A MESSAGE FROM MRS. DELLONE

Dear Hereford Middle School Families/Community,

Welcome to the 2021-22 school year. Each school year extends to us an opportunity to evaluate, reset and plan for a new beginning. As we begin this school year we recognize that this beginning comes with a unique opportunity to reengage our students in traditional in-person learning with the benefit of new perspectives on old and new instructional strategies. Our reflection has led us to realize that there were many things about in-person school we took for granted. What was great before the pandemic combined with what we learned during the pandemic will promote our continued path of excellence.

In the Hereford zone, we celebrate every learner, every day. The Hereford Middle School faculty and staff are committed to cultivating an environment in which students are valued for their talents, gifts, knowledge, perspectives, and differences. We are thankful for the continued support of the community as we guide our students through middle school. Parents, guardians, and family members can assist in promoting a successful journey by listening, asking questions, and providing much-needed guidance as students maneuver the middle years.

The safety and health of our students is our number one priority and we will continue to follow the guidance of BCPS to ensure the health and safety of our students. For the most current COVID19 guidance visit https://www.bcps.org/covid19.

The PTA supports our community in countless ways. You can follow our PTA on Facebook at Hereford Middle School PTA. Throughout the year the PTA hosts many events, monthly meetings, organizes volunteers, and requests donations of items. Join me in welcoming our PTA
Executive Board: Melinda Stankowski-President, Alex Castillo-Vice President, Kerri Brozene-Treasurer, Sapna Prasad-Financial Secretary, Marci DeVries-Todtz-Secretary.

Our school website, https://herefordms.bcps.org/, will give you a quick snapshot of our school. On the website, you will find WHMS TV where you can watch our daily broadcast. In addition, electronic newsletters are posted monthly. We hope you will find the website helpful and informative.

The new HMS bell times are enclosed in this newsletter. Students are late to school after 7:25 am. Dismissal begins at 2:10 pm. Aftercare is available immediately after school, after clubs, or before recreational sports. Please see the enclosed flyer from R.O.C.K.

Sixth-grade students will attend school on August 27th from 7:25-11:10 am for early entry day. Sixth-grade students are encouraged to ride the bus to school on this day. Directions for car riders are outlined later in this newsletter. Students will attend this early entry day without their parents/guardians. We hope our sixth-grade students will take advantage of this opportunity to become acclimated with our school before 7th and 8th-grade students’ arrival.

The first day of school for all students is August 30, 2021.

We look forward to your attendance at our Virtual Back to School Night on August 25th for 6th grade, September 1st for 7th grade, and September 8th for 8th grade. Meeting information will be sent in an email through our school messenger system.

We are confident that together, we can create a successful and rewarding year.

Sincerely,
Julie A. Dellone
Principal

COMMUNICATION

The main office phone number is 443-809-7902
Guidance office is 443-809-7905
If there is no answer, please leave a message and someone will return your call. You may also e-mail the following people:
dwodarczyk@bcps.org – Debbie Wodarczyk, Administrative Secretary
scook5@bcps.org – Sandy Cook, Front Office Secretary
tfrancis@bcps.org – Terri Francis, Guidance Secretary

BACK TO SCHOOL NIGHT

Our upcoming virtual Back to School Night (BTSN) schedule can be found below. Codes/Links to access the BTSN sessions will be sent 1 week before the event.

August 25, 6th grade:
• 6:30 p.m.
Sept. 1st, 7th grade:
• 6:30 p.m.
Sept. 8th, 8th grade:
• 6:30 p.m.
**ARRIVAL**

Students are dropped off at Hereford Middle between 7:10 and 7:25 am. Students should not be dropped off at HMS before 7:10 am.

Please pull into the drive, turn left into the parking lot. Proceed down the middle of the parking lot to the designated drop-off area. Follow the signs and staff directions.

**DISMISSAL**

Buses begin arriving at approximately 1:15 pm. It is recommended that if you need to come to school between 1:15-2:15, please park on the street and walk up to the school. Parking is not permitted in the parking lot during this time frame as buses park double-wide throughout the bus loop and parking lot.

**CAR RIDERS**

Due to traffic and the number of buses that service the Hereford Zone, it is recommended that all students ride their assigned bus to and from school.

