

JOHN T. BAKER MIDDLE SCHOOL

2021-2022 STUDENT & FAMILY HANDBOOK

BAKER MIDDLE SCHOOL STANDARDS

The following standards apply to all Baker students at all times.

For detailed information, refer to the MCPS Student Code of Conduct and A Student's Guide to Rights and Responsibilities, which can be found online at <http://www.montgomeryschoolsmd.org/students/rights/>

SCHOOL-WIDE STANDARDS

(These apply in all parts of Baker at all times, including extracurricular events, both before- and after-school.)

- Use appropriate language and demonstrate appropriate behavior.
- Do not engage in public displays of affection (kissing, hand holding, hugging, etc.). These are unacceptable behaviors and are not permitted anywhere on school grounds.
- Keep your hands and feet to yourself. Horseplay is unacceptable behavior.
- Name calling and verbal harassment against persons because of their race, religion, national origin, ethnic background, sexual orientation, disability, or any other reason, will not be tolerated.
- Students may choose to carry their backpack/belongings with them from class to class. Lockers will be assigned to each student. Backpacks will not be allowed in PE locker rooms and students will use their hall locker to store their belongings during this time.
- Students may not share a locker with another person. Each student is assigned his/her own locker.
- Consume food and drink only in the cafeteria.
- Gum and candy are not to be consumed unless permission is given by a staff member.

IN THE CLASSROOM

- Be seated, with your materials, ready to begin when the bell rings.
- Keep your hands and feet to yourself.
- Stay seated (unless granted permission to do otherwise by your teacher).
- Show respect for teachers' and other students' rights and property.
- Gum, food, and beverages are not allowed in the classroom without the permission of the teacher.

IN THE HALLWAYS

- Walk, at all times, through the building.
- Use appropriate behavior, keeping your hands and feet to yourself.
- Do not engage in horseplay as it is unacceptable behavior.
- Use the appropriate volume of voice when indoors.
- Listening devices are not to be used between classes and must be put away.
- Use only appropriate language.
- Keep to the right side of halls and stairs.
- During instructional time, a pass is mandatory for being out of class.

IN THE CAFETERIA

All students will be provided with free breakfast and lunch each school day. Dinner will also be provided to take home for students that choose to do so.

- Form and keep a single line at each service area. When coming to the line, get at the end of the line.
- Do not take anyone else's food.
- Clean up your own place.
- Running, shoving, and horseplay are unacceptable behaviors.
- Keep your voice at an appropriate volume.
- Do not use speakers or other means to amplify sound from your electronics. Sound should be at a personal level.
- Remain in the cafeteria until dismissed.
- Fast food deliveries are not appropriate. Students should buy their lunch at school or bring their lunch from home.
- If there is a fire alarm, students in the cafeteria will meet their prior-period teacher outside: 6th grade will report to their Period 3 teacher, 7th grade will report to their Period 4 teacher, and 8th grade will report to their Period 5 teacher.

- When warned ten minutes before the end of lunch, begin cleaning your area and gathering materials to be ready to go to the next class.
- You may use the restrooms directly outside the cafeteria during lunch without asking permission. You are to return promptly to the cafeteria.
- Students at lunch will be dismissed by microphone.
- Students are to remain in their seats unless going to the restroom, going to the snack line, or throwing out trash.

IN THE ASSEMBLIES

- Be seated and stay with your class.
- Speak only if required, then use an appropriate volume.
- Show respect for every presenter and every program.
- Books or objects not needed for the assembly may not be brought to the assembly.
- Beverages, gum, candy, and food are not allowed.

STUDENT RIGHTS and RESPONSIBILITIES

The Student Rights and Responsibilities Policy and other Montgomery County policies provide the framework for Baker Middle School's Discipline Protocols and Procedures. Student program adjustments and consequences for violations will be applied equitably to all students. It is important for students to be well informed about the practices which teachers will use in dealing with violations.

- Teachers will use MCPS-authorized discipline techniques in their classrooms and on teams.
- All members of the Baker Middle School staff are responsible for ensuring a safe environment and enforcing discipline protocols. Students shall be respectful of all staff.
- Teachers will involve parents as partners when trying to diagnose and resolve problems.
- Teachers will involve counselors to try to resolve chronic discipline problems displayed by individuals.
- Team teachers will develop special programs and make accommodations for students who disrupt team activities.
- Counselors, administrators, and alternative education staff will support teams in developing effective programs to resolve discipline concerns.
- Teams, administrators, and counselors will use the EMT/IEP meeting process for those students who need special services beyond those available in a regular classroom.
- Students who have been unable or unwilling to adopt and adhere to the Student Rights and Responsibilities will be referred to the appropriate administrator during emergency situations such as fights, assaults, theft, drug/alcohol related issues, smoking, and harassment or behaviors that seriously disrupt the instructional program.

Restorative Justice is an approach to building community, self-care, and conflict resolution. It's a social justice platform that allows students to:

- Actively engage and problem-solve physical, psychological, social and disciplinary issues that affect themselves and the community.
- Take responsibility for their actions.
- Work with those affected to restore and/or repair the members and community who were harmed as a result of those actions.

You, as a student, have the right:

- to expect a quality education;
- to ask for help when you need assistance or have learning, social, or behavioral problems;
- to be mentally and physically safe and to expect that other people will not verbally or physically hurt you;
- to expect that personal and school property will not be abused, destroyed, or stolen;
- to be in a learning environment free from disruption;
- to have equal, fair, and nondiscriminatory treatment with regard to your participation in school organizations, the awarding of grades, and the enforcement of the Students Rights and Responsibilities.

