Dear Team BCPS families,

Welcome to the 2022-2023 school year!

First and foremost, I hope that you and your loved ones are safe and healthy and are enjoying your summer. We will continue to prioritize the health and safety of staff and students as we resume in-person learning for students.

This school year, I look forward to continuing our focus on the equitable, high-quality teaching and learning called for in our strategic plan, *The Compass: Our Pathway to Excellence*. Your school has been preparing throughout the summer to support the academic and social-emotional needs of every student. We recognize that families and staff may still be encountering a variety of challenges. Schools will provide ways to reconnect that work for your community.

Wellness is so important; therefore, we are continuing to raise awareness about mental health resources for students and staff through our Mind Over Matters campaign. You should also know that every school has a counselor, psychologist, social worker, and nurse to provide direct service and support to our students.

To safeguard in-person learning, our schools and offices are continuing to use strategies recommended by federal, state, and local experts. We work closely with the Baltimore County Department of Health to monitor COVID transmission and to make any changes. Last year, we learned the importance of remaining flexible as conditions evolve. You will always find the latest information at [www.bcps.org](http://www.bcps.org).

Your most important connection is with your child's school, and I enjoy experiencing those relationships during my visits throughout the county. Whether you are new to our family or returning, I am so glad that you have chosen Team BCPS. Let's have a wonderful school year!

Sincerely,

Darryl L. Williams, Ed.D.
Superintendent

*Raising the bar, Closing gaps, Preparing for our future*
Dear Pikesville Middle School Families,

Welcome to the 2022-2023 school year! I am honored to serve the Pikesville community as principal for my 7th year. I am excited about the opportunities that our students will have this year. While the summer months provide us with the opportunity to recharge, rejuvenate, and spend time with our family and friends, much has taken place at Pikesville Middle School in preparation for the upcoming academic school year. We welcome your partnership in education as we embark on an academic school year that promises to transform the educational experience. As the principal, it is my mission to promote a safe, equitable and learner-centered environment that will inspire and propel our school family to places of continual growth and excellence. We have purposefully evolved the culture in our school to be a school where children feel safe and are eager to learn. The most powerful method for our school to move to new heights is through the home-school partnership.

The vision of Pikesville Middle School is for students to develop excellence in academics, character, and habits of mind by participating in student-centered learning experiences that promote 21st century skills. To be successful, students will need to think creatively, critically, and intuitively, solve real world problems, communicate effectively (verbal & written forms), work in teams, use technology to accelerate learning outcomes, and develop healthy, ethical life-style habits. Therefore, the following Python Pride motto is one that students must observe daily. The Python Pride motto states that students are Prepared, Respectful, Interact with Empathy and Inclusivity, Demonstrate Responsible Citizenship, and Engaged in High Academic Standards! I encourage you to remind your child daily that embracing the Python Pride motto will ensure they are a successful student at Pikesville Middle School.

We are excited to welcome the new Board of the PTA at Pikesville Middle School. The new PTA Board: Ms. Lajuana Johnson, President; Ms. Shavonne Berkley, Vice-President; Mr. Yoel Wachtel, Treasurer and Ms. Debby Katzen, Secretary. The direction of the PTA is an additional cause for excitement in our building. Collaboratively, the PTA and the school administration are working to develop plans that will increase learning opportunities for all students, build school spirit, and provide efficient communication with our parents. We will continue developing positive connections with our students, parents/guardians, and surrounding community. Using efficient communication and extending invitations to serve on school committees and the PTA, we will build lasting relationships that enhance the learning environment at Pikesville Middle School. Efficient communication includes but is not limited to information and updates sent home with students, posted on the school marquee, communicated through the Connect Ed message center, and posted on our school website at http://pikesvillelems.bcps.org. We also welcome your thoughts, comments, and suggestions in person or via email.

Your child is assigned to an administrator who will work with him/her throughout the year:

Grade 6: Dr. Matthew Sullivan
Grade 7: Mr. Anthony Jackson
Grade 8: Ms. Sheila Luechtefeld
We will have an early entry session for our incoming sixth graders on Thursday, August 25th from 7:45 am until 11:45 am, for students only. Transportation will be provided. We will hold a separate Back to School night for parents to visit the school. The first day of classes for all students is Monday, August 29th.

