

JULIUS WEST MIDDLE SCHOOL

651 Great Falls Road, Rockville, Maryland 20850
Telephone 301-337-3400 FAX 301-517-8216



Craig W. Staton, Principal
Kevin D. Yates, Principal Intern
Erin L. Martin, Assistant Principal

Allison E. Li, Assistant School Administrator
Krista Fiabane, IB MYP Coordinator

August 2018

Dear Parents/Guardians:

We are very excited about the upcoming 2018-19 school year! As an IB Middle Years Programme (MYP) we are committed to providing a safe and nurturing learning environment which promotes positive relationships, respect for the individual, encourages a spirit of cooperation, and challenges us to develop to our fullest potential. The excellent reputation of Julius West (JW) Middle School is based on outstanding student academic achievement results which is due to our staff's focus on strong instructional practices, collaboration and a commitment to fostering positive relationships. We are looking forward to another successful school year as we welcome our new staff and students to an already exemplary school community.

This letter outlines things you need to know for the upcoming year, including methods of communication, new staff members, transportation, and other important information prior to the start of school. You will find a *Table of Contents* directly after this letter to help locate information on the JW school website. I encourage you to visit our school website on a regular basis as we will be communicating new information throughout the year.

Items Due: September 4 – 7, 2018

- Emergency Information form ([MCPS 565-1](#))
- Authorization for Release of Student (see [Release of Student form](#) on website)
- PE Clothing (see General School Information)
- Student Service Learning Hours information, page 8 (summer hours to Ms. Fiabane, Room A123, by **Friday, Sept 28th**)
- Extracurricular Activities (see General School Information)

I look forward to a positive and successful school year. I am encouraged by our past successes and the ability of our students, staff and community to work together to instill in each other the characteristics of the IB Middle Years Programme core principles of “critical thinkers, life-long learners and responsible global citizens.”

Enjoy the rest of the summer!

Sincerely,

Craig W. Staton

Craig W. Staton
Principal

CWS:sr

JULIUS WEST MIDDLE SCHOOL
BACK TO SCHOOL
2018-2019
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PTSA Information

Leadership Staff*

Administrative Leadership:

- Mr. Craig W. Staton – Principal
- Mr. Kevin Yates – Principal Intern (8th grade)
- Mrs. Erin Martin – Assistant Principal (6th grade)
- Mrs. Allison Li – Assistant School Administrator (7th grade)
- Mrs. Krista Fiabane, IB MYP Coordinator
- Mrs. Janet Lyhus – Resource Counselor
- Mrs. Nancy Deprey – Staff Development Teacher

*Please note that administrators of grade levels from the previous school year will not be following the same students.

Content Specialists:

- | | |
|--------------------------------|---|
| Amanda Plunkett, English | Blair Freeman, Special Education (LAD) |
| Martine Burg, Foreign Language | Berdett Coleman, Special Education (SESS) |
| Nicole Ray, Math | Mike Reiter, World Studies |
| Jimmy Little, PE/Arts | Anita Anderson, Media Specialist |
| Kathleen Damonte, Science | |

Team Leaders:

- | | | |
|--------------------|----------------------|---------------------|
| <u>Sixth Grade</u> | <u>Seventh Grade</u> | <u>Eighth Grade</u> |
| Andrew Lee | Michelle Kay | Jyllian Adzovic |
| Sarah Nystrom | Margarita Lugo | Ryan Menk |

New Staff:

Please welcome to our school the following new staff members:

- | | | | |
|-----------------------|------------------------|--------------------|------------------------|
| Kevin Yates - | Principal Intern | Sarah Chan- | English |
| Kimberly Burks - | School Counselor | Kelly Richard - | English |
| Stefanie Alvarez - | World Languages | Elisabeth Halici - | Math |
| Elizabeth Gillespie - | Music | Jeong Lee - | Science |
| Stacy Bumbernick - | Social Studies | Berdett Coleman - | SESS RTSE |
| Kimberly Emswiler - | Special Education | Adam Mackie - | Special Education |
| Elizabeth Maloney - | Special Education Para | William Wilt | Special Education Para |
| Lamarcus Brutus - | Special Education Para | | |
| Melanie Travers - | Pupil Personnel Worker | | |

*To view the entire staff directory, please visit the Julius West MS website:
<http://www.montgomeryschoolsmd.org/schools/westms/staff/directory.aspx>

If there is a need to make an adjustment in staffing based on enrollment, we will do our best to minimize the impact of these necessary adjustments and inform you of any needed changes.

In addition, student schedules may be altered early in the year to respond to any staffing allocation changes described above, to balance class sizes and to respond to student needs.