You, as a student, have the responsibility:

- to develop strategies to do your very best;
- to meet demands given by the school staff in a timely fashion (e.g., homework, projects, doing makeup work, returning interims, etc.);
- to follow your schedule with punctuality and to participate in class;
- to refrain from doing things that may result in injury to yourself or others (e.g., running in halls, throwing things, etc.);

- to report incidents which endanger others or break laws (e.g., fire, theft, injuries, broken wire, glass, etc.);
- to talk to others in a respectful manner at all times.

The MCPS publication, *A Student's Guide to Rights and Responsibilities*, is handed out to students during the first week of school and can be found in the Counseling Office or online in a variety of languages at

<http://www.montgomeryschoolsmd.org/students/rights/>

DISCIPLINE PROTOCOL

The discipline protocol at Baker Middle School is a collaborative effort on the part of the school, parents, and students. Discipline does not necessarily mean punishment. Discipline does mean the development of attitudes which lead the student to respect the need for rules, and the willingness to follow them. Our expectations for student behavior are based on common sense, respect for the rights of others, and self-respect. Good self-discipline reflects good character. It sends a message about one's commitment to do what is right. This commitment comes from within; it cannot be forced upon an individual. The rules that are outlined here enable the school to function within a safe environment. Each person must provide the self-discipline that shapes the decisions that he/she makes about specific behaviors.

Restorative Justice is an approach to building community, self-care, and conflict resolution. It's a social justice platform that allows students to:

- Actively engage and problem-solve physical, psychological, social and disciplinary issues that affect themselves and the community.
- Take responsibility for their actions.
- Work with those affected to restore and/or repair the members and community who were harmed as a result of those actions.

The Baker Middle School Discipline Protocol is based on the following assumptions:

- The school's job is to provide academic instruction while helping to develop the emotional and psychological aspects of all students.
- The objectives of the school can best be accomplished in an environment characterized by learning, respect for the individual, structure and organization, enthusiasm, friendliness, and cooperation.
- An effective school discipline protocol will encourage a positive learning environment with fewer opportunities for distraction.
- Schools should help students develop an attitude of self-discipline based on common sense, as well as respect for oneself and others.
- The Baker Middle School community expects the school staff to maintain effective controlled supervision of its students throughout the school day.
- Students, staff, and the community need to be aware of the school's expectations for student behavior and the consequences for failing to meet these expectations.
- The Baker Middle School Discipline Protocol must be in accordance with current MCPS regulations and the Student Rights and Responsibilities Protocol.

Discipline

Students have the right to a school environment that is safe, positive, and respectful in order to promote student learning and engagement. Because school is a place where appropriate behavior may be learned, discipline must meet students' behavioral and developmental needs and include a continuum of strategies and responses that are equitably and fairly applied and that reflect a restorative discipline philosophy.

References:

MCPS Regulation JGA-RA, *Classroom Management and Student Behavior Interventions*

MCPS Regulation JGA-RB, *Suspension and Expulsion*

MCPS Regulation JGA-RC, *Suspension and Expulsion of Students with Disabilities*

DEFINITIONS OF DISCIPLINARY ACTIONS

Bus Removal

Riding the bus is a privilege. Students may be subjected to removal from the bus for a time, to be determined by administration. The parent/guardian will be responsible for arranging for other transportation.

Conference/Referral

A teacher or administrator will meet with the student and may contact parents by phone or email. A meeting with the parents may occur.

Confiscation

To take personal property with authority. To be picked up at school by parent/guardian.

Detention

A teacher or administrator may require a student to remain after the regular school day. Students will be given 24-hour notice. Transportation home is the responsibility of the student and his/her parent. Detention assigned during the regular school day (e.g., lunch) does not require 24-hour prior notification. Being involved in an extracurricular activity is not a valid reason to postpone or skip detention. If the student is to participate in a school-sponsored activity on the day detention is assigned, the assigned detention has priority. Failure to serve an assigned detention will result in further disciplinary action.

Exclusion

The principal may recommend that a student be permanently removed from classes. In such a case, appropriate outsider resources (e.g., psychologist, PPW) will be consulted.

Expulsion

In accordance with MCPS Regulation JGA-RB, a student may be excluded from all MCPS schools. The principal will automatically recommend expulsion for non discretionary offenses.

Loss of Computer Privileges

Students will lose computer privileges during school (before and after) for a time to be determined by administration.

Police Referral

Under MCPS policy, a student who violates the law will be reported to the Montgomery County Police or, if appropriate, to the Fire Marshal. If such a situation arises, parents will be called immediately.

Research Project

These are utilized to have students better understand how they may have endangered someone's safety.

Restitution

Reimbursement of amount of money to replace or repair damaged, stolen, or lost items.

School Service

Depending on the type of misbehavior, students may be assigned in-school services, instead of or in addition to detention. School service plans will be developed on an individual basis and in agreement with the parent/guardian.

Suspension (Out-of-School)

Out of school suspensions may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operations of the school. In accordance with the rules and regulations of MCPS, the principal may suspend a student for one to ten days.

- a) The student will be given notice of the reason for suspension, an explanation of the evidence, and an opportunity to present his/her side of the story.
- b) Students who are suspended from school may not participate in school-sponsored activities and are not permitted on MCPS school grounds during the period of suspension.
- c) The suspension usually ends in the morning after the last day of suspension with a parent intake conference required.
- d) While the absences from class during a suspension are excused, students are expected to make up all missed work.
- e) The student and/or parent has the right to appeal a suspension to the principal.
- f) The principal may request to reduce a ten-day suspension from the Deputy Superintendent.

Temporary Removal from Class

A student may be removed from a class by an administrator for repeated disruptive behavior.

Written Contracts

These will be determined by appropriate staff, under special circumstances, when the aim is to improve behavior.

Discipline Protocol Commitment Form

Student:

I have read the John T. Baker Middle School Student Discipline Protocol. I understand that the protocol is in place to ensure that John T. Baker Middle School is a safe place where all students can learn. I will behave respectfully and adhere to all rules.