Students have a staggered dismissal in the afternoon beginning at 2:10 pm. If you are picking your student up after school, please arrive after 2:20 pm. At 2:20 the bus loop is free of buses and ready for pick up. Our neighbors on Chesterfield ask that you not block or park in the driveways. Arriving in the school area at 2:20 will eliminate unnecessary traffic on Chesterfield. Please pull all the way down in the loop, watch for signals of the staff members. After your student enters your vehicle please stay in the car line. The line will be directed to exit the loop once all students are safely in their vehicles.

For safety reasons, students are not permitted to meet parents on Corbett Road or in the parking lot.

Please remember that an email is requested whenever your student is changing their afternoon pick-up arrangement. Please send all emails to scook5@bcps.org and dwodarczyk@bcps.org.

**BUS RIDERS**

Bus Riders are asked to do the following:

- Arrive at the bus stop 8 minutes before your scheduled pick-up time.
- Make sure the address is visible to the bus driver.

Students are only allowed to ride their designated buses to and from school.

**LATE ARRIVAL/EARLY DISMISSALS**

Any student coming late to school after 7:25 am must report to the front lobby reception area with a note stating the reason for lateness. The office will write a pass for the student to go to class. We ask parents/guardians to limit late arrivals when at all possible.

We ask that early dismissals be avoided if at all possible. Buses begin to arrive at 1:15; for this reason, we cannot facilitate early dismissals after 1:15. If your student needs to leave school early for any reason, please email the note to scook5@bcps.org and dwodarczyk@bcps.org. A pass will be issued for your student’s early dismissal. Students will show their classroom teacher the pass at the time of dismissal and then go to the front lobby to await your arrival. Upon your arrival, please bring photo identification and ring the front door buzzer. Front office staff will check your identification with the information in our student information system. Your student will then be released.
**OFFICIAL MSDE ATTENDANCE RULE** A full-time student must be present for at least 4 hours to be marked present for a full day. A full-time student must be present at least 2 hours to be marked half-day present. Full-time students present for less than 2 hours will be marked as absent.

**POLICIES FOR ADMINISTERING MEDICATION TO STUDENTS**

All prescription and non-prescription medication taken in school must be brought in by a parent/guardian.

Follow these procedures:
- Prescription Medication and over-the-counter medication must be accompanied by a physician's order.
  - Medication Administration Form completed
- Call the school to inform of the date and time of medication delivery 443-809-6868 or 443-809-7902
- Place the following in a bag:
  - Signed Medication Administration Form
  - Medication in the current prescription bottle
  - A note with your student’s name and the number of pills in the bottle
- Have your identification and be prepared to sign your name to verify our receipt of medication and pill count.

Medication deliveries will be accepted beginning on 8/23/2021 on Monday, Tuesday, Thursday, and Friday.

This policy applies to both prescription and OTC medications, except for those medications listed on the discretionary medication form.

All students will receive a discretionary medication form. This form should be completed by a parent/guardian and returned to the school nurse.

**STUDENT ABSENCES**

Any time a student is absent from school, an email or hard copy note must be provided to the MOD 1 teacher upon returning to school.

**OFFICIAL MSDE ATTENDANCE RULE** A full-time student must be present for at least 4 hours to be marked present for a full day. A full-time student must be present at least 2 hours to be marked half-day present. Full-time students present for less than 2 hours will be marked as absent.

**BCPS RULE 5120**

III. Lawful and Unlawful Absences
A. Lawful Absence
1. In accordance with Code of Maryland Regulations (COMAR), a student enrolled in BCPS will be considered lawfully absent from school for any portion of the school day under the following conditions:
   a. Death in the immediate family.
   b. Illness of the student.
   (1) The principal or pupil personnel worker (PPW) may require a physician’s certificate from the parent/guardian of a student reported continuously absent for illness.
   c. Court Summons.
   d. Hazardous weather conditions, which would endanger the health or safety of the student when in transit to and from school.
   e. Work approved or sponsored by the school, BCPS or the Maryland State Department of Education and accepted by the Superintendent or the school principal, or their designees, as reason for excusing the student.
   f. Observance of a religious holiday.
   g. State emergency.
   h. Other emergency or set of circumstances, which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school.
   i. Health exclusion.
   j. Suspension.
   k. Lack of authorized transportation. Lack of transportation does not include students denied authorized transportation for disciplinary reasons.
**VISITORS**

