

Arrival at School: Students must arrive no later than 9:10AM and must use the appropriate grade entrance:

- Grade 6 enters through the gym lobby doors.
- Grade 7 enters through the cafeteria entrance.
- Grade 8 enters through the middle entrance.

STUDENTS MUST NOT ARRIVE AT SCHOOL BEFORE 8:55AM. There is no adult supervision outside in the morning until 8:55AM.

ATTENDANCE at school every day is beneficial to a child's success. Please help your child make every effort to arrive at school on time and ready to learn.

ABSENCES AND EARLY DISMISSALS:

There is a new attendance procedure beginning in the 2023-2024 school year. Parents must submit absence notes through PowerSchool **OR** provide a handwritten absence note. We are no longer accepting emails related to an absence or early dismissal. Additional information from AACPS will be sent home prior to the start of school explaining the new procedure. If you have questions, please call the school at 410-674-6905.

For an absence: Complete the absence form on PowerSchool. Absence and early dismissals can be entered in PowerSchool in advance. Please allow 3-4 business days for PowerSchool to reflect absences.

For an early dismissal: After completing the attendance form in PowerSchool or bringing a note to the Office, your child will receive a pass with a dismissal time to report to the Main Office for pick up. Students are expected to show the teacher the pass in the class that they will be leaving and bring the pass with them to the office.

If it is a last minute doctor's appointment, please call the office at 410-674-6905 and let us know as soon as possible so that we can arrange for your student to meet you in the office. We try very hard not to call students on the PA system during instructional time. Please explain the procedure to your student.

The Parent/Guardian **MUST COME IN** to the Main Office and sign the student out. **A picture ID must be provided to the secretary every time you sign your student out of the building.** If the student is returning to school, they must come to the Main Office to be signed back into school. The parent/guardian does not need to come in with them.

LATE ARRIVALS:

We ask parents to make every effort to ensure that their student arrives at school on time. Repeated lateness will result in a letter home and possible referral to the school's Pupil Personnel Worker. Students are let into the building at 9:05AM. Those that arrive after 9:13AM are considered late and must enter the building at the Main Office entrance in the middle of the building. All other doors are locked during the day.

They should bring a note stating the reason for being late. Oversleeping and missing the bus are considered an unexcused lateness. All students without a note or accompanying parent will be coded *unexcused*. A late note should include student's name, grade, reason for lateness and parent signature.

Students will then be issued a late pass to provide to the teacher in who's classroom they arrive.

Backpacks: Students may only use backpacks to carry materials to and from school. **Students must store backpacks in their locker.** Wheeled backpacks will not fit in the lockers. Large purses must also be stored in lockers, **unless the size is less than 8.5 x 11. String bags may be used to carry gym clothes and other small items only.**

Bullying: Arundel Middle does not tolerate bullying! All incidences of bullying are investigated and verified. Students will be held accountable according to the AACPS Student Code of Conduct. If you are looking to report bullying, a form is available online at aacps.org/antibullying or at the school.

What bullying is:

Bullying is behavior that:

- Is intentional.
- Is repeated over time—chronic bullying is considered more than 2 acts per month.
- Is intended to harm—there is an intent to cause physical or emotional hurt.
- Involved a power differential—one person is more popular, bigger, older than another.
- Creates a hostile educational environment—a student doesn't feel safe.
- Is done through the use of social media, otherwise known as cyberbullying.

What bullying isn't:

Bullying is not:

- Unkind words that occur once.
- Rough-housing or rough play that is not intended to hurt.
- A physical attack that is not part of a pattern of behavior.
- Behavior that may be inappropriate to the adult, but that the other does not perceive as hurtful, for example, name-calling that all are participating in on an equal basis.

Bus Rules: Students must follow **ALL** directions from their bus driver. Student safety requires enforcement of bus rules and regulations. **CARS ARE NOT ALLOWED IN BUS LANES.** Police may ticket cars traveling in these lanes, particularly during arrival and dismissal.

Cafeteria: Students participate in the breakfast program will be provided with breakfast upon entering school.