General School Information

Main Office telephone: 301-337-3400
Counseling Office telephone: 301-337-3410
FAX: 301-517-8216
website: <http://www.montgomeryschoolsmd.org/schools/westms/>

The school day for students is from 8:15 a.m. to 3:00 p.m. It is imperative that students not be dropped off prior to 7:55 a.m. Additionally, students must be picked up from school **by 3:15** and after-school activities **by 4:15 p.m.** as supervision is not scheduled outside of these hours. For more information about the newly installed visitor's access system, please see the letter included in this packet. If you have questions about events, schedules or other school-related matters, including reporting the absence of a student, please call us at 301-337-3400. If you need to report an absence and would like to submit a letter via email, please send an email to our attendance secretary.

Communication

There are several ways that we try to keep our lines of communication open between the school and families. You can find much of the information you may need at our school website (above).

Regular school attendance is important to your child's success. However, if illness prevents your child from coming to school, please call the Main Office to notify us of the absence. Please do not send your child to school when he/she is ill. Always send your child back to school with a note for the attendance secretary containing your child's name, the date and reason for the absence, a phone number where you can be reached, and your signature.

Tentative interim report mailing distribution dates*:	Report card distribution dates:
October 10, 2018	November 20, 2018
December 17, 2018	February 6, 2019
March 5, 2019	April 16, 2019
May 14, 2019	June 24, 2019 (mailed by MCPS)

* Parents with active MyMCPS Portal accounts will receive their Interim reports electronically.

The Board of Education approved changes to Board Policy CNA, [*Informational Materials and Announcements*](#), which guides the distribution of flyers and informational materials to students and to families through take-home folders, backpacks or similar methods. Under the approved changes, non-profit organizations will be allowed to distribute such printed materials in elementary schools no more than once during each marking period. However, such distribution will no longer be allowed in secondary schools. Printed materials from Montgomery County Public Schools (MCPS), government entities and parent-teacher associations can be sent home with students at any time during the school year, at all grade levels.

Teachers use an electronic grade book called Pinnacle that is linked to a web-based service called MyMCPS Portal. The MyMCPS Portal allows parents and students to access information about grades and assignments via the internet. While teachers are required to update grades once every three weeks, many will do so more frequently. Accessing your child's MyMCPS Portal account will give you information about your child's grade to date. Teachers will also post large assignments and major tests, via MyMCPS Portal, so that you and your child are aware of upcoming events that may impact a student's future grade. **MCPS will provide you with username and passwords to access your child's MyMCPS Portal account.**

You will also receive weekly e-mail messages through the electronic communication system, **MyMCPS Connect**. The weekly e-mail messages are in the form of a newsletter which provides information about upcoming school events, grade-level announcements, Student Service Learning, IB/MYP, and PTSA news. Please be sure to update the MyMCPS Parent Portal with your current email address to ensure you receive all messages. As always, you are encouraged to call the school to speak to your child's teacher, counselor or grade-level administrator when you have questions or concerns.

In the event of an emergency, a MyMCPS Connect message may be scheduled at any time/day. Please avoid calling the school during a school emergency as our staff will be occupied monitoring the emergency and student safety. Please check with local media sources for updates beyond MyMCPS Connect emergency messages.

Contacting Your Child at School in an EMERGENCY

We regret that our office staff cannot interrupt classes to provide your child with personal reminders. However, if you need to reach your child in an emergency, please call the school at **301-337-3400**, and we will route your call to the appropriate staff member.

Parent Volunteerism

We are in need of parent volunteers to donate time during the week of August 27th to help our teachers prepare their classrooms for the upcoming school year (*i.e.*: organizing bookshelves and materials, setting up student desk arrangements, putting up bulletin boards, etc.).

Additionally, we would like to have a roster of parent helpers that would be available to assist with coverage in our Main Office for lunch breaks (between 11:00-1:00), Main Office staff meeting coverage (e.g. quarterly from 1:30-3:00), making copies for teachers, etc. If you would be able to assist, please contact Ms. Sally Ruiz, Administrative Secretary, at 301-337-3400 or at Sally_P_Ruiz@mcpsmd.org.

6th Grade Orientation

An orientation for sixth grade students is scheduled for **Thursday, August 30th**. The schedule for the day is designed to simulate a half-day of school. Students will be picked up in the morning according to the enclosed bus schedule. They will arrive at school by **8:10 a.m.** and report to the cafeteria. Teachers will be available in the halls to assist students. Buses will return at **12:00 p.m.** to take students home.

An orientation for seventh and eighth grade students **new** to Julius West is communicated and scheduled through our counseling department. If your child is a new seventh or eighth grader, please contact his/her counselor for the date and time of this special orientation.