Students’ full schedule will be available in the FOCUS student information system and/or through Schoology on August 15. Student schedule changes will only be considered for the following reasons: Academic Reasons, Mistakes, or Conflicts. We will not accept requests to change lunches or sections of the same course. On the first day of school, students will report directly to their A-day first period class where they will receive their full course schedule and locker information. Students will be able to review the bell schedule and class transition procedures with their teacher.

Please join us for Back to School Night:

- Thursday, September 1, from 6:00-8:00 pm (6th Grade)
- Thursday, September 8, from 6:00-8:00 pm (7th/8th Grade)

The connection between home and school is critical. When staff and parents collaborate and effectively work together, student educational practices are heightened. Each student’s academic success and their respective personal responsibility at Pikesville Middle School are heavily dependent on a cooperative triangle encompassed with student-teacher-parent/guardian. Through a close and shared partnership with all stakeholders invested with Pikesville Middle School, I am confident our school will continue to be a successful place for our students to learn and grow!

On behalf of the faculty and staff at Pikesville Middle School, we look forward to an exciting and productive academic school year!

Sincerely,

[Signature]

Kalisha T. Miller
Principal
Pikesville Middle School
Pikesville Middle School
Suggested Supply List
2022 - 2023

GENERAL SUPPLIES:

- **One 3 Inch Binder**: Students should have it labeled for A days and B days.
  *Students will divide the binder into an A day section and B day section with dividers for each class. Students carry their binders throughout the day.*
- 8-tab dividers – The binder will be divided into two sections with four classes per section.
- Loose-leaf notebook paper
- One spiral notebook/composition book for Math & Science
- #2 Pencils
- Pens (blue or black)
  - Red for World languages
- Highlighters
- Colored pencils or markers
- Post-it Notes
- Headphones or earbuds to use with computer devices
- Small drawstring backpack
  - Students are not permitted to carry regular backpacks during the school day

OTHER RECOMMENDED MATERIALS:

- One pocket folder w/prongs for each class
- One spiral notebook/composition book for additional classes
- Computer mouse
- Graph Paper for math
- Ruler

ART
Spiral-bound sketchbook with 8x10 or 9x12 white paper. These will be available for purchase for $3.00 from the students’ art teacher.

PHYSICAL EDUCATION
ALL students must wear a PE Uniform. The PMS PE uniform t-shirt or sweatshirt is required to be worn during ALL PE class. All purchases are to be made from the Online Store link below. Uniforms will NOT be sold at the school. PMS shorts and sweatpants is an optional purchase from the online store. Students can wear shorts, sweatpants, and/or leggings from home.

DANCE
Students enrolled in Dance will need black attire as a part of their uniform. This includes black leggings, leotard, tank-top, short, and/or t-shirt.

***Students will be provided with a BCPS issued Google Chromebook, Charger, Device Bag, and a Pikesville Middle School agenda book. Please see the device policy regarding care of school issued devices. ***
PURCHASING INFORMATION FOR PHYSICAL EDUCATION UNIFORM:

- **Timeframe:** July 18th, 2022 – August 12th, 2022
- **Cost:** Shirt *(Required Purchase)* - $10.00, Shorts – $11.50, Sweatshirt - $19.50, Sweatpants - $21.00
- **Online Store Link:** Pikesville Middle School Physical Education Spirit Wear 2022 | The Nelson Hills Company | powered by OrderMyGear (itemorder.com) : https://pikesvillemiddleschoolpe2022.itemorder.com/shop/sale/

- Refer to individual class syllabus for any additional materials that may be needed.
- Consider locker size when purchasing backpacks – roller backpacks not permitted.
- Feel free to purchase anything additional that you think your child needs to be successful and organized. Example: Pencil case, individual sharpener, erasers, etc.
- Please consider donating any of the following supplies to your child’s classroom: pens, pencils, dry erase markers, tissues, post-its, gallon size Ziploc bags, hand sanitizer, band-aids, glue sticks, Lysol or baby wipes, and/or disposable masks.
Culture and Community

- We believe in engaging with all stakeholders (students, teachers, support staff, parents, and community) as partners to provide a welcoming, inclusive, and affirming school environment for all.
- We believe, through comprehensive support services (counselor, advisory, academics) a proactive, just, thoughtful safe environment is created for all.