Student signature _____ Date _____

Parent/Guardian:

I have reviewed the John T. Baker Middle School Student Discipline Protocol with my child. I will encourage my child to abide by all John T. Baker Middle School rules and to behave respectfully at all times.

Parent/Guardian signature _____ Date _____

Home Phone _____ Cell Phone _____ Work Phone _____

BAKER MIDDLE SCHOOL GENERAL INFORMATION FROM A-Z

ACTIVITY BUS – Only students who participate in an approved and sponsored after-school activity may ride the activity bus. Bus routes will be published and/or posted at the beginning of the year.

ACTIVITIES/CLUBS — Activities are offered on Tuesday, Wednesday, and Thursday afternoons. This allows students to ride the activity bus, if needed. There is an organized program of clubs, support sessions, and activities. All students who participate are expected to have made prior arrangements with a specific teacher and be under his/her supervision during the entire activity period. Every student is expected to take the activity bus unless being picked up by a parent/guardian. More details regarding after-school activities will be available at the beginning of the school year.

ADVISORY — Advisory is a 20 minute period of time at the end of a full instructional day (2:38–3:00 p.m.) where students will meet in small groups with a Baker staff member. Each staff member will work with this group of students to help them be successful in middle school. This time will be used for students to monitor their grades, organize their materials and digital files, engage in team-building activities, complete assignments, and participate in sustained reading. This period is part of the instructional day.

ATTENDANCE: ABSENCE — Attendance in school is required by law. “A student is counted present for a full day if a student is in attendance four hours or more of the school day. A student is counted present for ½ day if in attendance for at least two hours of the school day, but less than four hours.” (*Maryland Student Records System Manual*) Students will be recorded as follows:

Arrive Late (stay until 3:00 p.m. – end of school day)

Arrive 8:15-10:59 — Tardy/All Day Present

Arrive 11:00- 1:00 — AM Absent

Arrive 1:21- 3:00 — All Day Absent

Leave Early (arrive by 8:15 a.m. – start of school day)

Leave 8:15-10:14 — All Day Absent

Leave 10:15- 2:11 — PM Absent

Leave 2:12- 3:00 — Early Release/All Day Present

Parents — please do not schedule non-emergency appointments during the school day, if at all possible.

If a student will be absent from school or will be arriving late, a parent/guardian is expected to call Attendance at 240-207-2441 each day of the absence to report the absence/tardiness. A phone call must be followed up by a note (*see next paragraph*).

A student returning to school after an absence must turn in a note to the Attendance Secretary signed by the parent/guardian. **We cannot excuse an absence without a note signed by the parent/guardian.** There will be a limit of three school days following the absence to submit the written note. Unless the principal has granted an extension after this three-day limit, all undocumented absences are classified as unexcused. The note must contain the following: student’s name (full legal name), student ID, grade, date(s) of absence, reason for absence, parent/guardian signature, and parent/guardian contact number. Providing a note does not guarantee that the absence will be excused. According to Maryland State Law, only the following absences are considered lawful/excused (tardiness is considered to be a short absence):

- | | | |
|---------------------------------------|---------------------------------------|---|
| • <i>Court Summons</i> | • <i>Previously Approved Activity</i> | • <i>Lack of Authorized Transportation</i> |
| • <i>Death in Family</i> | • <i>Religious Holiday</i> | <i>This does not include students denied MCPS authorized transportation for disciplinary reasons. It also does not include missing the bus.</i> |
| • <i>Hazardous Weather Conditions</i> | • <i>State of Emergency</i> | |
| • <i>Illness of Student *</i> | • <i>Suspension</i> | |

Absence for any other reason must be approved by the principal prior to the absence. A letter should be addressed to the principal giving the dates and the reason(s) for the proposed absence. This letter must be received a minimum of three days prior to the first day of absence.

* In accordance with regulation JEA-RA II.A.3.d.3, “The principal may require a physician’s certificate from the parent or guardians of the student ...” and a physician’s note will be required after a five-day absence.

ATTENDANCE: EARLY DISMISSAL — A student who needs to leave before regular dismissal time must bring a note, signed by the parent/guardian, explaining the absence, to the Attendance window by 8:30 a.m. (or as early in the day as possible). The student will receive a pass from the Attendance Office which is to be presented to the teacher at the beginning of the class from which the student is to be dismissed. It is the student’s responsibility to keep an eye on the time so he/she can be dismissed at the requested “to leave at” time without being called. Providing a note or signing out your child does not guarantee that the early release will be excused.

ATTENDANCE: LATE ARRIVAL — **Students arriving at school after 8:05 a.m. (10:05 a.m. when there is a delayed opening) should come to the main front door for entry into the building.** A student arriving late must sign in at the Attendance window. At that time, the student must turn in a note, signed by the parent/guardian, explaining the absence, or the parent/guardian must sign in the student. A student arriving without a note or parent/guardian signature will be marked unexcused. Providing a note or signing in your child does not guarantee that the tardiness will be excused.

AWARDS — At Baker, we recognize student achievements throughout the school year, culminating with an Awards Night ceremony in June for exceptional achievements.

Quarterly Awards Criteria:

Honor Roll — awarded to students who had a 3.0 average or higher and no more than one C and nothing lower than a C and had no Incompletes for that marking period.

All A Honor Roll — awarded to students who had a 4.0 average (i.e., earned an A in every single class) and had no Incompletes for that marking period.

Awards Night criteria:

President's Silver Seal Award for Educational Achievement — awarded to students who earned an A (4.0) in every single class and had no Incompletes for each of the first three marking periods of the current year.