All students eat lunch in the school cafeteria. When the lunch bell rings, students who eat during their lunch period must report promptly to the cafeteria and take their places at the assigned tables. Students are responsible for the cleanliness of the cafeteria. The tables must be cleared and trash placed in appropriate containers. **Students are not to leave the cafeteria without a pass or until dismissed by an administrator. No food or drinks should leave the cafeteria. Parents: please do not include energy drinks, glass containers or family-sized packages in your child's lunch.**

Payment for food purchases should be pre-paid by cash or check in the cafeteria or through a [My Payments Plus](#) account. Every student purchasing a school meal will enter their student ID number. The My Payments Plus account allows a parent/guardian to pay for meals, view their child's food purchases, receive low balance alerts and/or enroll in autopay to prevent negative account balances. Parents/Guardians are responsible for ensuring that all negative account balances are paid off by the end of each school year.

Students eligible for free or reduced lunch **must reapply each year.** The form is available online [here](#). Those who participated in the program during the previous school year may continue through the end of September only, pending approval of the new application. After September, if you have not re-applied for the free or reduced lunch program, your student will be charged the daily cost of breakfast and/or lunch. Again, parents/guardians are responsible for paying off any outstanding account balance prior to the end of the school year.

Cell phones and electronic devices: Arundel Middle's cell phone policy is "Away for the Day" and as such **phones and earbuds (including AirPods) MUST not be seen or heard during the school day.** Cell phones and earbuds are to be turned off and kept in a student's locker for the day. Cell phones and earbuds can be confiscated if the student violates our policy.

Arundel Middle is NOT responsible for lost or stolen phones or other personal electronic devices.

Conferences: Parents are encouraged to contact the school any time they have concerns about their child's academic progress or behavior. Parents desiring conferences should call their child's school counselor to make an appointment. Virtual conferences are encouraged. If necessary, teachers may request conferences throughout the year and during conference days.

Counseling: Arundel Middle School believes that every individual student deserves a quality education. The counseling program assists all students in acquiring the insights and knowledge required for becoming successful students and productive citizens. Counselors collaborate with parents and teachers in this process. Students receive counseling services on an individual or group basis. We encourage students or parents to arrange individual conferences with their counselor by making an appointment with the Counseling Secretary. **Please report changes in address, telephone number, and parent's place of employment to the Counseling Office immediately.** The school requires an accurate phone number for a parent/guardian during school hours for use in an emergency. If a parent/guardian works in a secure location, please provide the school with an alternate office phone number where you can be reached. **Withdrawals:** Parents must make an appointment with the Counseling Secretary to obtain official withdrawal transcripts and records.

Delayed Opening or Unscheduled Closing of School! In case of a delayed opening or unscheduled closing, announcements will be made beginning at 6:00AM by ConnectEd, television and radio media, the [AACPS web site](#), and on Facebook. **Please do not call the school** as school personnel may need open phone lines. **Closing information will not be given over the phones.**

Extracurricular Activities Participation: Students may participate in a variety of activities after school on Tuesdays and Thursdays. Some activities may require a 2.0 grade point average in order to participate. Inappropriate behavior and office referrals may exclude a student temporarily or permanently from an extracurricular activity. Activity buses are available on both days for students who regularly ride buses, otherwise students must be picked up by an adult. Students must obtain an activity bus pass from the teacher who sponsored the activity. **Note: Students should know the number of their activity bus before the first activity dismissal.** Activity bus numbers are different from the regular AM/PM bus numbers. To determine their activity bus number, students **NEED** to know the name of their neighborhood **AND** the intersection (street names) of their **regular** bus stop.

Field Trips: Arundel Middle students may enjoy field trips over the course of the school year. Teachers will provide students with information about the field trip including destination, costs, and other requirements. Parents interested in chaperoning a field trip **MUST** complete a background check through the AACPS website at aacps.org/chaperone. A request for a background investigation must be completed online with a **minimum of ten (10) business days allowed for processing.** A regular background check is valid for two (2) years. Fingerprint -supported background checks are also available through the AACPS Fingerprint Office at the Board of Education Building on Riva Road. Fingerprint background checks are valid for a student's entire school enrollment (Pre-K through 12th grade).

Fighting Policy: Students may never fight in school, on school buses, at bus stops, on field trips, or on school property. The Principal will suspend all students involved in the physical act of fighting. The school has a **ZERO TOLERANCE** policy regardless of who starts the fight. Students have many programs such as Peer Mediation, Conflict Resolution, and Restorative

Practice that are better options for resolving disputes. Hitting back is not considered self-defense.

A first fight or aggressive act may result in both students being suspended for at least 1 - 5 days. Students and parents are required to sign the Responsible Actions Program advisory letter (RAP 1).

A second fight or aggressive act results in a suspension from school and required attendance in the Responsible Actions Program (RAP 2). The Principal may request an extended suspension for any student failing to attend the Responsible Actions Program (RAP).