Curriculum, Instruction, and Assessment

- We believe middle school learners will be led by responsive educators who have the tools to support the whole child through rigorous, culturally responsive, and purposeful instruction.
- We believe in preparing responsive educators to provide all students with access to curriculum that is challenging, exploratory, inter-disciplinary, and diverse.

Leadership and Organization

- We believe that leadership demonstrates courage and compassion through a shared vision to guide every decision and ensure policies and practices are student centered and fairly implemented.
- We believe leaders offer and model professional learning for all staff that is relevant, long term, and job embedded.
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At Pikesville Middle School we will strive for excellence by taking pride in our learning environment.
Pikesville Middle School
Dress Policy

APPROPRIATE DRESS

Middle school is the workplace for students and teachers. Students should come appropriately dressed for school so students should not wear robes, onesies, or pajamas. Pikesville Middle School is air conditioned, therefore, our building can be cold. Consequently, students should dress for the temperature of the building and not always the outside temperature. As a result, it is important for students to wear layers and to consider both outside and inside building temperatures when planning dress each day. Students are not permitted to carry blankets due to the temperature of the building.

PMS students are not required to wear uniforms and we appreciate student self-expression; however, the following guidelines for student dress will help to promote safety, respect, and belongingness among students and staff. These appropriate dress guidelines will enable students to be ready for learning, while still promoting and celebrating the individuality of and diversity among our students.

The following guidelines must be followed:

ALL students have the option to wear face masks that fully cover the nose and mouth.

Hats, hoods, scarves, or headgear of any kind are not allowed unless as part of religious practice. This is aligned with Baltimore County Policy and supports appropriate safety measures for students.

All outerwear must be kept in the locker and may not be worn in the classroom. Outwear includes coats, jackets, gloves, headgear, sunglasses, etc. Please consider this expectation as you are planning your attire.

Halters, one strap shirts, tube tops, crop tops/belly shirts or baggie pants revealing undergarments, or other excessively revealing clothing, are prohibited. T-shirts must have sleeves and be free of pictures and slogans that are inappropriate, suggestive, or offensive to community standards.

All students are required to wear proper footwear. For safety or health protection open-toed sandals, flip-flops, slides, and house slippers are not allowed to be worn.

If students are not following appropriate dress at Pikesville Middle School they will be provided with a PMS attire to wear in place of their personal attire.
Masks

The use of masks is an option for students and staff. Pikesville Middle will follow Baltimore County mandates regarding the wearing of masks. If students choose to wear masks, they should cover the mouth and nose.

**When choosing to wear a mask for safety please consider the following:**
- Bandanas and ski masks do not properly stop ventilation
- Masks that have inappropriate messages such as- drug use, gang affiliation, curse words, inappropriate pictures
- KN95 Masks are most protective against any virus

Headgear

According to the BCPS Student Handbook, “The following specific items are not permitted... Headgear, except as worn for medical reasons or as a legitimate expression of a student’s religious practice and faith.” Items not permitted include, but are not limited to: hats, headwraps, bonnets, scarves, ear mittens, bandanas, dew rag/doo rag, winter caps, etc. Hoodies may be worn but the hoods should not be on, covering the students head.

Students who wear items that are not permitted will be asked to take it off. Students who do not comply with appropriate dress, including refusal to remove headgear, will be subject to disciplinary consequences. Parents will be notified of non-compliance.

In the event that a parent needs assistance providing proper attire, please contact the grade level administrator, school counselor, and/or team leader.

Backpacks/Large Purses

Students must keep backpacks and large purses in their assigned lockers during the school day. Students will be permitted to carry a drawstring bag and/or a small purse. Wheeled backpacks do not fit in lockers and should not be brought to school.

H2O

H2O represents Pikesville Middle School’s Non-negotiables for dress and language.
Pikesville Middle School
Cell Phone Procedures

Appropriate use of electronic devices support students’ opportunity to learn and collaborate. It also extends students’ access to information and various modes of communication. Pikesville Middle School’s cell phone procedures are directly aligned with BCPS cell phone policy 5552.

BCPS Policy 5552 states:

**ALL personal devices are to be off and away during the school day.**

The BCPS Student Handbook addresses the acceptable use of technology, including the use of the Internet and electronic devices i.e., cell phones. Use of electronic devices for non-educational purposes is a Category I offense. Violation of the Technology Acceptable Use Policy for Students is a Category II offense.