President's Gold Seal Award for Educational Excellence — awarded to students who earned an A (4.0) in every single class for all four marking periods of 6th grade and who earned an A (4.0) in every single class for all four marking periods of 7th grade and who earned an A (4.0) in every single class for each of the first three marking periods of 8th grade and had no Incompletes in any of the marking periods listed above.

Scholar-Athlete — awarded to two 8th grade students – one boy and one girl – who participated in at least one interscholastic sport, who showed appropriate sportsmanship, and who earned a place on the honor roll for each of the first three quarters of the current school year.

Principal's Award — awarded to two 8th grade students – one girl and one boy – who have:

1) put forth full effort in her/his schoolwork, 2) acted as a role model for others by exemplifying all the Pillars of Character, and 3) given to his/her school and community through service.

American Legion School Award — awarded to two 8th grade students – one girl and one boy – who possess “those high qualities of courage, honor, leadership, patriotism, scholarship, and service which are necessary to the preservation and protection of the fundamental institutions of our government and the advancement of society.”

Superintendent's SSL Award — awarded to those students who have documented 75 hours of service performed by the first Friday in April of the current middle school year.

BUS TRANSPORTATION — Bus transportation is a privilege and students must follow all school and bus rules while on the bus. Discipline problems which occur on the bus are considered a very serious matter due to the safety issues involved. The school and transportation department reserve the right to deny bus transportation to students who do not comply with the rules. **Students are expected to ride their own bus home. Requests to ride a different bus home must be in writing, dated, and signed by the student's parent/legal guardian.** The following information is to be included on the request: the student's full name, the name of the other student with whom the student will be riding, and the route number of the bus the student will be riding. Bus passes will be issued during lunches in the cafeteria. Students may walk to and from school **only** if a permission note signed by the student's parent/guardian is brought from home and placed on file with the Attendance Secretary.

CAFETERIA — Breakfast Program: Students eating breakfast at Baker may enter the building starting at 7:50 a.m. and proceed to the cafeteria. Breakfast and lunch will be free for all students this year. Dinner will also be provided for students to take home.

CALCULATOR LOAN — Math – Algebra/Geometry: Students who choose to borrow a school-owned graphing calculator instead of buying their own will need to sign an obligation contract/borrower's agreement for the replacement cost of the calculator. Students who lose or damage a school-owned calculator will be required to pay the replacement cost of the calculator.

CELEBRATIONS — Student celebrations (e.g., birthday treats) that involve only some students/friends tend to have a negative impact on the student body as a whole. In light of the disruption, conflict, and mess that result, student celebrations and/or the sharing of food will not be allowed on the Baker Middle School campus. Do not bring in any kind of food to share with others. Anything that is brought in will be sent home or held in the Main Office until the end of the day. Thank you for your cooperation in helping us keep the school safe for students with allergies and helping us avoid disruptions and/or conflicts.

CELL PHONES and ELECTRONIC DEVICES — Although secondary students may possess cell phones or electronic devices on MCPS property and at MCPS-sponsored activities, the **students may not use these devices for any purpose during instructional times or while serving detention. Students may use cell phones/electronic devices prior to the 1st period bell in the morning, during transitions between classes, and while at breakfast and lunch. All electronic devices, including any listening devices, are to be put away when the bell rings to go to the lockers or to signal the end of lunch.**

Students are to abide by the following rules:

1) be respectful of others' property and electronics.

- 2) be considerate of others and use earbuds or headphones when listening to electronics and not speakers or other means of amplifying sound. Sound should be at a personal level.
- 3) be sure not to take pictures, videos, or recordings of any kind without permission.
- 4) be safe online.
- 5) students must connect to the MCPS provided wifi while using their personal devices in the school building

Students who do not follow the rules will have the cell phone/device confiscated. Confiscated cell phones will be taken to the Main Office. The first time a device is confiscated, the student will be allowed to retrieve it at the end of the day. The second time a device is confiscated (and each time thereafter), the device will not be released to the student— a parent will have to come to the school and pick it up. If there is an **emergency situation** when a student must contact home during the day or at an after-school activity, the student will be permitted to use the school phone in the Main Office. **Baker Middle School is not responsible for lost or stolen personal electronic devices.**

COUNSELING OFFICE — The counseling staff consists of grade-level counselors who are responsible for counseling activities related to students. Each counselor is concerned with making school a meaningful and successful experience for each of their students. The counselors will follow their students for the three years they attend Baker. Students are encouraged to see a counselor, as needed, by signing up on the appointment schedule located in the counseling office. Signing up for an appointment is to be done during a student’s open time (i.e., Bulldog Advisory, lunch, or teacher’s permission with a pass). Of course, students with critical concerns will be seen as soon as possible.

DRESS PROTOCOLS — Clothing should reflect the idea that school is a place of business and learning, not a place of recreation. Wearing attire deemed inappropriate by a staff member may result in the student being sent home to change or being required to wear his/her PE attire for the remainder of the day. Please use common sense and dress appropriately for school. Clothing must cover undergarments and skin at all times. Clothing may not have any suggestive or vulgar language or have pictures or allude to drugs, alcohol, or weapons.

DROP OFF/PICK UP — At Baker, we try to make the school day run as smoothly and safely as possible so that distractions to learning are limited. With this in mind, we ask that, when you provide transportation for your child, **please use the large parking lot to the left of the school** past the school bus zone **to drop off or pick up your child**. Do not let your child out of your vehicle before the bus zone as doing so causes other vehicles to back up on Oak Drive or pull around stopped cars. Do not drop off your child on Oak Drive. Crossing between buses creates an extremely hazardous situation for students, staff, and bus drivers. If you need time for last-minute instructions, paper signing, packing up, etc., please park in one of the spots in the large lot. The school bus zone at the front of the building is not to be used by parent/guardian vehicles from 7:30-8:30 a.m. or from 2:45-4:15 p.m.

