code of Conduct](#)

➤ Garrett County Public Schools STUDENT HANDBOOK Rights, Responsibilities, and Discipline

Updated here: [GC Student Handbook 2022-2023](#)

➤ NORTHERN MIDDLE SCHOOL CODE OF CONDUCT - TEACHER REFERENCE GUIDE

Updated here: <http://NX Code of Conduct>

➤ DRESS CODE [GCPS Dress Code](#)

NMS students and staff will follow the GCPS Dress Code.

➤ PHYSICAL CONFRONTATIONS

Physical confrontations represent a continuum of inappropriate school behavior in which students make physical contact.

The following is addressed to students and is to be understood and supported by all staff:

Our school has a zero tolerance for students who choose to act or react violently. Because someone has hit you or has insulted you, does not give you the right to react in kind. We realize that many of you have been taught to hit back- to “defend” yourself. A response of this nature will result in you being treated the same as the person who hit or offended you. Hitting back is getting even, not self-defense.

Defending is defined as making attempts to de-escalate the confrontation, making attempts to get help, attempting to leave the area, telling the other person(s) you don’t want to fight in school, covering up or blocking the blows, keeping yourself away from the other person(s), and other acts that are clearly attempts to avoid the physical confrontation rather than reacting in kind.

Our school has to be a “safe” environment in which you are given the responsibility to solve problems in a non-violent fashion. **We expect and demand that students use our conflict resolution process to solve problems.** We can, and must, solve our problems in a non-violent fashion.

Physical confrontations range from what might be called **horsing around/rough-housing**, where all parties involved are mutually engaged in the activity and there is no indication of anger, to **physical attack** where one party, without immediate provocation, physically attacks another party. These two behaviors and all behaviors in between them are in appropriate school behavior and will be dealt with as such.

Horsing around is dangerous for all students involved as well as other students who are not involved. Horsing around often slides into physical altercation when the play gets too rough and someone gets mad or no longer wants to participate.

Physical altercation

Physical altercation can be on the continuum of inappropriate behavior from what students might call horsing around, if it is one sided, to physical interaction that might be called fighting, depending on its intensity, duration, the level of violence, and harm done to the participants or victims. Generally, physical altercation stops somewhere short of the students exchanging blows. Because of the different levels of seriousness or because it is repetitive, there will be different levels of consequences for physical altercation.

Fighting

What is fighting? Fighting is a physical confrontation involving two or more students. Physical attack and physical threat are one-sided incidents in which the one being attacked or threatened does not attack back or make threats. So, if two or more students get overly physical with each other, exchange blows, violently wrestle around with each other, or engage in other acts which appear to be intended to harm, they have had what will be called a fight.

➤ NOTES/ADDITIONS TO THE CODE OF CONDUCT

1. The staff has latitude in the determination of the execution of the code of conduct within the framework of the document.
2. The administration and teams will consult concerning alternative consequences for repeat offenders and will follow the agreed upon plan.
3. The administration has final latitude in the determination of the execution of the code of conduct.
4. TBF refers to Northern Middle School's student handbook, "The Bear Facts."
5. During the school year our students have the opportunity to participate in activities not directly related to school, such as dances and extra-curricular trips. Students who have been placed in Social Detention may not attend extracurricular school activities for 10 school days; students placed in an After School Detention may not attend for 15 school days and students placed on suspension for 20 school days. If a student attends a school function when ineligible, that student will lose the privilege of attending all extracurricular activities for the remainder of the year or a stated period of time. Special consideration may be used in the case of an 8th grader concerning the last dance and reward trip.
6. Teachers may request parents or guardians to accompany their child(ren) who the teachers feel need a higher level of supervision on curricular or co-curricular and extracurricular trips. With parental notification and principal approval, students may be assigned to an alternative learning experience on field trip days if they meet one of the following criteria: they have committed detention/suspension level behavior on prior field trips the present school year, or if their recent behavior indicates they are having serious difficulties with compliance to school rules/staff and/or may be a danger to themselves or others.