**Expectations for Cell Phone**

Provided all students will have access to a Chromebook, they will not require any other device, such as a cell phone, during the hours of 7:45 a.m. – 2:45 p.m. Parents who need to contact their student should contact the main office and/or their grade level administrator or counselor.

**Cell Phone Guidelines**

- Students will not be permitted to use personal cell phones during school hours, except in the cafeteria during lunch with the permission of the administrator/staff member running lunch. **Administrators will alert students when cell phones can be taken out once lunch has started.**
- Wired headphones are permitted for instructional purposes only in the classrooms, under teacher discretion with **school issued devices only.** Headphones should not be connected to personal devices, unless it is during their lunch period in the cafeteria.
- Students should not have headphones in their ear or their cell phones visible in the hallway when transitioning to classes. Electronic devices should be put away and not visible.
- Administrators may allow students to listen to electronic devices in the cafeteria during lunch, with headphones. During lunch dismissal and prior to walking out of the cafeteria, all devices, including headphones, must be turned off or silenced and immediately put away.
- Students are permitted to carry their cellphone, if it is off or silenced and away. The cell phone needs to be out of sight if the student wishes to carry their phone.
- Pikesville Middle School is not responsible for lost, stolen, or damaged personal electronic devices. To avoid these issues, we recommend that students keep their personal devices in their lockers. If the student chooses to carry their personal device, they should always keep the cell phone on their person. School staff will not take time from daily duties to investigate lost phones.
- Students may not use any electronic devices, including **their personal cell phones**, to harass other students or school staff. Students may not post inappropriate comments, photos, or videos of other students or school staff on social media/Internet sites.
Cell Phone Consequences

Students are expected to comply with the cell phone/personal device policy as outlined by BCPS.

- 1st Offense- Student will receive a warning. Parent will be contacted.
- 2nd Offense- Parent will be contacted. Phone will be stored/locked for remainder of the period.
- 3rd Offense- Administrator is notified and the cell phone is confiscated & locked/secured. Parent will be contacted to pick up the cell phone from administrator.
- 4th Offense- Administrator will communicate with the parent that the student is no longer permitted to carry their cell phone during the school day. If brought to school, the cell phone will be turned into the administrator in the morning and picked up at the end of school.

Bullying/Harassment/Intimidation (BHI)

All bullying/harassment/intimidation via electronic devices are subject to disciplinary consequences. This includes posts created outside of school that have an impact on students during the regular school day. The following is an example of inappropriate communication and probable consequences.

| Example of bullying/harassment/intimidation (BHI) | Student sends inappropriate comments or posts inappropriate picture to or about another student or staff member via social media, during or after school hours. |
| Any offense | |
| - Phone call to parent | |
| - Required Parent Conference/Detention | |
| - Completion of BCPS Bullying/Harassment/Intimidation Form | |
| - Confiscation of phone | |
| - Student Development Center Assignment | |
| - Revocation of device privilege | |
| - Repeated Bullying/Harassment/Intimidation may result in suspension. | |

Tips for Avoiding Issues with Bullying/Harassment/Intimidation via Electronic Devices

1. Parents should recognize that social media sites have age limits. Do not allow children to access social media unless they are permitted via the social media site.
2. Keep track of all social media sites and passwords. Regularly review posts & history.
3. Teach children the appropriate ways to communicate with others on social media and other electronic platforms.
4. Apps currently exist that allow children to hide other Apps, so that parents cannot find them. Make sure that all Apps have a purpose.
5. Report all issues of cyberbullying/harassment/inappropriate communication to a school administrator. This allows school staff to be proactive in cases of student issues.
6. Document all issues by taking screenshots or recordings. Keep documentation and provide documentation when reporting issues.
7. To address issues with bullying/harassment/intimidation, a school staff member must be informed. Without knowledge of the issue, we cannot support students. We highly encourage all issues related to bullying to be reported immediately to a school counselor or an administrator.
8. Parents may contact their grade level administrator if they choose to have their child’s cell phone safely secured during the day. Students will turn in phones in the morning and pick them up during dismissal.
9. Review Grace’s Law with children. (Grace’s Law Overview)
Bullying needs to stop! Bullying is behavior that is both repeated and intended to hurt someone either physically, emotionally or both. It can take many forms like teasing, name calling, making threats, physical assaults, sexual assaults and cyberbullying.