ELIGIBILITY FOR INTRAMURALS and EXTRACURRICULAR ACTIVITIES — Participation in intramurals and extracurricular activities is a privilege extended to all students. It is the student’s responsibility to remain eligible. In accordance with MCPS Policy IQD, Regulation IQD-RB, “Students who have a 2.0 grade point average with no more than one failing grade in the previous marking period will be academically eligible to participate or practice during the next marking period in any extracurricular activity requiring academic eligibility.” Tutoring and instruction-related activities are the only exceptions.

ENTERING BUILDING/CONGREGATING AREA — Students may not enter the building earlier than 7:50 a.m. When the school opens to students at 7:50 a.m., students may go to their lockers and then report to their Period 1 class. All electronics and earbuds/headphones are to be off and out of sight once they enter their period 1 classroom unless directed by a staff member. Please be aware that even during the cold months, with freezing temperatures in the morning, our doors open for students at 7:50 a.m. on regular school days and 9:50 a.m. on days when there is a two-hour delay. Staff are not on duty until those times and, therefore, there is no one to supervise your child or let them into the building. Please make sure students come bundled warmly in preparation for the cold temperatures outside.

- Sixth graders enter through the side door near the lower parking lot.
- Seventh graders enter through the side door near the upper parking lot.
- Eighth graders enter the building through the back door near the lower parking lot.

EMERGENCY SITUATIONS — Emergency situations, *including weather emergencies*, will be dealt with on a case-by-case basis. Procedures and protocols will be announced as the situations occur.

EXTRACURRICULAR ACTIVITY (ECA) FEES — Effective with the 2017-2018 school year, MCPS no longer requires payment of an Extracurricular Activity (ECA) fee for middle or high school students to participate in extracurricular activities.

FEES — Student fees will be collected by individual class teachers within a department.

Art — Materials for take-home projects: **Grades 6 and 7** — \$3.00 per quarter; **Grade 8** — \$5.00 per semester

FACS — Food consumed in class: **Grades 6 and 7** — \$3.75 per quarter; **Grade 8** — \$7.50 per semester

Music — **Band, Chorus, and Orchestra**: A \$10.00 fee for dry cleaning concert attire will be assessed if necessary.

FIRE DRILLS — Fire Drills will be practiced during the year to ensure orderly evacuation at all times during the day. In addition, there will be emergency drills (weather, threat to safety and security, etc.). We thank you and appreciate your understanding and cooperation in this process.

DRAFT-GRADING AND REPORTING PROCEDURES — The Montgomery County Public Schools grading policy was initiated to give parents a clear understanding of their children’s academic progress.

- Homework for Practice and Preparation (10% of marking period grade) – Any assignments for which teachers are only marking “completion credit”. Assignments in this category will be given full credit if the student completed the entire assignment *with a good faith effort*. If a student completed part of the assignment, partial credit may be awarded based on the portion of the work completed.
- All Tasks/Assessments (90% of marking period grade) – Any assignments for which teachers are assigning a grade based on the demonstration of learning. Assignments in this category will be given credit based on the accuracy/correctness of the student’s work.

Grading scale

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

E = 50 – 59

The bottom of the grading scale will be 50%. However, any student who does not hand in an assignment by the noted deadline for that grade may receive a 50%. Learning skills (*see below*) are not averaged into a student’s grade but reflect work habits which contribute to a student’s academic progress and success.

Grade Reports – Grade Reports will be available on StudentVue and ParentVue at Interims and End of Marking Periods.

Due Dates/Deadlines – Teachers will let students know when an assignment is due. This may also appear on the Canvas where homework assignments will be listed. Students who turn in their assignment after the due date, but prior to the deadline, may receive a grade reduction of no more than 10%. A deadline is the absolute last day that an assignment will be accepted for a grade. Assignments not handed in may receive a 50%. Due dates and deadlines will be established by the teacher and communicated to the students through the use of one or more of the following: classroom agenda, assignment book, table of contents, Canvas, and verbal announcements.

Due Date Extensions – If an extension is needed, the student must arrange this with the teacher prior to the due date. There will be no extensions for work after the stated deadline, except in the case of extenuating circumstances.

Reteaching/Reassessing – Reteaching occurs when students are not meeting learning goals. This is assessed in a number of ways. When teachers provide an opportunity for students to be reassessed, this will be available to all students in the class who completed the original assignment by the due date. An entire or partial reassessment would be offered after the students fulfilled certain conditions, such as attending a review session, completing a review packet, etc. The reassessment grade replaces the original grade, only if higher than the grade previously earned. Some assessments or tasks will not be eligible for reassessment.

HALL PASSES — Students must have permission from staff to leave their assigned location using the google sign-out/sign-in system.

HEALTH ROOM — Students are responsible for immediately notifying their teacher if an injury occurs. All injuries and/or illnesses must be assessed through the Health Room and the nurse or health tech will contact a parent if needed. **Students are not to call or text parents about health related issues using cell phones or the Main Office phone** unless instructed to do so by a staff member. A student who feels ill (or wishes to discuss a health problem with the nurse or health technician) should ask for a pass from the classroom teacher. Parents are requested to notify the Health Room about health concerns or problems, especially those that affect

attendance, school performance, or require medications. **Parents, please keep your home and work telephone numbers updated so that we can reach you quickly in case of emergency.**

Injuries: Students who need assistance due to injuries and/or physical limitations should bring an explanatory note from the attending physician to the Attendance Secretary. After making a copy, the Attendance Secretary will send the student with the note to the Health Room. Parents will be contacted by the Health Room to determine what assistance the student needs. The Health Room will issue an elevator pass if it is determined that one is needed. If other assistance is needed (e.g., a student helper), the student will be sent to his/her counselor. **Students who need to be excused from Physical Education classes must submit a completed MCPS Form 345-22 Physical Education Physician Contact Form**

<http://www.montgomeryschoolsmd.org/departments/forms/pdf/345-22.pdf>.