6th Grade Outdoor Education Dates (Skycroft)

October 1-3, 2018 (Session 1), October 8-10, 2018 (Session 2),
October 10-12, 2018 (Session 3)

First Day of School

On the first day of school, **Tuesday, September 4, 2018**, the buses will follow the bus schedule included with this document; upon arrival at school, students will report as follows:

- 6th grade students to homeroom (*if student did not attend orientation, report to media center*)
- 7th grade students to Cafeteria
- 8th grade students to the Gym

Back-to-School Night

Our **Back-to-School Night** is scheduled **for all grades** on **Tuesday, September 11, 2018**. Parents are invited to see our school, meet their child's teachers and go through their child's schedule on this evening, starting at 7:00 p.m. Shuttle buses will be available between Julius West MS and Richard Montgomery HS for those needing an additional parking option.

Emergency/Safety and Security Information

Please provide and keep us up to date on all contact information as this is our only means to contact family members in the event of an emergency. Updates to your contact information can be made on the MyMCPS Portal.

Please note that students will be released only to the parent/guardian and emergency contact person(s) identified on the emergency information form. If you would like to provide additional names of family members or friends to whom you would authorize the release of your child, please add this information to the the emergency information in the MyMCPS Portal.

JWMS staff and students practice fire evacuation and emergency drills regularly. The school's safety and crisis preparedness plan is based on a national model and is supported by Central Office Safety and Security Staff. The school's On-Site Emergency Team (OSET) is comprised of administrators, counselors, health room staff, teachers, building service personnel and other staff members. The team meets regularly to ensure the safety of the school building and our ability to respond to potential safety concerns and/or emergencies.

Our school has 40+ security cameras in public areas of the building. There are no cameras in classrooms, restrooms or locker rooms. Security cameras provide critical information should security issues or emergencies occur.

In the event of a school emergency, the school or school system will contact parents/guardians through public service announcements and through the use of the MyMCPS Connect message system. (Please make sure that phone numbers are kept up to date.) As we respond to any emergency, our first priority is the safety of all staff and students on our campus. Driveways and parking lot access must be available for emergency response teams and their vehicles, and may be blocked for any other access. If you need to come to the school, please remember to follow directions of emergency and/or school staff. Parent reunification sites will be set up in the **Media Center** and **Cafeteria**. Any parent or adult picking up students must have a valid form of identification and the name of the authorized adult must be on the student's emergency information form or the Authorization for Release of Student form (see forms section on the JW website, parent summer letter link). Students will not be released to anyone other than those documented on these forms.

Our school has also developed a plan to respond to a potential health emergency such as an outbreak of the H1N1 flu. The plan will include communication of school closing and re-opening, continued instructional expectations and materials for students (via electronic attachments to MyMCPS Portal) and other related information. However, please help keep our school healthy by making sure that your child gets enough sleep, eats well and stays home from school if ill.

Students Handbook / Student Rights and Responsibilities

Each year our students receive two important tools for their use. One is the *Julius West Student Handbook* and the other is the [MCPS Students' Rights and Responsibilities](#) brochure. The handbook provides students with information about the school, pages to record daily and long-term assignments, and behavioral expectations with interventions and/or consequences for infractions. The MCPS Students' Rights and Responsibilities document provides information about the school system policies and procedures and more specific information about students' legal rights and responsibilities within school settings.

MCPS policy on [Bullying, Harassment, or Intimidation](#) (policy JHF) states that our school system "believes that academic achievement and social growth occur when student and staff feel safe." Information on this policy and regulation is available on the MCPS website. Students are encouraged to tell an adult as soon as possible when they feel they have been bullied, harassed or intimidated by another student or staff member at school. Parents are also encouraged to contact the school to communicate these concerns. In addition, students, parents and staff may report behaviors such as bullying, harassment or intimidation by completing [MCPS Form 230-35](#) available in the school's main and counseling offices and on-line at the MCPS website. A copy of this form is also in the forms section on the JW website, parent summer letter link.

Physical Education

In order to be considered as “full participation” in PE classes, all students must change their clothing. Uniforms consisting of shirt, shorts, and appropriate shoes are recommended. All students must dress for PE class. An online store through Marlow Sports was open during July and will be open again during the fall (9/4-9/17) for parents to purchase Julius West clothing. However, you may choose to provide any conforming plain solid color clothing (royal blue and black) for your child. Our locker room facilities provide opportunities for students to shower or at least wash after class. Students should bring a towel from home for this purpose; our objective is to promote and encourage good personal hygiene. More information concerning physical education will be distributed to your children during the opening week of school. **Locks are permanently attached to the PE lockers. Parents DO NOT need to provide locks.**

Family Life Education

During the 2018-2019 school year, Julius West will continue the state mandated 9-week unit of health education at all grade levels. Part of this process requires that we actively maintain a Family Life Committee comprised of staff, an administrator, parents, and students. If you and/or your child are interested in participating on this committee, please contact Karin Boychyn, PTSA president at juliuswestptsapresident@gmail.com or Jimmy Little, health and physical education resource teacher at 301-337-3400. We are seeking to include parent/student representation from each grade level.