Cyberbullying is bullying using electronic media like computers, cell phones, and game systems. Our digital interconnectedness makes bullying different and more damaging than it’s ever been before. It allows hatred and publicly humiliating gossip or photos to be instantly far-reaching and inescapable as electronic media is everywhere. It can NOT simply be ignored. It can cause depression, anxiety, and desperation, which is a volatile mix for young people at a vulnerable stage in life.

In October 2013, the State of Maryland enacted Grace’s Law, making misuse of interactive computer services a criminal offense. Its purpose is to prohibit anyone from using electronic media (computers, tablets, phones, etc.) to maliciously engage in conduct that inflicts serious emotional distress on a minor and/or places that minor in reasonable fear of death or serious bodily injury. A person who is found guilty of violating this law is subject to imprisonment up to a year and a fine of up to $500.00, or both.

Society often celebrates—on TV, Internet, music and politics—poor behaviors like name-calling, rudeness, and taunting others, especially those considered different. This is NOT OK!

Every human being deserves to be treated with dignity and respect. YOU can make a difference!

Remember the “Golden Rule”:
Treat others the way you would like to be treated.

Here’s how you can help:
• Stand Up…when you hear or see hatred and meanness.
• Speak Out…tell them it’s not OK. Show support or befriend the mistreated.
• Get Help – Report It…tell a responsible adult and fill out a bullying report.

Bullying Hurts. Compassion and Kindness can Heal!

Remember, reporting bullying is not snitching or tattling, it is helping to keep you and others safe. For more information, visit www.stopbullying.gov.

DANGERS OF BULLYING
There are health risks related to depression for the victim, bully, and those who witness bullying, which may include:
• Irritability or anger
• Nightmares
• Headaches
• Stomachaches
• Inability to concentrate
• Multiple join and muscle pains
• Weight gain or loss
• Depression
• Self injury (i.e., cutting)
• Difficulties in falling and/or staying asleep
• Impulsiveness
• Suicide attempts
• Homicidal thoughts

If you or someone you know is thinking about suicide, take it seriously and GET HELP.
Contact the American Foundation for Suicide Prevention at 1-888-333-AFSP.
Pikesville Middle School
School Issued Electronic Device Policy

At Pikesville Middle School all students will receive a Google Chromebook for all schoolwork, including access to grades, educational resources, and modes of communication with school staff.

Pikesville Middle School’s electronic device is directly aligned with BCPS policies. Appropriate use of electronic devices support students’ opportunity to learn and collaborate. It also extends students’ access to information and various modes of communication.

BCPS Policy 5550 addresses student conduct and prohibits:

   Use of electronic devices for non-educational purposes during regular instructional hours.

The BCPS Student Handbook addresses the acceptable use of technology, including the use of the Internet and electronic devices i.e., cell phones. Use of electronic devices for non-educational purposes is a Category I offense. Violation of the Technology Acceptable Use Policy for Students is a Category II offense.

<table>
<thead>
<tr>
<th>Examples of Appropriate and Inappropriate Electronic Device Use</th>
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<td><strong>Appropriate</strong></td>
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<td>o search authorized websites for information</td>
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<td>o reference online dictionary or thesaurus</td>
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<td>o use the calculator</td>
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<tr>
<td>o review grades or communicate with teachers using Schoology</td>
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<td>o teacher assigned classwork</td>
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*unless given permission by administrator and/or teacher

**Bullying/Harassment/Intimidation**
Students may not use any electronic devices, including their personal cell phones, to harass other students or school staff. Students may not post inappropriate comments, photos, or videos of other students or school staff on social media/Internet sites. Taking and/or posting pictures of another student or staff member is not permitted.

**Protection of Devices**
When transitioning between classes, students must keep their school issued device in their issued device bag. Students are responsible for the condition of their school issued devices. Students should not allow other students to use their school issued device. You should not knowingly any device other than your own.

Vandalism of school issued devices will result in financial restitution. Vandalism includes, but is not limited to; pulling off keys, writing on or defacing the device with stickers, and improper handling of the device that results in damage. Parents/guardians will be responsible for the cost of the device if found to be vandalized. Students will not receive a new device until the full cost of the vandalized device is received by the school. Screens do not crack under normal use. Please remember the device is the property of the school, not the student.