Medications: All medications which are to be administered in school (whether prescription or over-the-counter) must be at the direction of a doctor. **MCPS Form 525-13 Authorization to Administer Prescribed Medication is available online at** <http://www.montgomeryschoolsmd.org/departments/forms/pdf/525-13.pdf>. Parents should notify and work with the Health Room if their child requires medication during the school day. The school nurse and the health technician maintain and oversee the administration of all medicines.

HIGH SCHOOL CREDITS — Students can earn high school credits in middle school for the following courses:

- Algebra 1 – Math credit
- Honors Geometry – Math credit
- MS FY Spanish 1A and MS FY Spanish 1B – World Language Program Completer credit
- Spanish 1A/B, and Spanish 2A/B – World Language Program Completer credit
- Foundations of Computer Science – Technology credit

Credits and grades for Algebra 1, Honors Geometry, French 1, Spanish 1 & 2 are awarded based on the following:

1. Students must pass the course each semester with an A, B, C, or D. (The high school will recommend that students earning a D retake the course.)
2. Students take Integrated Performance Assessments (IPAs) for World Languages and Quarterly Progress Checks for Math courses which become part of the quarter grade.

****These grades earned will count towards their Montgomery County Public Schools (MCPS) high school grade point average (GPA). If your child is not satisfied with the grade earned, he or she should schedule to retake the course for the next year in order to improve the grade. Scheduling high school courses in middle school is an enriching and rigorous undertaking that requires serious commitment on the part of the student and parent. Therefore, it is important to give careful consideration before signing up for these courses.**

IN ADDITION:

- ** Credits and grades for MS FY Spanish 1A and MS FY Spanish 1B are awarded only if the student takes and passes part 1A in 7th grade and part 1B in 8th grade.
- ** Algebra 1 is a high school graduation requirement and students MUST receive a passing score on MCAP in order to fulfill a graduation requirement. If they don't pass MCAP when taking Algebra 1, they will retake MCAP when they are taking Algebra 2.

A Word about World Languages in Middle School:

Taking and passing 2 credits of a World Language is one of several options to fulfill MCPS graduation requirements of 2 credits of a Program Completer. However, Damascus High School Counselors inform us that 4 year colleges are looking for a minimum of three years of the same World Language on the transcript. The majority of four year colleges accept two years of a World Language in middle school and one year in high school. However, it is better for students to take two years of a World Language in high school in addition to what they have taken in middle school. Highly competitive schools such as Ivy League Universities look for World Languages taken during high school because they are looking for the higher levels of World Language. This should not be confused with MCPS graduation requirements of 2 credits of a program completer with world language being one option.

INSURANCE — The option to purchase insurance is made available to all students during the first week of school. If a parent/guardian chooses to secure this insurance, he/she mails the form directly to the company. In many cases, the policy a family already has is sufficient. However, if a family does not have a health insurance policy, it is very important to consider securing this insurance.

INTERSCHOLASTIC SPORTS — Seventh and eighth grade students are able to participate in interscholastic sports programs in coed cross-country, and boys' and girls' teams for basketball, soccer, and softball. In order to participate, students must have the parental permission forms signed and a medical form completed and turned in. Academic and behavioral eligibility rules apply to all participants. **Attendance at spectator sports is limited to Baker students and staff, and the parents and siblings of team members.**

INTRAMURAL ATHLETICS — Baker Middle School has a comprehensive Intramural Program. A schedule of the program will be published early in the school year. All students are eligible to participate in any or all of the sports. Students may participate individually or on teams. Some of the sports may include flag football, volleyball, soccer, basketball, street hockey, table tennis, weight training, softball, and track. A complete listing of intramural sports will be available from the Intramural Coordinator. Academic and behavioral eligibility rules apply to all participants.

LOCKERS — Each student will be assigned a locker at the beginning of the year. All personal items are to be kept in lockers when not in use. Sharing lockers is not permitted and the combination should not be given to anyone. Periodic locker checks will be conducted throughout the year to make sure that students are keeping their lockers clean and in good condition. Lockers are the property of the school and may be opened at any time by an administrator or by security.

LOST AND FOUND — Students who find items of value – such as watches, glasses, and jewelry – should turn them in to Security in the Main Office. Items, such as clothing and books, are placed on the racks in the cafeteria so students can easily locate them. If items are lost in PE, students should check in the appropriate locker room or with the PE teacher.

MAKE UP WORK — When students are absent from school, it is their responsibility to obtain and make up missed assignments. Students should check Canvas for homework assignments and contact classmates about missed work. When they return, students should ask each of their teachers about making up work. **When a student has been absent for three consecutive days due to illness, the parent/guardian may call the counseling office to request work.** Teachers will have 24 hours to gather work for the student. For each day a student is out due to a lawful absence (*see p. 10*), the student will be allowed two days to make up missed work. Students absent for any reason other than illness/hospitalization/death in family are responsible for getting assignments prior to the absence.

MEDIA CENTER — Students are welcome to use the Media Center from 7:50 a.m. to 8:05 a.m. (with a morning pass), during classes with teacher permission, during Bulldog Advisory, during lunch when available, and after school until 3:10 p.m. Extended after-school visits are available through prearrangement with the Media Specialist.