➤ 2022-2023 Northern Middle School PBIS END-OF-YEAR INCENTIVES

Updated here: <https://Parent/Student Incentive Contract>

- 6th grade ASCI and Smiley's
- 7th grade CARC and Funland
- 8th grade Herrington Manor

2022-2023 Northern Middle School PBIS QUARTERLY INCENTIVES

- Eligibility for participation in QUARTERLY INCENTIVES is based on Behavior, Attendance and Grades..
- Students earn one point daily for Behavior based on school wide norms for being **Prepared, Attentive, Working & Safe** and one point for daily attendance.
- Students are not eligible for Quarterly Incentive if ISI / OSS has been received per quarter. If students receive 5 or more behavior points in a quarter s/he is ineligible
- For that quarterly incentive. *Students will still earn Attendance points for each day they are absent WITH A DOCTOR'S NOTE, WRITTEN PARENT NOTE or ADMINISTRATIVE APPROVAL. (NO POINTS WILL BE EARNED FOR UNEXCUSED ABSENCES) FOUR OR MORE UNEXCUSED ABSENCES PER QUARTER WILL MAKE STUDENTS INELIGIBLE FOR THAT QUARTERLY INCENTIVE.*

Students in good standing (academic/behavioral/attendance) must meet the following criteria to participate in the PBIS END-OF-YEAR GRADE LEVEL TRIP INCENTIVES:

- **ACADEMICS** Each student must have a **Yearly passing grade (60 or above) for All classes** in order to be eligible for the Year - End - Grade level trip incentive.
- **BEHAVIOR** Each student must earn a minimum of **160 (of 180 available)** points per academic year in order to be eligible for the Year - End - Grade level trip incentive.
- **ATTENDANCE** Each student must be **under 18 days of absenteeism** (Unexcused, Parent, and Medical) for the Academic year for eligibility in the Year - End - Grade level trip incentive.

If any student does not meet the criteria, each case will be reviewed by administration and grade level teams.

Extracurricular, Co-curricular Events

Only Northern Middle School students may attend extracurricular, co-curricular and curricular activities

- a. unless accompanied by a staff member who is chaperoning (i.e., the staff member's children, when appropriate).
- b. All school rules apply during extra-curricular activities.
- c. **Cell phone use is only permitted in the lobby area during dances.**
- d. Students must be picked up from extracurricular activities on time.

➤ **PROHIBITED ITEMS**

Problems arise each year because students bring items that may be hazardous, disruptive, or distracting to others or themselves, or interfere in some way with school procedures. Items such as toy guns, laser pointers, water pistols, rubber bands, white-out and any items that could potentially cause harm to others



should be left at home. The following items should also be left at home: electronic devices of any kind, baseball/football cards, iPods and similar items. These items may be held by school personnel and will be returned at an appropriate time and manner to the student or parent.



➤ CELL PHONES

Cell phones and Smart Watches (phone capabilities) must be turned off and kept in student lockers during the school day. School administration is not responsible for misplaced, lost, damaged or missing student cell phones. Students who bring their own devices to school are subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or the law.

- ★ **Level II - Office Referral**
 - ☐ Student Pick -up in office - Re-teach Expectations
- ★ **Second Level of Intervention**
 - ☐ Parents Pick up at school
 - ➔ Loss of privileges (10 days)
- ★ **Third Level of Intervention**
 - ☐ Loss of privileges (20 days)
 - ➔ Cell phone checked in office daily
 - ☐ Chronic misuse will result in loss of cell phone at school

ATTENDANCE PROCEDURES

NMS follows the GCPS procedures for attendance. [GCPS Student Handbook](#)

➤ PHILOSOPHY AND RATIONALE OF ATTENDANCE

We believe that regular attendance and punctuality in school:

- ★ fosters the universal value of education as a means of fulfilling individual and social needs;
- ★ facilitates the continuity of classroom instruction and participation;
- ★ provides students the opportunity to use their own abilities and talents;
- ★ helps students develop habits of responsibility, self-discipline, and good work habits;
- ★ helps to develop close communication and cooperation between the home, school, and community;
- ★ helps to develop a more positive school climate; and
- ★ enhances the student's potential to complete their high school education and become more productive members of society.