All parents/guardians and other visitors entering the school must report to the office through the front doors and sign in. Please make sure that you have a photo ID when you report to the office. Each visitor will have their ID scanned by a staff member and a photo badge will be issued. Anyone in the school building without a badge should expect to be approached and questioned. We have also reminded staff and students that they are never allowed to open any door to visitors. All visitors must be buzzed into the building. These guidelines are designed to assist us in providing a safe and orderly school environment. Hereford Middle strongly encourages parent involvement and participation in the school and our program. Our guidelines are intended to ensure the safety and security of the school community, not to limit parent involvement in our school. If you or someone on your student’s emergency card are picking up your student early from school, a photo ID is always required. We thank you in advance for your cooperation with this safety measure.

**MESSAGES TO/FROM MY STUDENT**

Phone messages will be given to students if an emergency situation arises. We try to keep interruptions to instruction to a minimum. Thank you for your help with this.

**DROPPING OFF AN ITEM FOR MY STUDENT**

If a student forgets their lunch, lunch will be provided to them. The student will need to inform the administrator on duty in the cafeteria.

If a student forgets their device, please ring the door buzzer and a staff member will come to the door to retrieve the device.

All other items should not be dropped off.

**INCLEMENT WEATHER**

In the event of inclement weather, please pay close attention to the news. Refer to the BCPS website. This will help prevent the office phone lines from being overwhelmed.

**QUESTION OR CONCERN ABOUT MY STUDENT - WHO TO CALL**

The school phone number is **443-809-7902**. The office staff will direct you to the appropriate staff member to answer your question.

The school counseling office number is **443-809-7905**.

Individual teacher email addresses are on our school website under the staff directory.

[https://herefordms.bcps.org/](https://herefordms.bcps.org/)

**WATER BOTTLES**

Water is essential to our students’ health. Students may carry clear water bottles. Only water is permitted. Students will be asked to keep their water bottles sealed and away from their device or other instructional materials at times.
STUDENT DRESS CODE AT HEREFORD MIDDLE SCHOOL

RULE 5520: Standards
   A. Students will wear attire in a manner that supports a healthy and safe learning environment.
   B. Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities or that could endanger the health and safety of the student or other students, which includes but is not limited to that which:
      1. Depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit or that reference items that are illegal in general or illegal specifically for underage students;
      2. Promotes use of tobacco, drugs, alcohol or other illegal or harmful products;
      3. Contains sexually suggestive messages;
      4. Depicts gang affiliation;
      5. Causes or is likely to cause a substantial or material disruption to school activities or the orderly and safe operation of the school or at school-sponsored activities;
      6. Contains rude, disrespectful or discourteous expressions inconsistent with civil discourse and behavior; and/or
      7. Contains language and/or displays images, symbols, materials or other items that promote hatred, racial or ethnic violence, intimidation or harassment, such as but not limited to swastikas, the confederate flag and nooses.
   C. The following specific items are not permitted, except in individual cases as approved by the principal of the school:
      1. Bare feet; and
      2. Headwear, except as worn for medical reasons or as a legitimate expression of a student’s religious practice and faith.

IV. Compliance
   The principal, or his/her designee, is responsible for ensuring that all students, staff and parents are informed of the provisions of the student dress code annually at the beginning of each school year and whenever appropriate.

STUDENT LAPTOPS

All HMS students are assigned a laptop to use throughout the school year.

STUDENT LAPTOP REMINDERS
   • Students should come to school with a fully charged laptop and the charging cord each day.
   • Devices must be kept in blue BCPS bags when not in use
   • If a device is missing for more than 24 hours, the office must be notified so that we can help with the search
   • Laptops should not be shared by students
   • If a charger cord is lost, another must be purchased
   • If there is a problem with the laptop, students should complete an online ticket. Parents are asked to inspect the laptop for damage regularly. Students should immediately report issues.

Contact Chris Putnam with any questions about devices cputnam@bcps.org or Tim Thomas tthomas@bcps.org.