Student Service Learning (SSL)

Montgomery County Public Schools (MCPS) students working toward a Maryland High School Diploma are required to complete 75 student service learning (SSL) hours in addition to other graduation requirements. Students may earn SSL hours beginning the summer after grade 5 and continue to accrue hours through high school. SSL hours are awarded to middle school students who successfully pass grade 6 science, grade 7 English, and grade 8 social studies and complete all SSL activities included in these courses. Hours also may be earned in school-sponsored clubs and organizations that have a service focus and through involvement with **pre-approved, official nonprofit tax exempt organizations** in unpaid activities that address need in the greater community. MCPS is highly aware of the potential for growth that can occur for students involved in the preparation, action, and reflection phases of quality SSL experiences.

The SSL hours earned while enrolled in an MCPS middle school accompany the student to high school. The SSL record of Julius West Middle School students will be maintained by Ms. Krista Fiabane, SSL coordinator/MYP IB Coordinator. Progress toward this diploma requirement is reflected on quarterly report cards. Students and parents should monitor this record and keep copies of all SSL documents. Documentation of any summer service for which SSL hours are desired must be turned into Ms. Krista Fiabane, by **Friday, September 28, 2018**. Further SSL information is available from Ms. Krista Fiabane and at the website www.mcpsssl.org. **All necessary SSL forms can be found on the home page of www.mcpsssl.org website.** The Superintendent’s SSL Award will be given to students who meet the graduation requirement by the 1st Friday in April (April 6, 2019) of a middle school year. Support your child’s involvement in meeting this graduation requirement by helping them choose meaningful service-learning opportunities, follow program guidelines, and keep accurate records of participation.

Extracurricular Activities

In the fall, students will receive a packet describing extracurricular activities. Most extracurricular activities begin at the end of the school day and end at 4:15 p.m. on Wednesdays or Thursdays. Using a pass from the activity sponsor, students may ride the activity bus home. The activity buses leave school at approximately 4:25 p.m. The Board of Education is no longer requiring the ECA fee. Therefore, parents of middle or high school students will no longer have to pay a fee for their child to participate in sports, after school clubs or other activities.

MyMCPS Student and Parent Portal

MyMCPS Portal is a valuable resource for Educators, Parents, and Students. It creates a bridge of communication to relay important information such as Homework, Tests, Upcoming Events, and Grades. At Julius West MS, teachers are encouraged to update their MyMCPS Portal pages daily. It is important for students and parents to check their MyMCPS Portal regularly to keep track of assignments and grades. However, grades may take longer to post depending on the assignment. Please be patient with teachers as some assignments may take longer than others to grade.

If you need assistance with setting up your MyMCPS Portal account, please email our media specialist, Anita Anderson at: anita_j_anderson@mcpsmd.org.

School Calendar Links

The following are the website links to the MCPS School Calendars for the 2018-2019 school year:

School Calendar (English):

http://www.montgomeryschoolsmd.org/uploadedFiles/calendar/0285.18_2018-19_SchoolCalendar.pdf

School Calendar (Español):

http://www.montgomeryschoolsmd.org/uploadedFiles/calendar/0285.18_2018-19_SchoolCalendar_SPANISH.PDF

School Calendar (Chinese):

http://www.montgomeryschoolsmd.org/uploadedFiles/calendar/0285.18_2018-19_SchoolCalendar_CHINESE.PDF

School Calendar (Français):

http://www.montgomeryschoolsmd.org/uploadedFiles/calendar/0285.18_2018-19_SchoolCalendar_FRENCH.PDF

School Calendar (Vietnamese):

http://www.montgomeryschoolsmd.org/uploadedFiles/calendar/0285.18_2018-19_SchoolCalendar_VIETNAMESE.PDF

School Calendar (Korean):

http://www.montgomeryschoolsmd.org/uploadedFiles/calendar/0285.18_2018-19_SchoolCalendar_KOREAN.PDF

School Calendar (Amharic):

http://www.montgomeryschoolsmd.org/uploadedFiles/calendar/0285.18_2018-19_SchoolCalendar_AMHARIC.PDF