We believe that each student has the responsibility to monitor his/her attendance and to be informed about the policy and the consequences of the policy. We believe that each parent/guardian has the responsibility to monitor his/her student's attendance and to be informed about the policy and the consequences of the policy.

ABSENCE

- A student is counted **present for a full day** if a student is absent no more than one hour of the school day.
- A student is counted **absent for a full day** if the student is present for less than two hours of the school day. Example: A student arrives at 10:15 a.m. and leaves at 12:00 noon.
- A student will be credited **½ day attendance** if the student is in attendance for two hours or more of the school day and is absent for more than one hour of the school day [as determined by the principal or their designee]. Example: A student arrives at 10:15 a.m. and leaves at 12:51 p.m.

Students will be considered in attendance at school when participating in school-sponsored activities during the school day, and when that participation is approved by the local superintendent of schools or the school principal, or their designee.

TARDINESS TO SCHOOL

Any student who arrives at school in less than 1.0 hour after the start of homeroom is considered tardy to school. If a student arrives more than 1.0 hour after the start of homeroom, he/she will be considered absent for .5 day based on state standards. If the student is late as a result of a bus delay, the student will not be considered tardy. A student who is habitually tardy will be considered in violation of the Maryland Compulsory School Attendance Law. A student shall be considered habitually tardy when he/she is late more than four (4) times per semester without a bona fide (lawful) excuse as determined by the principal or his/her designee. Habitual early dismissals also disrupt the student's school day and will be treated the same as other tardies, without a bona fide (lawful) excuse.



SCHOOL OPERATING POLICIES

➤GENERAL INFORMATION

ANNOUNCEMENTS

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced over the NMS News each morning. All announcements must be approved by the administration. If the announcement states that students will be pulled from classes, it should be in the bulletin a day in advance.

ASSEMBLIES

Assemblies are a part of the curriculum and as such are designed to be educational as well as entertaining experiences. They provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative. In live entertainment, unlike radio, television, or movies, the performers are very conscious of their audience. Talking, whispering, whistling, stamping of feet, booing, and other inappropriate sounds are discourteous and will not be tolerated.

1. Do not take books or coats to the assembly unless instructed otherwise.
2. Proceed to the assembly area quietly and promptly. Find your seat quickly.
3. When someone asks for your attention, give it to them immediately.
4. Be courteous to the performers and to your neighbors. Don't use an interval of applause or the short time between numbers to start conversations.
5. Applaud in keeping with the occasion. Applause should be generous and courteous. Never applaud during or after a devotional assembly.
6. Do not leave the assembly until dismissed.
7. Students exhibiting improper behavior during the assembly will be sent to the office and may be excluded from future programs.

CONFERENCES

Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the guidance office at 301-746-8165 or 301-895-5075. There are two parent-teacher conference dates scheduled. Please refer to the GCPS calendar for those dates.

FUNDRAISING

Fundraising activities must be approved by the administration. We must caution all middle school students that according to Garrett County Board of Education Policy, students in grades K-8 may not conduct door-to-door solicitations. It is for the safety of our children that this policy is necessary.

HALL PASSES- STUDENT PLANNERS

Each student will need to have his/her planner signed in order to leave the assigned area. Teachers will distribute bathroom passes or sign your planner in order to be in the hall for any reason during class time. Students found in the hallway or out of their assigned areas without a pass will be returned to their point of origin.

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Students may check the lost and found each morning between 8:20-8:30 a.m. Unclaimed articles will be discarded after an appropriate time period.

POSTERS

Outside Organization Posters/Flyers must be approved by the Public Information Officer of Garrett County Schools before they can be displayed or distributed in the building. School material must be approved by the administration.