EXTRA-CURRICULAR ACTIVITIES

We have a wide variety of activities at Hereford Middle School. We offer clubs such as: Student Council, Drama Club, Newspaper Club, Yearbook Club, Quiz Bowl, Chess, Destination Imagination, GSA, Future Educators of America, Literary Magazine, Robotics, and National Junior Honor Society. We also have offer after-school sports such as cross country, badminton, basketball, track and field, tennis, and a workout club. After-school activities are held on predetermined days of the week. A full list of clubs is posted on our website. Sign-ups for extracurricular activities will occur at the beginning of the school year.
MIDDLE SCHOOL ADVICE

• Take an active interest in your student's school experiences.
• Set aside time daily to discuss what your student has learned.
• Review homework assignments together.
• Provide an opportunity for plenty of sleep each night.
• Encourage a period of daily exercise.
• Get to know your student's friends and parents. They are a tremendous influence on your student during the middle school years.
• Encourage your student to explore all areas of interest.
• Monitor your student’s social media accounts.
• Continue your active involvement in school. Be a part of the PTSA or share your talents, skills, interests in your student’s classes.

TEAM LEADER CORNER

Welcome back! The HMS team leaders would like to take this opportunity to introduce ourselves for the upcoming school year. The sixth-grade team leader is Michelle Benson and her email address is mbenson2@bcps.org. The seventh-grade team leader is Sarah Tiburzi and her email address is stiburzi2@bcps.org. Finally, the eighth-grade team leader is Denise Fieden and her email address is dfieden@bcps.org. Please do not hesitate to reach out at any time with questions or concerns. We are here to support your student and family. Have a great year!

SPECIAL EDUCATION/SST/504

If you have questions regarding Special Education services, IEP’s or 504’s, please contact:

• IEP Questions- Special Education/IEP Chair, Genese Neal, Email: gneal2@bcps.org
• 504 Questions- 504 Chair/ Assistant Principal, Brenda Thompson, bthompson4@bcps.org

FROM THE SCHOOL COUNSELING OFFICE

6th Grade - Victoria Shields vshields@bcps.org
7th Grade - Lilly Richardson lrichardson2@bcps.org
8th Grade - Keleigh Kongkraphun kkongkraphun@bcps.org
School Counseling Secretary - Terri Francis tfrancis@bcps.org
Phone: 443.809.7905

TECH CORNER

Technology is a huge part of our daily lives and can be extremely frustrating when it does not work properly. Below are some places to go if you are having tech issues.

1. Teachers can help with questions about assigned work or access to resources. Teachers may also be able to recommend troubleshooting resources or the appropriate next steps for issues. Teachers can be contacted by email or by using the Schoology Messenger feature.
2. Submit a ticket with the BCPS Technology Help Desk so that the issue is resolved by a professionally trained technician.
3. You can also call the BCPS Technology Help Desk at 443-809-4672 Monday – Friday, 7:00 AM- 4:15 PM on regularly Scheduled School Days, please note that wait times can lengthy during peak hours.
4. Mr. Putnam cputnam@bcps.org and Mr. Thomas tthomas@bcps.org serve as the Technology Liaisons for HMS and may also be able to assist you.
FUNDRAISER

Family, Friends, and Supporters of Hereford Middle School,

We will be kicking off our brand-new fundraiser with Charleston Wrap® – and we need YOUR help! To reach our goals and make this fundraiser a success, we need everyone to do their part. Luckily, it’s super easy! Everything can be done online and orders will ship directly to you. In September, you will receive a flyer with detailed instructions about how you can register online and support our goals. We appreciate all of your support and encourage you to spread the word to your friends & family, near and far! The more people who shop, the more money we can raise for our organization! All funds raised will be used to support the technology at Hereford Middle School. Together, we can ensure our organization reaches its goal – and even surpasses it!

Thank you for your help! - Hereford Middle School

STUDENT CELLPHONES

Students are permitted to bring cellphones to school. They are to powered off and stored in the student’s locker.

AFTER HOUR EMERGENCIES

If you have an after-hours emergency, please call 911 or one of the resources listed below.

RESOURCES

Emergency – 911

Maryland Help Line - 211

Baltimore Crisis Response – 410-433-5175 (24 hours a day 7 days a week)

MD Dept of Health Crisis Line – 1-800-422-0009

Suicide Hotline Text HOME to 741741, for more information, visit www.crisistextline.org

National Suicide Prevention Lifeline – 1-800-273-8255

My Neighbors Foundation- 410-374-4657

MONTHLY HEREFORD PARENT NEWSLETTER

Please make note that this is the only mailing that will be sent in a hard copy, all other monthly bulletins will be posted on our website and can be accessed through our school website http://herefordms.bcps.org/. Additionally, if you prefer to receive a hard copy of the monthly school newsletter, please email the Administrative Secretary, Debbie Wodarczyk at dwodarczyk@bcps.org.
The Hereford Middle School PTA welcomes you to a new school year! The PTA helps to supplement your students’ experience at HMS by sponsoring events, supporting school programming, and providing educational resources to students and teachers. We need your help in order to continue to support our HMS faculty and students!