National Junior Honor Society — The selection criteria for the William Ruth Chapter of the National Junior Honor Society at Baker Middle School are based on the pillars of Scholarship, Leadership, Service, Citizenship, and Character. Students who are selected to be members of the NJHS and accept membership will be expected to attend all meetings and maintain the standards of the NJHS. Members of NJHS will also be expected to participate in a certain number of service activities in 7th and/or 8th grade. Students in the 7th and 8th grades will be considered for NJHS induction based on the following indicators which serve as a framework for selection:

I. Scholarship

- A grade point average of 3.5 or higher for last year as well as a grade point average of 3.5 or higher for the first two marking periods of this year
- Being on the Honor Roll for all of these six marking periods (all four marking periods last year plus MP1 and MP2 this year)

II. Leadership

- Successfully holding school offices or positions of responsibility
- Leading in the classroom, at work, and in other school or community activities

III. Service

- Participating in some service or charitable activity outside of school
- Mentoring people in the community or students at other schools
- Helping with any request made by staff to help support our school community
- Volunteering to provide assistance whenever needed

IV. Citizenship

- Understanding the importance of civic involvement
- Having a high regard for freedom, justice, and democracy
- Involvement with such activities as Scouting, community organizations, and school clubs

V. Character

- Upholding our core values of respect, responsibility, and integrity
- Complying with school rules

BMS National Junior Honor Society Selection Procedures

- All seventh and eighth grade students who earned a cumulative grade point average of 3.5 or higher last year and a grade point average of 3.5 for the first two marking periods this year, and were on the Honor Roll all six marking periods will be considered. (After end of MP2 and distribution of report cards)
- Students meeting the academic criteria will be invited to attend an informational meeting after the preliminary selection has been made. Students unable to attend can contact one of the team leaders for information.
- Students will be offered the opportunity to provide information about themselves on the Student Activity Information Form, which will be given out at the informational meeting. It is the student's responsibility to complete the Student Activity Information Form in order to be considered by the Faculty Council (BMS Teachers) for induction. Completed forms will be due by early March to grade level team leaders: 7th Grade – Mr. Cummings; 8th Grade – Ms. Woodward
- The BMS Faculty Council will meet to discuss and select candidates.
- Selected students will be notified.
- An Induction Ceremony will be held in April or May.

OBLIGATIONS — Student obligations may be issued to those students who have lost books or other material loaned to them by the school. Students will not be allowed to participate in special events if they have outstanding obligations. Families who have difficulty in meeting any of the assessed fees should contact their child's team leader. A student who has an **outstanding obligation** to a teacher, the Media Center, the Financial Office, the Athletic Director, or the Cafeteria, will not be allowed to participate in school dances or other activities until the obligation has been cleared. In addition, any student with an outstanding obligation will have his/her yearbook held and will not be allowed to participate in any end-of-year activities (field day, field trip, ice cream party, etc.). Once all obligations are cleared, all restrictions will be removed.

ONLINE RESOURCES — The Baker Middle School website is <http://www.montgomeryschoolsmd.org/schools/bakerms/>. On it, you will find news and information about the school, faculty contact information, information for students and parents/guardians, and links to grades and specific class information posted on Canvas. The website is updated daily. You can also follow:

DrLouise Worthington@BAKERPrincipal on Twitter to find out all the great things happening at our school. Go to <http://www.montgomeryschoolsmd.org/schools/bakerms/> to go to the Baker MS website. Look at the top left corner and click on the blue bird for the Twitter feed.

OUTDOOR EDUCATION — Sixth graders at Baker Middle School will participate in Outdoor Ed. This year, Outdoor Ed will include a one extended day long field trip held December 15, 16, or 20 2021. A parent orientation meeting will be held in the Fall, date and time TBD.

PARENT COMMUNICATION PROTOCOL — The staff of Baker Middle School works diligently every day to provide students with the best possible learning experience. Staff members strive to work together with parents to resolve issues pertaining to our students' education and well-being. In order to provide efficient and effective communication between home and school, please follow this communication protocol:

- 1) Parents should make direct contact with the teacher first, either by email or by phone.
- 2) If the teacher does not respond within 48 hours, or if there are still unresolved issues following initial contact, the parent should contact the team leader, department chair, or grade level counselor.
- 3) If there are still concerns, the parent should inform an administrator of the situation.

PARENT CONFERENCES — Baker Middle School follows the team philosophy, and grade-level teachers are organized into instructional teams. These teams meet daily to ensure that students are provided the best instructional program. One day per week is designated for parent conferences. These conferences are held in the team rooms and are attended by the counselor, team teachers, and an administrator (when requested). Notes from conferences will be given to the parent/guardian at the end of the conference. Parents may request conferences through the team leader or their child's counselor.

PAW PRINTS — The principal's newsletter, with the latest school news and updated calendar items, will be distributed electronically to students' Google email accounts on Fridays. The newsletter will also be posted on the Baker website and attached to the Sunday ConnectEd message.

PERSONAL PROPERTY — Students who bring personal items to school such as, but not limited to, fidget spinners, cell phones, iPods, mp3 players, yearbooks, etc., do so at their own risk. Neither Baker Middle School nor MCPS will be responsible for items that are damaged, lost, or stolen. Neither Baker Middle School nor MCPS will conduct more than a cursory investigation into the matter.

PHYSICAL EDUCATION EXPECTATIONS — Each student is required to have a change of clothes for PE class. Baker attire will be available for purchase by all students, but is not required. At the beginning of the year, lockers in the gym locker rooms will be assigned for the students to use. PE teachers will explain the procedures to follow in the event a student cannot physically participate in class for medical reasons.

PTA (Parent Teacher Association) — Baker Middle School is fortunate to have a very active and involved PTA. We are always looking for ways to increase involvement and are especially looking for volunteers. PTA meetings are usually held on the second Tuesday of each month at 7:00 p.m. in the Media Center. Please check the *Paw Prints* for any modifications.

RECREATION CENTER PROCEDURES — Students must have a signed note from their parent/guardian permitting them to walk to the Rec Center after school. The note must be presented in the Main Office in the morning. Staff will confirm that permission was given and a pass will be written for the student to walk in the afternoon. Notes may cover an extended period of time.