**The following consequences will be applied to misuse of school issued electronic devices.**
1st Offense- Student will receive a warning. Parent contact will be made.
2nd Offense- Student will receive an after school detention.
3rd Offense- The device may be held for in-school use only.

Serious misuse may result in immediate and/or permanent revocation of the device.
Arrival and Dismissal Procedures

Arrival Procedure:

- Students will be dropped off by busses and walk to their appropriate entrance. Bus duty staff will supervise students outside and breakfast students will be allowed to enter the cafeteria at 7:45 a.m.
- At 7:45 a.m. all the front doors will be opened - students who wish to get breakfast must only enter through the main doors nearest the cafeteria. Breakfast is grab and go and students will go directly to their lockers and first period. If students do not enter the main doors, they will not be allowed to get breakfast.
- Non-breakfast students will enter as follows at 7:45 a.m.:
  - 6th graders will only enter through the orange and red hallway doors depending on which is closest to their locker
  - 7th graders will only enter through the green and yellow hallway doors depending on which is closest to their locker
  - 8th graders will only enter through the secondary doors by the gymnasium
- Students should report directly to their locker then first period class. Parents will be notified if students are not following appropriate arrival procedures.

Dismissal Procedure:

1. Students will be dismissed by their bus name/number daily beginning at 2:45 p.m.
   - Students may not ride another bus unless an administrator has approved this 24 hour in advance and given the student a special pass.
2. Students must remain in their class until their bus is called. For the safety of our students, it is imperative that students are following appropriate dismissal procedures. The dismissal process is a part of transportation; therefore, students will receive disciplinary consequences if they are not following dismissal procedures. Consequence include but are not limited to detention, bus suspension, time in the student development center (SDC).
3. Students should go immediately to their lockers and then dismiss out the nearest side door.
4. At 2:45 p.m. all students with buses that haven’t arrived will report to their lockers and then the cafeteria. While in the cafeteria students should remain seated and wait for the bus to be called.

Walkers’ and Car Riders dismissal

- Walkers and car riders will dismiss first and are expected to go out the side doors on the side of the building by SDC/cafeteria. Parents are not permitted to park and pick up students near the 8th grade entrance as this interferes with busses.
- Students should walk up to the top of the drive and have the SRO or a staff member walk them across the parking lot entrance using the crosswalk. Students may not run across the bus loop.
5. Students who need to pick up an instrument will be dismissed at 2:43 to pick up their instrument in their classroom. Students will retrieve their instrument and either return to class or go to their locker if their bus has been called.
6. Students should report directly to their locker then outside by SDC. Students are not permitted to wait by the main entrance. Parents will be notified if students are not following appropriate dismissal procedures.

August 2022
Student Lateness Policy

It is the responsibility of each student to report to class on time to limit disruptions to the learning environment of the classroom. Students have four minutes to transition from one class to another, therefore, it is the expectation that students arrive to each class on time. Any student who is outside of their assigned classroom when the bell rings is considered late.

Lateness is not only disruptive to classmates - disruptions include the opening and shutting of doors, loud noises, and students passing in front of the teacher or one another to get to their assigned seat. Lateness takes away instructional time from your student.

Each lateness to class will be recorded by the teacher as it may impact a student's ability to participate in quarterly incentives – lateness is counted as a minor referral. In addition, habitual lateness to class results in missed instruction. Therefore, the following is a progression of consequences outlined for students regarding lateness. Just as lateness is not tolerated in the workplace, parents are asked to support the lateness policy to emphasize with students the importance of being on time.

**LATENESS TO CLASS PROGRESSION OF CONSEQUENCES:**

- **First Lateness** – Student will receive a warning that a second tardy to class will result in a detention. The teacher will contact the parent/guardian.

- **Second Lateness** - Student will receive an after-school detention. The teacher will contact the parent/guardian regarding the date and time in which the detention will be served.

- **Third Lateness** - Student will be assigned a grade level detention with the team leader. The team leader will contact the parent/guardian regarding the date and time in which the detention will be served.

- **Fourth Lateness** - Student will receive a referral to the grade level administrator. The student will serve an administrative detention (served on Fridays until 4:15 p.m.). The administrator will contact the parent regarding the date detention will be served.

- **Fifth Lateness** - Student will receive a referral to the grade level administrator. The administrator will hold a Required Parent Conference (RPC) with the parent/guardian.