A third fight or aggressive act results in suspension from school, required attendance in the Responsible Actions Program (RAP 3), and a possible request for an extended suspension from all Anne Arundel County Public Schools.

Fire Drill Procedures: All schools are required to have two fire drills during the first two weeks of school and eight additional drills during the year. Although our building may look it, no building is entirely fireproof. Each drill, therefore, must be treated as if it is a real event. When the fire alarm rings:

1. Students will **STOP** all work immediately.
2. Students will **line up** at the direction of the teacher.
3. Students will **silently** leave the building in a single file line, using the exit designated by a sign in each room.
4. Students must **WALK!** They may not run or talk.
5. Outside the building, students will **assemble** in a designated area well away from the building.
6. Teachers will **take roll** to ensure that everyone is out of the building.
7. When given direction to re-enter the building, students will proceed in a quiet orderly manner to their classroom.

Gum, Outside Food and Drink: Students may not possess candy, drinks, gum, and other food products in the instructional areas and hallways. All outside food and drink **MUST** be consumed before school begins. Trash cans will be placed at each entrance for outside food & drink not consumed before entering school. At **NO** time are students permitted to sell candy or gum. Students may not possess glass bottles/containers. **Only clear or lightly tinted plastic drinking bottles with twist or flip caps are permitted. NO squeeze top bottles.**

Outside food for a student lunch: If a parent brings outside food (i.e., Chic-Fil-A, McDonalds, Subway, etc.) for a student lunch, the student will be called to the office and will eat the lunch in the office. Outside food is not allowed in the cafeteria. Parents, **PLEASE DO NOT** send Doordash, UberEats, etc. food for your child's lunch. Food delivery services will be turned away.

Halls and Stairways: Students must travel with a school approved pass during class time. During class changes, students must use the right side of the halls and stairs. There is to be no running, yelling, loitering, or pushing in the halls or on the stairways. All students are to report promptly to class and sit down. There is no loitering outside classrooms or in the halls. Adults on hall duty will encourage students to move directly to their assigned classrooms.

Health Room-Illness & Medication: When a student becomes ill during the school day, he/she must report to his/her teacher and obtain a pass to go the Health Room. The Health Room staff contacts the student's parent(s) or the student may call from there.

When a student requires a prescription or over-the-counter medication during school hours, a "**Request to Administer Medication**" form **must** be on file in the Health Room and brought to school by an adult with the medication. The ordering physician and parents or guardians must sign

this form. These request forms can be acquired from the Health Room or the AACPS website (linked above). A separate form must be completed for each medication. OTC medication must be in a brand-new unopened container clearly labeled with the student's name. At no time is it allowable for a student to possess any medication (prescription or over the counter) on his/her person. With physician approval, a student may carry inhalant medication for the emergency treatment of asthma. If a student needs medication and no form is filed with the Health Room, a parent may bring the medication and water to the office.

Homework: Homework assignments are an outgrowth of classroom learning and experiences. The type, quality, and frequency of homework assigned will depend upon the teacher's judgment concerning the student's needs and ability to complete the work. Students will obtain and use student agenda books to keep track of this work. Parents are encouraged to monitor these books and the completed work on a regular basis. Parents may request homework through the Counseling Office if a student is absent due to illness from school more than three (3) days. Gathering assignments requires approximately two (2) days following the request. We strongly encourage the use of a homework "buddy" system (the exchange of phone numbers between classmates) to check on missed work or to clarify directions. Students can also check their teacher's BrightSpace page for assignments. Additional information on Brightspace is available at aacps.org/brightspaceparent.

Interim Reports: Students receive interims during the fifth to seventh week of each marking period. The interim report indicates if the student is making satisfactory progress in each subject area at the time the interim report was prepared. All Interim reports are available on Parent Portal. If you do not have a Parent Portal account, please contact the school at 410-674-6905 or arundelms@aacps.org.

Lockers: **Hallway and PE lockers are assigned to each student at the beginning of the year. Students will need 2 locks-one for the hallway and one for PE. Arundel Middle is not responsible for items taken from a locker that is not properly secured.** Students are responsible for all items stored in their assigned lockers. Under state law, the Principal and Assistant Principals have the right of entry into all school lockers. This right is exercised in the event the school administration has reason to believe such an entry would be in the best interest of the health, safety, and welfare of the student population, or any portion thereof; or if a law has been violated. Lockers without locks may be emptied and tied off.