SCHOOL INSURANCE

There will be a supplemental insurance program offered for students. Regular and 24 hour insurance are available. The office will send out information during the first week of school.

VISITORS

Students are not allowed to bring visitors to school. Parents are always welcome, but are encouraged to make an appointment to see a teacher, the principal, or the counselor. Anyone visiting the school for any reason must first check in at the office and receive a visitor's badge before entering any other part of the building.

VALUABLES

Students are not allowed to bring large amounts of money, cameras, baseball/football cards, etc. to school. Students, not the school, are responsible for personal property. Remember, too, that you are responsible for anything brought from home to be used in class work. Do not bring family heirlooms, books, etc. unless you are willing to assume responsibility for them.

CAFETERIA RULES

1. Books and other materials will be placed in lockers prior to coming to the cafeteria.
2. Please take your tray back as soon as you are finished.
3. Because of limited space, students are to remain seated except to carry out necessary functions.
4. The supervisor(s) of the cafeteria will signal for your attention and quietness when needed.
5. Students will be dismissed from the cafeteria by the supervisor(s). Students dismissed from the cafeteria need to sign out.
6. The cafeteria doors will be closed five (5) minutes after the lunch period has begun. Students arriving after that time must be accompanied by a teacher or a pass or will be recorded as tardy.
7. Appropriate behavior will be expected and enforced at times. Discipline referrals from the cafeteria will be handled by the administration.
8. Staff on cafeteria duty may develop additional rules.
9. Only six (6) people are allowed at each table.
10. No food or drink may be taken from the cafeteria.
11. Students are not permitted to bring (or have delivered) from local restaurants to the cafeteria during their lunch



all

food
shift.

PARTIES

- All parties must be planned by teachers, not students. This means that students cannot get approval from the office to have a party.
- There will be no "surprise" parties for teachers because only a teacher will be able to approve parties for a particular class. Also, since the teacher is responsible for his/her class and for ensuring they do not disrupt other classes, it would not be appropriate for students to spring a surprise party on him/her.
- Since students have different teachers for different classes, there needs to be a limit on the number of parties for specific classes. (Example- one student attending 3 parties in one day because 3 of his/her teachers were asked during the year there are parties, it could add up to an appreciable amount of time.)
- The office is to be notified by the teacher when a party is planned.
- Food may not be served until after that group of students has had lunch so as to not compete with the school lunch program.

NORTHERN MIDDLE MEDIA CENTER

Mission: The mission of the Northern Middle School media center is to ensure that students and staff are lifelong readers and learners. The school community will have access to evaluate, and use digital and print resources and encourage reading for discovery and personal enjoyment. The media program strives to provide an engaging and innovative learning commons for our school.

Goals: The Northern Middle School Library Media Program will strive to:

- ◆ Promote innovative ideas and literacy events.
- ◆ Strive to prepare students to become independent, confident, and lifelong readers and learners and ethical users and creators of information in all of its forms.
- ◆ Collaborate with the instructional expert (classroom teacher) to enhance students learning and providing digital and curriculum based resources.
- ◆ Foster information literacy skills by teaching students to search, locate, select, evaluate, curate, create, and present information.

Checkout Policy & Information Access

Students may check out up to two (2) books for up to three (3) weeks and can renew books, if needed. Please see the media specialist if you have a need for additional books (special project, research assignments).

Students visit the media center once a week with their ELA teacher for research and regular checkout times.

Digital Access- Northern Middle Media Center is a 24/7 library providing online research databases and our digital library catalog (Destiny). <http://nxmedia.weebly.com/>



Students with overdue books cannot check out new books until their account is reconciled. At Northern Middle, we want to promote reading and checkout so we do not charge students overdue fees. The only time payment is required is if the book is lost or the dog eats it, etc. We would rather have the books back than the money, so a title replacement would suffice. Overdue notices/classroom reminders will be sent out to homeroom teachers periodically.

The Northern Middle School Community values the resources provided by our Media Center, the following procedures must be followed so that all may use and enjoy:

Please have a hall pass & check in with the media specialist, who will be happy to help you find what you're looking for.