**Continued lateness will be handled by the administrator**
Cafeteria Rules & Procedure

1. Enter the cafeteria and immediately sit at your assigned tables – the first table will not be called until all students are seated and settled.

2. Wait for your class to be called to a specific line if you are getting lunch. Water, bathrooms, or nurse passes will not be provided until the first class is called.

3. Once your table is called, stand in a single file line facing forward to enter the kitchen and get your food. It is important to remember your PIN # so the line moves quickly.

4. Report directly back to assigned table once all food and utensils are obtained.

5. Remain seated at your table unless you are getting water or using the restroom. All food/trash/spills must be taken care of prior to the beginning of dismissal.

6. Listen for dismissal directions from the administrator running the lunch shift – We are at
   - 1 - All cell phones & electronic devices should be put away (silence phones)
   - 2 - Conversations are coming to a close (finish your sentence)
   - 3 - Cafeteria is quiet to listen to dismissal (remain quiet & listen for your class)

   By 3, end conversations completely and listen for further directions. No movement should take place during dismissal (this includes water & bathroom breaks).

7. Quietly line up with assigned teacher and remain quiet while proceeding down the hallway – Remember there are other classes occurring. Lunch D students will be dismissed by grade level to their classes while teachers/staff supervise the hallways.

Cafeteria Rules

- Lunch is considered a class, meaning you must arrive on time (before the bell rings) and you may not leave the cafeteria without adult permission.

- Student’s legs should be under the table and not in the aisle as this is a safety concern and does not allow staff members to collect trash properly.

- Students are only permitted to their locker at the beginning and end of the day – therefore students who bring lunch must carry it with them throughout the day.

- Coach class and detention students will be picked up in the cafeteria by the sponsoring teacher. Students cannot leave the coach class/detention room without supervision by the teacher. Students will not be able to go to a classroom without an escort.

- Students who are going to the library will sign up ahead of time and will be picked up by Ms. Getty on days that the library is open to students.

- Food should NEVER be thrown for any reason which includes throwing it “basketball” style into the trash cans. Respectful behavior should be always shown. Notify an adult if assistance is needed.

- Students should not be up and walking around throughout the cafeteria during lunch.

- Cell phones in the cafeteria are for personal use and should not interfere with other students or staff members. Headphones should be used for any music or game playing with sound. Once dismissal has started all phones, electronic devices, and headphones should be put away. Personal electronic devices are the responsibility of the student.
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**KEY:** "A" - A Day; "B" - B Day; "PD" Professional Development Day - No School for Students

**Monday, August 29, 2022 Opening for Students**

**Monday, September 5, 2022 Labor Day Schools and Offices Closed**

**Monday, September 26, 2022 Systemwide Professional Development Day - Schools Closed for Students**

**Wednesday, October 5, 2022 Systemwide Professional Development Day - Schools Closed for Students**

**Friday, October 21, 2022 Schools Closed for Teachers and Students (MSEA Convention)**

**Monday, October 24, 2022 Systemwide Professional Development Day – Schools Closed for Students**

**Friday, November 4, 2022 First Marking Period Ends – All Schools Close 3 Hours Early for Students**

**Tuesday, November 8, 2022 Election Day - Schools and Offices Closed**

**Wednesday, November 23, 2022 - Elementary Conference Day -Elementary Schools Closed for Students**

**Thursday - Friday, November 24-25, 2022 Thanksgiving Holiday - Schools and Offices Closed**

**Thursday, December 22, 2022 - Schools and Offices Close 3 Hours Early; Winter break begins**

**Tuesday, January 3, 2023 Schools Reopen**

**Monday, January 16, 2023 Dr. Martin Luther King, Jr.'s Birthday Observed - Schools and Offices Closed**

**Tuesday, January 17, 2023 Second Marking Period Ends-All schools close 3 Hours Early for Stud**

**Tuesday, January 3, 2023**

**Tuesday, April 11, 2023 - Schools and Offices Closed**

**Friday, April 21, 2023 - Systemwide Professional Development Day - Schools Closed for Students**

**Monday, May 29, 2023 - Memorial Day Observed - Schools and Offices Closed**

**Monday, June 19, 2023 - Juneueth - Schools and Offices Closed**

**Tuesday-Wednesday, June 20-21, 2023 - Assessment Day - All Schools Close 3 Hours Early for Students**