Office Referrals: If a teacher refers a student to the Administrative Office for any disciplinary reason, the student must report promptly to that office. Failure to report promptly to the Administrative Office when sent may result in greater consequences including out of school suspension. Students who are repeatedly sent to the Administrative Office on referral will be subject to progressive discipline action, including out of school suspension.

Selling or Trading Items: Students may not sell, trade, or buy any items at school. This includes candy, gum, and valuables (such as radios, video games, trading cards, watches, etc.) It also includes outside fundraising, even though it may be sponsored by a church or other charitable organization. Parents must pick up confiscated items in the Main Office. We donate unclaimed confiscated items to a charity after 30 days.

Student Dress: Anne Arundel County Public Schools Board Policy 902.04: Student Attire & Personal Appearance:

- I. Students have the right and responsibility to choose their attire and to arrange their personal appearance in a manner which is healthy, safe, inoffensive, and not disruptive to the educational process. Accordingly, students are prohibited from wearing clothing, hats, jewelry, book bags, or other articles of personal appearance which:
 - a. depict profanity, vulgarity, obscenity, or violence;

- b. promote use or abuse of tobacco, drugs, or alcohol;
 - c. may create health or safety hazards; or
 - d. may create a significant risk of material and substantial disruption to the educational process or the operation of the school.
- II. In addition, except in individual cases as approved by the Principal of the school, the following specific items are not permitted:
- a. Bare feet, flip flops or slide sandals that show a majority of student's toes.
 - b. Hats, caps, bandana, hoods, or other head wear except as required for health, safety, or religious purposes.
 - c. Clothing worn in such a manner so as to reveal underwear or bare skin between the upper chest and mid-thigh.
 - d. The length of shorts or skirts must reach the tips of the fingers when the student's arms are hanging at their side.
 - e. Pants that sag past the waistline.
 - f. Purses that are bigger than a sheet of 8.5x 11 paper.
 - g. Shirts with spaghetti straps, tank tops, pajama pants or slippers.
- III. **When there is evidence that a student's attire or personal appearance violates this policy, the Principal or Principal's designee shall intervene and take corrective actions, including, but not limited to, requiring the student to remove or change the item, taking reasonable steps to notify the student's parents of the violation, and for repeated violations, initiating progressive discipline for insubordination as appropriate, which may include suspension from school.**
- IV. This policy shall apply to all students in all school buildings during the regular school year and at such other times and locations as designated by the Principal, including in school buildings, on school grounds, on all school buses and other school vehicles; and at all school-related or Board-sponsored activities, including, but not limited to, school field trips and school sporting events, whether such activities are held on school property or at locations off school property, including private businesses or commercial establishments.

Truancy: A student absent without the consent of his/her parent is truant. This is an unexcused absence. Repeated truancy may result in disciplinary action, suspension, or legal action. A student is truant if:

1. Student leaves school without being signed out in the office.
2. Student is absent from school without prior permission from a parent.
3. Student is absent from class without permission (skipping).
4. Student obtains a pass to go to a certain place and does not report there.
5. Student becomes ill and goes home or stays in the restroom instead of reporting to the Health Room.
6. Student comes to school but does not attend classes.

Visitors: All visitors to Arundel Middle School must report to the Main Office with appropriate identification and will be asked for ID each time they visit. Parents are always welcome to visit classes with a **minimum of 24-hour notice given to Counseling Office**. Please check in with the Main Office and provide ID. If you wish to have a conference with teachers, please make an appointment either directly with the teacher or through the Counseling Office. Parents should email the teacher or call the student's grade Counselor to request a conference. If a parent or guardian needs to talk with an Administrator, we request that an appointment be made. Please remember that the Main Office, Counseling Office, and Administrative Office are all professional settings. We encourage visitors to behave accordingly. Please refrain from making or taking cell phone calls in any office at Arundel Middle. If you need to answer or make a call, please return to the vestibule or proceed outside where you will have privacy.

Volunteers: We need daily volunteers! Volunteers are always welcome at Arundel Middle School. Parents and guardians may volunteer in various areas of the school by completing the Volunteer requirements on the AACPS website [here](#). A background check is required for all Volunteers who work directly with students. A request for a background investigation requires a minimum of ten (10) business days for processing. A regular background check is valid for two (2) years. Fingerprint - supported background checks are also available through the AACPS Fingerprint Office at the Board of Education Building on Riva Road. Fingerprint background checks are valid for a student's entire school enrollment (Pre-K through 12th grade).