Please ask permission before using a computer.

In order to help everyone visiting, all visitors should:

Use quiet voices when in the Media Center. Universally, libraries are peaceful places where people can depend on a quiet learning environment (louder voices are OK, if we're brainstorming and doing a hands-on activity connected with teaching, creating & learning- then productive discussion is welcome!)

Observe the Northern Middle School expectations as you would anywhere in our school.

Use the materials with care and respect- all of the resources are community property.

GUIDANCE AND HEALTH SERVICES

Northern Middle School Counseling



The Northern Middle Counseling and Guidance Office provides support to students in transition through their middle school years. The school counselor helps students to understand themselves, to know the educational and career opportunities available to them, and to help them make plans and decisions for their future. The counselor may meet with students individually, or in small and large groups. The school counselor also provides career development through classroom lessons in 6th, 7th and 8th grade. The counselor may meet with teachers and parents to discuss achievement or any issue related to the student's school experiences.

Some typical topics that are addressed through guidance and counseling services are:

- Self-esteem
- Friendship and relationship issues
- Decision making/problem solving
- Dealing with stress
- Dealing with anger
- Study skills and successful school habits
- Dealing with grief/loss
- Bullying issues
- Family issues

Parents are always encouraged to contact the guidance office if there are any questions or concerns regarding academic, social, or emotional development.

Discussions between the counselor and student are confidential. However, if the counselor believes that the student is going to harm himself/herself or another person, if the student is being hurt or in danger of being hurt, or if information is revealed that compromises the safety of others, the counselor must report this information to others.

➤ PROCEDURES FOR SEEING THE COUNSELOR

1. Stop by the guidance office to fill out a form. Teacher permission is always needed to come to guidance during class time. Wait to be called back down. Students will be seen as soon as possible, based on the particular need.
2. Parents may call or email a referral.
3. A teacher or other staff member may send a student to guidance if he or she feels it is necessary.
4. Your counselor may call you into the office to speak during class.



➤ SERVICES PROVIDED BY THE NMS COUNSELING CENTER

1. Individual and group counseling for personal, social, educational, and vocational concerns.
2. Assistance in course and pathway selection for 8th graders going to the high school.
3. Consultation with teachers, parents, and outside agencies as needed to facilitate student growth and development.
4. Assistance in referrals to agencies outside of school (i.e., Health Department, Social Services, etc.) as needed or requested by school personnel, parents, etc.
5. Crisis intervention as needed within the school.
6. Provide ongoing stress reduction strategies for students.
7. Career units will be taught in 6th, 7th, and 8th grades.
8. Implementation of Positive Behavior Intervention Goals based on student referral results.
9. Northern Middle School Conflict Mediation/Intervention- We want to involve students in brainstorming, problem solving, and decision-making as they learn the skills of creative communication, active learning, critical thinking, fairness, and cooperation. Students hopefully will:
 - Develop positive interpersonal skills.
 - Respect human differences.
 - Understand the dynamics of conflict.
 - Practice conflict resolution strategies.
 - Learn to handle frustration and anger.
 - Encourage student maturity and responsibility.
10. Maryland Student Assistance Program (MSAP)- identify and assist students and their families who may be experiencing substance abuse problems.
11. Maintain Service Learning Activity Cards.
12. PARCC and student makeup testing.
13. Coordinate Peer Mentoring program with Northern High School students.
14. Member of the NMS Attendance Review Committee.
15. Alternative Structure Classroom (ASC)-- review student discipline and plan behaviors.
16. Handle admission and withdrawal of new students.
17. Create, process, and update student academic records.
18. Assist in student scheduling and schedule changes.
19. Attend IEP Admission, Review, and Dismissal meetings to provide counseling input as requested.
20. Assist with student transition and orientation programs for 5th to 6th grade and 8th to 9th grade.
21. Orient new students to Northern Middle School.

The goals of the program are to help students learn to express their feelings appropriately, build self-esteem, learn about decision making and limit setting, learn about the consequences of alcohol and other drug use, and feel better about themselves.