**Direct Donation Program:** We kindly ask that each family give a monetary donation in lieu of traditional fundraising, like pizza or chocolate bar sales. 100% of funds are tax-deductible and will be donated back to HMS.

- Even during a challenging virtual school year, the HMS PTA funded the following: New Library Tables, Destination Imagination Team Globals Registration, Hospitality to all Staff Members, Farewell Gift to 8th Grade Class and Teacher Polo Shirts
- In previous years, your Direct Donation funds have contributed to the following: Teacher Luncheons, Bus Driver Appreciation Treats, Teacher Coffee Days, Professional Development Speakers, Funding Provided to Clubs and Departments, School Building & Grounds Updates, American Education Week, Cookies for Students, Student Dances, Teacher Appreciation Week, Departmental Gifts (Guidance Counseling Office, Administration, Custodian, Health Suite, Cafeteria), Snowballs for Students and Alumni Scholarships

To support these and other expenses this year, we are asking for a donation of **$50 per student, or $75 per family**; however, we appreciate monetary donations of any amount.

**Direct Donation Incentive Program:** The first 100 families that make a direct donation will receive an HMS car magnet. If your donation is made via PayPal, please provide your child’s name & homeroom teacher in the notes section for magnet delivery.

Please see Direct Donation & PTA Membership information on the back of this letter and consider donating. Without your support, the PTA will not be able to fund student events, teacher appreciation events, scholarships, and other school enrichment programs. We thank you for your consideration and look forward to an amazing school year.

Kind Regards,
Your HSM PTA Board
Melinda Stankowski - President
Alex Castillo - Vice-President
Kerri Brozene - Treasurer
Sapna Prasad - Financial Secretary
Marci De Vries-Todtz – Secretary
Greetings Hereford Families,

The R.O.C.K. After School Program will be reopening for the 2021 – 2022 school year. First day of our Program will begin August 30th. We provide after school care, activities, and homework time to students who may need supervision until an adult is available for pickup, as well as a safe place for students to stay once their after-school club/sport ends, or their Rec & Park sport/program begins.

For online registration and additional information, please visit our website at: www.rockprogram.org. You can also email us at rockprogrammd@gmail.com. For urgent matters, one can call during office hours, Monday – Friday 10:00 a.m. – 2:00 p.m.

Also, join us for our monthly “R.O.C.K. the Night Away” family outings and “Stuck Between A R.O.C.K. and A Hard Place” monthly mentoring sessions.

REGISTRATION IS OPEN NOW!
Looking forward to serving you family

Executive Director
J. Kelvin Thomas
Please Help Support Hereford Middle School PTA

Please complete the sections below and return it by September 30th to HMS 712 Corbett Rd, Monkton, MD 21111.
You may also email this form to herefordmspta@gmail.com if your donation is being made directly online via PayPal

2021-2022 DIRECT DONATION FORM
(Yes, I would like to make a tax-deductible donation to HMS to support students & teachers)

The recommended contribution is $50 per student or $75 per family, but we truly appreciate donations of any amount. All funds donated to the HMS-PTA Direct Donation Program stay at Hereford Middle School for the good of our students and teachers
Name______________________________________ Donation Amount $____________

2021-2022 PTA Membership Form
(Yes, I would like to become an HMS-PTA member, Individual memberships are only $10)

(Member #1 First Name) (Last Name)

(Member #2 First Name) (Last Name)

For your convenience, payments can be made via PayPal by using the following website address https://www.herefordmiddlepta.com/direct-donation or by writing a check made payable to HMS PTA. Please mail the form and check to Hereford Middle School, 712 Corbett Road, Monkton, Md. 21111. Note: One check made payable to HMS PTA may be written for PTA memberships and direct donations. Your cashed check will serve as your receipt for your tax-deductible donation

Email Address (To Be Used for PTA Communications)

Parent’s Email Address:

Parent’s Email Address:

Student(s) Name, Homeroom Teach & Grade:

On behalf of teachers and faculty, we thank you for your support!