SCHOOL DANCES — Only students currently attending Baker Middle School may attend school dances. **There will be no exceptions to this policy.** Parents are responsible for transporting their child to and from these events. Students are expected to be picked up immediately at the conclusion of the dance. Students' dress and behavior are expected to be school appropriate. Any student who is absent on the day of a dance (including serving suspension) may not attend the dance. All regular school day rules apply during dances.

SCHOOL HOURS — The instructional day is 8:15 a.m.–3:00 p.m. Students may not enter the building before 7:50 a.m. Students are not to be in the building after school hours unless they are with a teacher or other staff member in an approved activity.

SPECIAL EDUCATION/SUPPORT SERVICES — Special education services are provided in a variety of settings. There are four programs offered: Resource, Learning and Academic Disabilities (LAD), Learning for Independence (LFI), and School Community Based (SCB). Services for these programs may be provided through inclusion with special education support in content area classrooms and self-contained classrooms for Math, English, and Reading. A special educator works with each grade level and provides case management services for students. In addition, Special Education Paraeducators support each grade level and provide support through content areas.

STUDENT DIRECTORY — A student directory is published by the PTA early in the school year and is provided to students' families as a benefit of PTA membership. Parents have the option of not including their number in this directory by filling out a form which is included in the first school mailing and/or PTA newsletter.

STUDENT OF THE MONTH — Character education is an integral part of the instructional program at Baker Middle School. We strive to teach each of our students to be a person of good character: a person with ethical and moral strength. Students are encouraged to develop and demonstrate the qualities of trustworthiness, respect, responsibility, fairness, caring, and citizenship — these are known as the Pillars of Character. Students who exemplify these traits will be recognized by the school and principal.

November – Trustworthiness: Trustworthiness is being honest, telling the truth, keeping promises, and being loyal. Trustworthy people do not lie, cheat, or steal. They have integrity, the moral courage to do the right thing, and they stand up for their beliefs even when it is hard to do.

December – Respect: Respect is showing others that they are valued for who they are, for their character, and not for what they look like or what they have. It means treating others the way they want to be treated and never insulting or making fun of others because of differences in looks, ability, race, or religion. A respectful person is polite, does not use bad language, and never uses violence.

January – Responsibility: Responsibility is doing what you are supposed to do. Responsible people think ahead, set reasonable goals, control their tempers, and always do their best. They do not give up easily, especially when others are counting on them. Responsible people accept the consequences of the choices they make. They do not blame others.

February – Fairness: Fairness is playing by the rules, taking turns, sharing, and listening to what others have to say. People who demonstrate fairness do not take advantage of others. They consider all sides before making decisions.

March – Caring: Caring is being kind, helpful, and generous to everyone. Caring people are considerate. They always think about how their conduct affects others. They have compassion and empathy, and care about how others feel. They are charitable and forgiving, and do good deeds without any expectation of reward.

April – Citizenship: Citizenship is doing your share to help your family and to make your community a better place. Good citizens are good neighbors and protect the environment. They cooperate with others; obey laws and rules; and respect the authority of parents, teachers, and other people in authority.

STUDENT PLANNER – Each student will be issued one Baker planner on the first day of school at no charge. The purpose of the planner is to provide a means of organization by tracking grades and recording homework. It is a resource for school protocols, various rubrics, and important dates. For this reason, no pages may be removed from the planner. If, for whatever reason, a student needs to replace his/her planner, the student will be responsible for downloading and printing it at home. If the student does not have the capability to download/print at home, the student may have it done at school at a charge of \$0.10 per page.

STUDENT SERVICE LEARNING – Information regarding Student Service Learning, including deadlines for SSL hours earned and necessary forms, can be found at <http://www.montgomeryschoolsmd.org/departments/ssl/>. Ms. Patricia Paredes is the point of contact and can be reached at patricia_t_paredes@mcpsmd.org

TESTING – All students are required to take MCAP assessments in Reading and Math. Students in Algebra or Geometry will take the Algebra or Geometry MCAP in the Spring. All students take the MAP-R and MAP-M. These assessments are critical to your child's placement in classes. Eighth grade students also take the Science MISA. In certain courses, standardized marking period assessments will be administered once each quarter and weighted 10% of each marking period grade. This will be calculated into the letter grade for the marking period. This only applies to courses that previously had a countywide final exam in English, mathematics, science, social studies, world languages, or technology. Students in the School Community Based and Learning for Independence programs are required to participate in the MSAA and Alt-MISA assessments. Students receiving ESOL services will take the WIDA Access test. Parents/guardians are asked to facilitate the school's job in the administration of these tests by preparing their children and ensuring that they attend school each of the days of the tests.

TWITTER –You can follow **DrLouise Worthington@BAKERPrincipal** to find out all the great things happening at our school. Go to <http://www.montgomeryschoolsmd.org/schools/bakerms/> to go to the Baker MS website. Look at the top left corner and click on the blue bird for the Twitter feed.

VISIT TO THE SCHOOL – Baker Middle School has been equipped with the Access Control System (ACS). Visitors will be buzzed in after providing identification. Instructions for use are posted on the main doors. Baker also utilizes the MCPS Visitor Management System. All visitors to the school must be signed in and out in the Main Office. Please remember to bring your driver's license when visiting Baker. Thank you for your cooperation in making Baker a safe and secure place conducive to learning. Parents are welcome to visit a class as long as arrangements have been made with the teacher at least 24 hours ahead of time. Upon arriving, parents must check in with the Main Office and receive a guest badge. Visits by students from other schools, friends, relatives, etc., are not allowed. **Attendance at spectator sports is limited to Baker students and staff and the parents and siblings of team members.** Thank you for your cooperation with these safety measures.

WEBSITE – The Baker website at <http://www.bakerms.org> is a comprehensive one with a wide variety of information available to parents and students.