➤USE OF THE HEALTH ROOM

We encourage students to access the health services provided, but the following rules must be followed:

- Emergencies and special needs will be dealt with on an individual basis.
- Unless a student has an obvious injury that needs medical attention between classes, no in between class visits- students must have a pass to the health room. The nurse will work with teachers to make sure students do not use the health room to avoid classroom responsibilities.
- Maximum 20 minute visit to the health room at lunch only with a pass and an escort from a person on lunch duty.
- Students may schedule appointments to see the nurse. If it is an emergency, tell the secretary so that students can receive help right away.

MEDICATION

While we discourage the administration of medication to students during school hours, your physician might decide that medication needs to be given to you during the school day. The Board of Education has a form which must be filled out by your physician in order for this to take place. Non-prescribed medication must also be brought into the school office with the Board of Education Medication Form, signed by your doctor, indicating explicit instructions about the medicine. The student is responsible for coming to the office and taking the medication at the appropriate time. The student must wait for an adult to get the medication. It is never acceptable for a student to get in a drawer in the office. We want to emphasize that it is absolutely against school rules for a student to have any kind of medication on his/her personal possession (lockers, etc.). Medications could be picked up by another student and serious problems could occur.

- 1) It is the responsibility of the parent/guardian to provide the school with any medication if it is to be given during school hours.
- 2) It is the responsibility of the parent/guardian to obtain written order from the attending physician. The Parental and Physician Authorization Form for Medication is provided for this purpose. Area physicians and pharmacies in Garrett County and Allegany County have been provided with the above mentioned form. If the physician or pharmacy has not been supplied with the necessary form, please contact our school to have them added to our mailing list. Parents may pick up an order at the school.
- 3) The parent/guardian must provide the school with the completed Parental and Physician Authorization Form for Medication and the medication must be labeled as follows:
 - a) The original prescription container must accompany all medication. Two containers, one for home and one for school, should be requested by the parents from the pharmacist.
 - b) The original prescription container should be labeled with:
 - i) Name of student
 - ii) Name of medicine
 - iii) Directions for use including dosage and times the medication is to be given during the school day.
 - iv) Name of physician ordering the medication, and
 - v) Date of prescription
- 4) The parent/guardian must submit to the school written notification from the physician of any change in dosage, time of administration, or the duration over which the medication is to be administered.
- 5) The parent/guardian must give the first dosage of any new medication at least 8 hours prior to attending school unless the order is for "in school medication only."

- 6) The parent/guardian must pick up unused medication within one week after the expiration of physician's orders. (Medications not collected by a parent or responsible adult will be destroyed.)
- 7) All topical ointments, creams, eye and ear drops will be administered under the same guidelines as previously stated.
- 8) Inhalants- All of the previous guidelines apply. If the attending physician and parent believe a student is capable of self-medication with inhaler, a written request for the child to use an inhaler in the class should be submitted to the school principal. If parents prefer, the inhaler will be kept in the school office until needed.
- 9) Cough Drops- Students may not carry cough drops during school hours. Parent note will be accepted in order for the administration of cough drops.
- 10) Over the counter medication shall be administered in accordance with the same guidelines as prescription medications at the principal's discretion.

Alert - Lockdown - Inform - Counter - Evacuate

Alert

Real time information is the key to good decisions. Use any and all means of communication to provide information as it relates to the situation. (Alert Status, Shelter in Place, Lockdown)

Lockdown

Used to protect the building occupants from potential dangers in the building or outside. In this procedure, students are to be cleared from the hall immediately and to report to the nearest available classroom. Close and lock windows and doors; do not leave the room for any reason. Cover all room and door windows. Stay away from all doors and windows and move students to interior walls and sit on the floor. Shut off lights, be quiet and listen to school-wide real time communications as to how to proceed (if a violent intruder is in school).

Inform

Real-time information is communicated until the situation is resolved. Use information to determine the safest course of action for staff and students for survival.

1. Following teacher/adult directions, evacuate to the door farthest from the intruder with hands in the air and exit the building that is safe from the situation.
2. Stay put and BARRICADE

Counter

If status is Stay Put and BARRICADE and the classroom is breached - counter the intruder by any means possible, such as, NOISE, DISTRACTIONS, THROWING OBJECTS, ATTACKING INTRUDER.

Evacuation

Intruder (person to do harm) inside school - listen to any and all real-time communications through the intercom system. Evacuate your safe area if you feel the situation is clear. Instruct your students to exit the room to the farthest exit door quickly/quietly with hands up while exiting the building. Run away from school until you are a safe distance from the situation.

UNIVERSAL EMERGENCY RESPONSE PROCEDURES

Drop, Cover and Hold

Used if there is an earthquake or other imminent danger to the building or immediate surroundings. When the command "Drop" is made:

DROP – to the floor, take cover under a nearby desk or table and face away from the windows.

COVER – your eyes by leaning your face against your arms.

HOLD – on to the table or desk legs, and maintain your present location/position.
Wait for further instructions.

➤ FIRE DRILL PROCEDURES

Cafeteria

Students will exit under the supervision of the person or persons on duty. All teachers of that grade level will report to the designated area to supervise the students when a fire alarm takes place during lunch.

First Alternative—Exit toward the football field and proceed to the regular assembly area near the tennis courts.

Second Alternative—Exit toward the gym, turn left and assemble at the regular assembly area near the tennis courts.

Hallways

If there is a fire drill between classes, go to the nearest exit and assemble with your classroom teacher in the designated area.

Restrooms

If there is an alarm while you are in the restroom, go immediately to the nearest exit and report to your teacher in the designated area.

Media Center

Follow directions posted in the media center.

 **BELL SCHEDULES**

Updated here: <http://preview.tinyurl.com/j588osn>

Regular Schedule	
7:50-8:15	Cafeteria
8:15-8:44	Homeroom
8:47-9:47	Period 1
9:50-10:50	Period 2
10:53-11:53	Period 3
11:56-1:32	Period 4
11:56-12:26	6th Lunch
12:29-12:59	7th Lunch
1:02-1:32	8th Lunch
1:35-2:35	Period 5
2:38-3:15	PAWS

2-HOUR DELAY SCHEDULE	
9:50-10:15	Cafeteria
10:15-10:27	Homeroom
10:30-11:10	Period 1
11:13-11:53	Period 2
Period 4	
11:56-12:26	6th Lunch
12:29-12:59	7th Lunch
1:02-1:32	8th Lunch
1:35-2:24	Period 3
2:27-3:15	Period 5

3-HOUR EARLY DISMISSAL SCHEDULE (GV on site)			
7:50-8:15	Cafeteria Dismissal		
8:30 - 8:40	Homeroom		
8:43-9:13	Period 1		
9:16-9:46	Period 2		
9:49-10:19	Period 3		
10:22-10:52	6th Lunch	Period 4	Period 5
10:55-11:25	Period 4	7th Lunch	Period 5
11:28-11:58	Period 4	Period 5	8th Lunch

 GCBOE TESTING CALENDAR

[Updated here: Testing Calendar](#)

 GCBOE SCHOOL CALENDAR

[Updated here: 2022-2023 GCPS School Calendar](#)

 PLEASE SIGN AND RETURN THIS PAGE

Garrett County Public Schools

Middle School Handbook
Verification Sheet
2022-2023

We have reviewed Northern Middle School's Student Handbook: THE BEAR FACTS and the **2022-2023 Garrett County Middle School Handbook**.

___ via the school webpage at <http://www.garrettcountyschools.org/northern-middle>

___ via printed copy (available upon request)

in their entirety and agree to comply with the policies and procedures stated.

Student Name (<i>print</i>):	Student Name (<i>sign</i>):	Date:
Parent/Guardian Name (<i>print</i>):	Parent/Guardian (<i>sign</i>):	Date: