



Gaithersburg Middle School

PROUD HOME OF THE VIKINGS

Ann Dolan, Principal

Student Agenda 2021-2022

This agenda belongs to:

Name _____

Grade _____

Student Schedule 2021-2022

PERIOD	SUBJECT	TEACHER	ROOM
1			
2			
3			
4	Viking S.E.A.S.		
5			
6			
7			
8			
	<i>Homeroom</i>		
	<i>Viking S.E.A.S.</i>		
	<i>Counselor</i>		
	<i>Grade-Level Administrator</i>		
<i>Computer Username:</i>		<i>Password:</i>	

2 Teachers' Way

Gaithersburg, MD 20877

Phone 240-740-4950

Fax 301-840-4570

Website: <http://www.montgomeryschoolsmd.org/schools/gaithersburgms/>

Facebook: Search Gaithersburg Vikings

Twitter: Search Gaithersburg_MS

Gaithersburg Middle School Vision and Mission

Vision: Gaithersburg Middle School strives to make a positive difference in the lives of youth by developing 21st century critical thinkers so that every student is college and career ready.

Mission: Gaithersburg Middle School provides a positive, rigorous learning community; utilizes data-driven instructional practices and academic interventions; collaborates effectively with staff, students, families and feeder schools; and supports all students to grow and to excel intellectually, emotionally and socially.

At Gaithersburg Middle School in every place and every space, we are going to **Make it COUNT!**

C= commitment

O= ongoing reflection

U= understanding our shared experiences

N= never give up

T= trusting relationships

PEOPLE TO KNOW

Main Office		Content Specialist and Team Leaders	
Principal	Ann Dolan	ESOL	Michelle Hunsberger
Administrative Secretary	Phyllis Levy	English/Reading	Thomas Evans
Principal Intern	Darryl Johnson	World Languages	Sarah Gizaw
Assistant Principal	Kelly Bean	Math	Peggy Khoury
Attendance Secretary	Erika Larios	Science	Stephanie Lopez
Main Office Secretary	Sylvia Hardy	World Studies	Edna Graham
Security Team	Shelly Schneider	Physical Education/Health	Katie Becker
Security Team	Cary Henry	Special Education	Amy Johnson
Financial Specialist	Tyleen Krop	Bridge Program	Elizabeth Bandura
Building Service Manager	TBD	Grade 6 Team Leader	Julie Sanders
Building Service Assistant	Henry Vasquez	Grade 6 Literacy Coach	Ariel Bernedo
Health Room Nurse	TBD	Grade 7 Team Leader	Shannon Mesina
Health Room Technician	TBD	Grade 7 Literacy Coach	Meghan Wolf
Cafeteria Manager	Patricia Sakhi	Grade 8 Team Leader	Erin Diggs
Grade 6/7/8 Counselor	Erica Merrill Oben	Grade 8 Literacy Coach	Noel Larcamp
Grade 6 Counselor	Susie Ikpemgbe	Media Specialist	Ruth Cartwright
Grade 7 Counselor	Fara Moskowitz	Media Assistant	Denson Zemura
Grade 8 Counselor	Allyson Swailes	Sports Coordinator	Catherine Brown
PTA President	Lane Hornfeck		

WHERE SHOULD I GO?

Academic Concerns	Teacher/Counselor/TL	Financial Obligations	Ms. Krop/Ms. Pinto
Activity Approval	Ms. A. Dolan, Principal	Free/Reduced Lunch	Ms. Sakhi
Handbook Replacements	Main Office	Health Concerns	Health Room
Approval of Posters	Ms. A. Dolan, Principal	Late Arrival/Early Departure	Attendance Secretary
Attendance Verification	Attendance Secretary	Locker Issues	Security Office
Audio Visual Needs	Media Center	Lost Items	Lost and Found-Cafeteria
Change of Address	Ms. Pinto	Personal Concerns	Counseling Office
Club Approval	Ms. A. Dolan, Principal	Schedule Issues	Counseling Office
Chromebook Concerns	Media Center	Student Records	Counseling Office
Computer Password	Media Center	Student Service Learning Hours	Ms. Libert
Extended Absence	Ms. A. Dolan, Principal	Tardiness/Absenteeism	Attendance Secretary
Eligibility for Sports	Admin	Verification of Enrollment	Counseling Office
Excused Absences	Attendance Secretary	Withdrawal/Transfer	Counseling Office

SCHOOL HOURS

Daily

7:50 AM: Doors Open

7:50 AM - 8:00 AM: 6th Graders – Cafeteria; 7th & 8th Graders - Gym

8:10 AM - 3:00 PM: Regular School Day Hours

3:00 PM: Students Exit or Attend Approved Activities

Tuesday, Wednesday, Thursday

3:15 PM - 4:20 PM: After School Activities

4:30 PM: Activity Bus

Gaithersburg Middle School 2021-2022

REGULAR BELL SCHEDULE

6th GRADE	PERIOD	7th GRADE	PERIOD	8th GRADE	PERIOD
8:15 – 9:00	1	8:15 – 9:00	1	8:15 – 9:00	1
9:04 – 9:48	2	9:04 – 9:48	2	9:04 – 9:48	2
9:52 - 10:36	3	9:52 - 10:36	3	9:52 - 10:36	3
10:40 – 11:10	4 - Viking SEAS	10:40 – 11:10	4 - Viking SEAS	10:40 – 11:10	4 - Viking SEAS
11:14 – 11:58	5	11:14 – 11:58	5	11:14 – 11:44	LUNCH A
12:02 – 12:46	6	12:02 – 12:32	LUNCH B	11:48 – 12:32	5
12:50 – 1:20	LUNCH C	12:36 – 1:20	6	12:36 – 1:20	6
1:24 – 2:08	7	1:24 – 2:08	7	1:24 – 2:08	7
2:12 – 3:00	8	2:12 – 3:00	8	2:12 – 3:00	8

HALF DAY BELL SCHEDULE
(No Period 4 - Viking SEAS)

6th GRADE	PERIOD	7th GRADE	PERIOD	8th GRADE	PERIOD
8:15 – 8:44	1	8:15 – 8:44	1	8:15 – 8:44	1
8:48 – 9:15	2	8:48 – 9:15	2	8:48 – 9:15	2
9:19 – 9:46	3	9:19 – 9:46	3	9:19 – 9:46	3
9:50 – 10:17	7	9:50 – 10:17	7	9:50 – 10:17	7
10:21 – 10:48	8	10:21 – 10:48	8	10:21 – 10:48	8
10:52 – 11:22	5	10:52 – 11:22	5	10:52 – 11:22	LUNCH A
11:26 – 11:56	6	11:26 – 11:56	LUNCH B	11:26 – 11:56	5
12:00 – 12:30	LUNCH C	12:00 – 12:30	6	12:00 – 12:30	6

TWO HOUR DELAY BELL SCHEDULE
(No Period 4 - Viking SEAS)

6th GRADE	PERIOD	7th GRADE	PERIOD	8th GRADE	PERIOD
10:15 – 10:50	1	10:15 – 10:50	1	10:15 – 10:50	1
10:54 – 11:27	2	10:54 – 11:27	2	10:54 – 11:27	2
11:31 – 12:04	3	11:31 – 12:04	3	11:31 – 12:04	3
12:08 – 12:38	5	12:08 – 12:38	5	12:08 – 12:38	LUNCH A
12:42 – 1:12	6	12:42 – 1:12	LUNCH B	12:42 – 1:12	5
1:16 – 1:46	LUNCH C	1:16 – 1:46	6	1:16 – 1:46	6
1:50 – 2:23	7	1:50 – 2:23	7	1:50 – 2:23	7
2:27 – 3:00	8	2:27 – 3:00	8	2:27 – 3:00	8

SCHOOL-WIDE EXPECTATIONS

At Gaithersburg Middle School, we want to provide you with a safe and healthy learning environment. **In order to make every day C.O.U.N.T. you should...**

1. Report to your assigned grade level location (**6th grade - cafeteria; 7th and 8th grade - gym**) when you first come into the building.
2. At the sound of the first bell, go to 1st period class for breakfast. You should remain in the classroom for the duration of breakfast unless excused by the teacher.
3. Be seated in your first period class and ready to begin instruction at 8:10 AM.
4. Use respectful language with an appropriate indoor volume.
5. Only eat or drink in the cafeteria unless given permission.
6. Always have a pass when in the halls that is signed by a staff member. If you want to see a teacher during lunch, you need to get a hall pass from that teacher before you come to the cafeteria to get your lunch.
7. Respect all school rules and regulations during all school events on and off the school campus.
8. Only bring materials needed and appropriate for school. Materials not allowed/needed for school-related activities can include: hand-held video games, speakers, water guns, and other toys. If you ride a skateboard, bike, or scooter to school, they must be brought to the main office upon arrival.
9. No sales of any kind should be conducted on school property (except for school-sponsored fundraisers). Selling and trading of shoes or other personal items is not allowed.
10. Use personal electronic devices and earbuds during appropriate times. Students are permitted to use their cellphone before school begins, during transitions, and at lunch. If you are not using your device in an appropriate and respectful manner, it may be taken by a staff member.
11. Reports of loss or theft of personal electronic devices will not be investigated.

In the hallways you should...

1. Walk
2. Keep to the right side of halls and stairs.
3. Keep your hands and feet to yourselves.
4. Use respectful language with an indoor volume.

During lunch you should...

1. Remain in the cafeteria until dismissed unless you have a pass (with a staff member's signature) to leave the cafeteria.
2. Take a place in line (no cutting in line).
3. Speak using an indoor volume.
4. Clean up after yourself by cleaning up spills, discarding trash and recycling appropriately.
5. Remain seated and keep hands and feet to yourself.
6. Listen respectfully to announcements.
7. Be courteous to cafeteria staff and classmates.
8. Follow all staff directions.

In an assembly/ town hall students should...

1. Be seated and stay with your class.
2. Show respect for every presenter/performer and program.
3. Follow all staff directions.

On the bus you should....

1. Remain seated when the bus is moving.
2. Follow the directions and rules of the bus driver/attendant at all times.
3. Keep hands, heads, and all materials inside the bus. Never throw anything out of the bus window.
4. Use appropriate language and voice level.
5. Share bus seats with others.

6. Throw all trash in the trash can.
7. Never run after a bus after it has left the loading area; this is a serious safety hazard.
8. Respect other classmates on the bus and at the bus stop.
9. Only ride your assigned bus. Permission must be granted by administration to ride a bus to which a student is not assigned.
10. **Inappropriate behavior on the bus may result in the loss of this privilege.**

During fire drills you should...

1. Exit the building as soon as possible with the teacher.
2. **DO NOT TALK**—listen for instructions.
3. Stand in line for staff to take attendance.
4. Return to the classroom as soon as possible with class when instructed to do so by a staff member.

Gaithersburg Middle School

General Information

Academic Honesty

At Gaithersburg Middle School, academic honesty and personal integrity are fundamental components of a student's education and character development. True integrity also includes a person's daily interactions. Students acting with integrity treat others as they would wish to be treated. These qualities, when applied to learning and student work, will establish skills and behavior which support good practices to be found in the classroom, used for homework and assessments. The well-being of the entire school community depends upon the student accepting responsibility for personal conduct in both social and academic endeavors.

The academically honest student:

- Completes his/her own work.
- Acknowledges help from parents/guardians or family members, other students and friends.
- Acknowledges the source of direct quotations and paraphrased ideas.
- Acknowledges information taken from sources, i.e., books, interviews, and multimedia.
- Knows what constitutes cheating and abides by the rules.
- Follows all exam rules.

All members of the community need to be aware that the school treats academic dishonesty as a very serious matter. Our expectation is that students will not misrepresent their own work.

The academically dishonest student's actions include, but is not limited to:

- Cheating
- Plagiarism
- Copying assignments
- Obtaining and utilizing other students' log-in information to access their work
- Allowing others to copy your work
- Dishonesty
- Sharing answers to exams

We believe that promoting academic honesty is the responsibility of the entire school community. Students, parents/guardians, staff and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to district and school-site discipline rules.

After School Activities and Activity Bus

The After School Activities program includes clubs, academic sessions, and sports that runs on Tuesday, Wednesday, and Thursday afternoons. Students who participate are expected to be under the supervision of a staff member, and school rules apply. Students are not to leave school grounds before reporting to the after school activity or prior to boarding the activity bus at 4:30 PM. Bus routes will be published at the beginning of the school year.

Attendance

Attendance Goal for GMS

Every student is regularly present. This means each student should miss no more than an average of one day per month. Goal: no more than 10 days per school year.

School attendance is required by law. A pattern of absences will reflect in action taken by the school. If a student is absent, the parent/guardian is expected to call 240-740-4950 after 7:50 AM. You have multiple ways to report an absence:

- Email the attendance secretary: Erika_A_Larios@mcpsmd.org
- Call the school.
- Send in a written note.

Absence from school is considered excused only in case of:

Death in the immediate family	Court summons
Lack of authorized transportation	Illness of the student
Suspension from school	Religious holiday
Principal's authorization	

Assignment Requests: Students should request from teachers any assignment that has been missed due to excused absence. If the excused absence is three days or more, parents should contact the Counseling Office.

Unexcused Absences: Vacations/extended travel during the school year count as unexcused absences. Teachers are not required to provide assignments to students for these or any other unexcused absences.

Early Departure: Students are required to bring in a note, dated and signed by a parent/guardian, if they expect to leave school early. The note should be presented to the attendance secretary before 8:15 AM. To ensure proper dismissal procedure, the student will receive a pass from the attendance secretary. It is the responsibility of the student to come to the main office for dismissal. Under no circumstance will classroom instruction be interrupted to call a student for dismissal. A photo identification card must be presented in order to pick up a student. **ONLY the people on the Synergy Student Emergency Information are permitted to pick-up a student.**

Late Arrival: Students are required to bring a note, dated and signed by a parent/guardian, when arriving after 8:15 AM. The note is to be given to the attendance secretary when the student signs in. The attendance secretary will give the student a note to be admitted to class. Outreach to families will occur when there is a pattern of unexcused late arrivals.

Breakfast Program

Breakfast is provided to all students daily at the beginning of the school day. Food must stay and be consumed in the classroom. Students are to clean up per teachers' expectations by the end of morning announcements. Students must select the entrée and a juice or fruit for breakfast. Milk is optional. If an item is not eaten it can be placed on a share table. No breakfast items should be taken from the trays in the hallways.

Bus Transportation

Bus transportation is a *privilege* and students must follow *all* school and bus rules while traveling on the bus, or risk losing this privilege.

Bullying

Bullying is defined as ongoing threatening, harassing, intimidating, defaming, or spreading information (that is true or untrue) about other students and staff. This includes cyber bullying and the use of social media. This is not acceptable behavior and will result in a consequence. Bullying should be reported to a staff member. MCPS Form 230-35 Bullying, Harassment, or Intimidation Reporting Form.

Character Counts!

Gaithersburg Middle School is a CHARACTER COUNTS! School. We abide by these six pillars of character: Trustworthiness, Respect, Responsibility, Fairness, Caring and Citizenship.

Communication

School information and news are posted on <http://www.montgomeryschoolsmd.org/schools/gaithersburgms/>. The school uses periodic automatic phone calls and emails (ConnectEd) to update parents/guardians and students on important school events or emergency communications. Please keep your contact information up to date by informing the Main Office of any changes. Follow Ms. Dolan on Twitter by searching **Gaithersburg_MS** or Facebook by searching **Gaithersburg Vikings**.

Counseling

The counseling staff supports the academic and social-emotional well-being of students. Counseling is primarily a service for students and each student should feel free to access the counselor by following these procedures:

- Obtain and complete a Counseling Request Form in the Counseling Office.
- Students can see counselors on a drop-in basis before the 8:10 AM bell, during lunch, when a situation occurs or after dismissal.

Financial Obligations

Students who lose or damage books, or other materials such as chromebooks loaned to them by the school will be required to pay a replacement or repair fee. All obligations will be forwarded to the student's high school, if not cleared by the end of 8th grade. The balance of any returned check must be repaid with cash or money order. The bank charge of \$25 per check is also the responsibility of the parent/guardians.

GMStrong!

GMStrong! Is a comprehensive program designed to help students feel more connected, engaged, and academically successful. It consists of a variety of in school and after school services and supports to promote the well-being of all.

Hall Passes

All students must carry a hall pass when in the hallways. The pass must be signed by a staff member with the date, time, and destination noted.

Health Room

Students are responsible for immediately notifying the teacher when an injury occurs. When a student feels ill or needs to discuss a health problem with Health Room personnel, the student must request a pass from the classroom teacher. **Parents/guardians are requested to update their work and cell phone numbers as needed to facilitate contact should an emergency occur.** Parents/guardians are also requested to notify the Health Room personnel of student health concerns, especially those that may affect school attendance, school performance, or require medication. Health Room personnel store and oversee the administration of all medication. All medications administered in school must be under the direction of a physician. Physician authorization forms for prescription and non-prescription medications are available in the Health Room and the Main Office. Parents/guardians are required to notify and collaborate with Health Room staff if their child requires the administration of medication during the school day.

Homework

Homework is a required part of the instructional program and will be assigned regularly. Homework assignments should be written down for each class in the GMS student agenda book or by using another method.

Interscholastic and Intramural Sports

Middle School Intramural Sports

The middle school intramural program is an extension of the physical education instruction program, including the development of movement skills, health-related fitness, and personal and social responsibility, conducted before and/or after school among students in the same school.

Middle School Athletics

The Montgomery County Public Schools (MCPS) middle school interscholastic athletics program is a planned extension of the physical education instructional and intramural programs for students in grades 7 and 8. Although the athletics program offers a higher level of competition, its' primary purpose is to provide the opportunity for advanced skill development for all students with interests and/or talents in athletics. This program includes the following sports: Basketball-boys and girls (winter), Cross Country-Coed (fall), Soccer-boys and girls (spring), Softball-boys and girls (fall). In order to participate in this program, students are required to submit signed permission and medical forms. Students need to be academically eligible to participate.

Lost and Found

Students who find non-clothing items should turn them into the Main Office. Clothing items are kept in the café. Students searching for lost items should notify security staff. Students searching for items lost in PE classes are directed to check in the appropriate locker room or with a PE teacher.

Media Center

The Media Center is open to students from 7:50-8:00 AM, during lunch, and after school until 3:20 PM Tuesday-Thursday. Students are required to obtain lunch passes in the morning or prior to your lunch time in order to visit the Media Center during lunch. Appropriate Media Center activities include research, reading, computer research, and word processing. Available Media Center resources include books, magazines, computers and materials needed to prepare school assignments (scissors, glue, staplers, etc.) Chromebook that need to be borrowed for the day are checked out in the media center.

Online Database and eBook Usernames and Passwords

Service:	<u>BrainPOP</u> <i>Watch videos in all subject areas</i>	<u>Britannica</u> 1. Annals of American History 2. Britannica School 3. Escolar Online 4. Enciclopedia Moderna 5. Universalis Junior Online 6. Encyclopaedia Universalis 7. Britannica Academic 8. World Data Analyst 9. Merriam Webster Dictionary	<u>Capstone</u> <i>Ebooks on all topics</i>	<u>Destiny</u> <i>GMS Library Online Catalog</i> <i>Search for your topic, title of book or author.</i> <i>Search ebooks to find all the ebooks available to you through Overdrive.</i> <i>Login to check out ebooks.</i>	<u>Tumblebook Cloud</u> <i>Online collection of e-books & read-along chapter books, graphic novels & audio books. Middle/teen</i>	<u>Gale</u> 1.US History in Context
User name	gaithersburgms	mcps	gaithersburg	ID number	gaithersburg	gait78031
Password	brainpop	search	read	school password	login	gait_rpa
Service:	<u>ImageQuest</u> <i>Images on all topics</i>	<u>Noodletools</u>	<u>ProQuest</u> 1. CultureGrams 2. Proquest Platinum	<u>SIRS</u> 1. Discoverer 2. Knowledge Source 3. SIRS Decades	<u>Teachingbooks</u> <i>Resources on authors, books, and more.</i>	<u>Tumblebook Library</u> <i>Online collection of TumbleBooks – animated, talking picture books which teach kids the joy of reading</i>
User name	mcps	Google login	mcps	mcps	mcps	mcpsmd
Password	search	Google password	mcps	mcps	mcps	books

Parent/Guardian Student Concerns

Throughout the year, parent/guardian concerns should be addressed with the teacher first.

Parent/Guardian Conferences

Students at Gaithersburg Middle School are organized into grade level teams. These teams meet frequently to ensure that students are provided the best instructional program. Parents/guardians may request a conference with the team by contacting the team leader or the counselor assigned to that grade.

Personal Identification Number (PIN) Procedures

Students will be assigned a "PIN" for daily use in purchasing food during lunch in the café. The system may also be used for prepayment of meals. Parents can write a check addressed to the school cafeteria that will be deposited in the student's account or make pre-payments at <http://www.mylunchmoney.com>. If you have any questions, please contact, cafeteria manager, Ms. Patricia Saki.

PTA

Families are encouraged to join the Parent/Teacher Association (PTA) to advocate for your child, to support your child's education and to connect with our school. The following information is available through the PTA: a daily email with the school announcements, and the GMS PTA news, which is a weekly e-newsletter focused on PTA news and information. PTA meetings and events will be announced as they are scheduled. To become a PTA member, go to the PTA website: <http://gmspta.wix.com/gms-pta>. The PTA President is Ms. Lane Hornfeck.

School Property

Students should be respectful of all school property. Students are responsible for the proper care of all books, Chromebooks, supplies, and furniture provided by the school. Students who damage or vandalize school property will be required to pay for the replacement and/or repair in addition to administrative consequences.

Student Information

Parents/guardians and students will be able to access grades and information via Synergy. Parents/guardians can call the school to get their login information for Synergy.

Student Service Learning (SSL) Hours

Students are eligible to earn SSL hours in middle school and are required to earn a total of 75 hours prior to high school graduation. Questions should be directed to the Student Service Learning Coordinator. SSL hour opportunities can be found here: <http://www.montgomeryschoolsmd.org/departments/gaithersburgms/>

Substitute Teachers

A substitute teacher is an important instructor whose impressions of our school will be carried into the community. Students should be certain that these are good impressions by being as respectful, responsible, and considerate as you would be to our regular staff.

Video Surveillance

Security cameras are installed in all corridors and stairwells of the building and outside the building. Please note that monitoring of all students, staff, and visitors takes place on the cameras and is being recorded. Recordings will be used for investigative purposes.

Viking S.E.A.S

This is a 30-minute period during the school day where students have the opportunity to participate in: re-teaching, and reassessing, review grades, GMStrong! lessons, academic support and enrichment, wellness activities, and social emotional learning.

Emergency/Crisis Plan Procedures

Lockdown With Options

This is a term used in an emergency/crisis at an MCPS facility when an immediate **lockdown** of classroom, interior, and exterior doors is warranted. Situational awareness=knowledge of your surrounding environment that can influence the way you act.

Three key actions to take when in danger:

AVOID: Move quickly away from a dangerous area.

DENY: Secure and/or barricade a room to deny access to someone.

DEFEND: As a last resort, act by yourself or with others to subdue or reduce a threat.

If best to **lock down with options:**

- Get into the closest classroom or office
- Staff should scan the immediate area outside the classroom or office for any students and staff
- Remove door magnet strip
- Lock and close door(s)
- Cover window(s)
- Turn off lights
- Turn cell phones to mute
- Be silent
- Ignore alarm and bells
- Prepare to defend
- Await further instructions
- Ignore fire alarm systems and class change bells.

If best to **leave the area:**

- Move quickly to the nearest exit and proceed to the boundaries of the school far enough away that you cannot see the school. If able, call 911.
- Return to school when it is safe so you can be accounted for. The police or staff members will go to the boundaries of the school to tell students it is safe to return, and students should check cell phones for media announcements.

Shelter in Place

This is a term used in an emergency/crisis at an MCPS facility that requires all students to be under supervision and accounted for. There are three types of shelters: Public Safety, Severe Weather and Outside Hazardous Materials Release. Staff must take attendance and report any discrepancies. Classroom instruction can continue.

Evacuation

Fire Evacuation

- After hearing the fire alarm, staff/students/visitors leave the building by the nearest exit.
- Staff/students/visitors will either proceed to the softball diamond on the (GYC/Pool side) or the softball diamond on the (GES side).
- Staff will take attendance and students will remain quiet and listen for directions.
- In the event of a fire alarm sounds during transition such as between classes or during lunch all grades will report to the soccer field near Gaithersburg Elementary School and line up with their Viking S.E.A.S group.

Directed Evacuation

- The evacuation route will be scanned or checked prior to the actual evacuation.
- The administration will announce the need to evacuate the school.
- Staff members will instruct students to move to the evacuation staging area, the soccer field near Gaithersburg Elementary School, to wait for further instructions from the appropriate administrator or public safety personnel.
- In the event of an evacuation during transition such as between classes or during lunch all grades will report to the soccer field near Gaithersburg Elementary School and line up with their Viking S.E.A.S group.

Communication

If possible school administrators or their designee will notify students, staff, and visitors via the PA system when a **lockdown, shelter in place, or evacuation** is in effect. An announcement will include a brief description of the nature and location of the incident.

MCPS STUDENT CODE OF CONDUCT

MCPS Philosophy of Discipline

MCPS believes that discipline is a developmental process, and effective discipline strategies should meet students' varied behavioral and developmental needs with tiered responses and interventions. A continuum of instructional strategies and disciplinary responses supports teaching and learning, fosters positive behaviors, and reflects a restorative discipline philosophy.

Restorative practices afford students opportunities to learn from their mistakes, correct any harm that results from their behavior, and restore relationships that are disrupted by their conduct. Our school discipline practices are designed to engage students in the classroom so that students may become college and career ready. Fair, firm, and consistent application of disciplinary action is expected, and students should be made aware of the consequences of misbehavior. School discipline is administered in a way to keep students within their regular school program to the greatest extent practicable. Suspensions and expulsions are to be used only as a last resort.

Factors Impacting Discipline Decisions

MCPS staff shall make discipline decisions using clear, developmentally appropriate criteria, ensuring that consequences applied are proportional and consistent. In evaluating the totality of the circumstances, school staff consider the following criteria relating to the discipline of students:

1. The student's age
2. Previous serious disciplinary infractions (including the nature of any prior misconduct, the number of prior instances of misconduct, and the progressive disciplinary measures implemented for such misconduct)
3. Cultural or linguistic factors that may provide context to understand student behavior
4. The circumstances surrounding the incident
5. Other mitigating or aggravating circumstances

MCPS Code of Conduct can be found online. The disciplinary response matrix is followed for behavior and consequences.

APPROPRIATE USE OF THE COMPUTERS AND NETWORK

Upon entering Gaithersburg Middle School, every student is given a Chromebook and a computer account that allows the student to log onto and use our computers. Montgomery County and Gaithersburg Middle School policies determine acceptable computer usage.

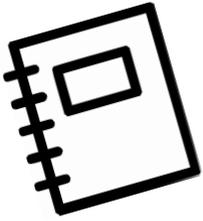
Students Should ...

- Use computers for educational purposes only
- Sign in only with their own account/login
- Keep ID and password confidential
- Visit only appropriate/approved websites

Computer use in MCPS is a privilege, not a right. Students are responsible for knowing and following all of the county's computer use policies. Among the items prohibited in the county policy are: using non-MCPS provided email, instant messaging and chat rooms, non-educational games, installing software, copying software, knowingly accessing or attempting to access inappropriate material, tampering with computer hardware, changing operating system or software settings, use of or attempting to use another person's account, attempting unauthorized access to remote systems, or using computers including the internet for other than educational purposes. *Educational purposes* are defined as those actions directly promoting the educational, instructional, administrative and business mission of MCPS.

Chromebook Expectations

- I agree to use my assigned Chromebook in accordance with MCPS' IGT-RA acceptable use policies.
- I agree to tell a staff member if my Chromebook is lost, stolen, or damaged immediately.
- I agree that misuse/abuse of the Chromebook may result in my inability to use it during my classes and an alternative assignment may be given.
- I agree to keep my Chromebook safe and secure at all times.
 - I will store my Chromebook under my desk in its case while eating breakfast during 1st period.
 - I will use my case to carry my Chromebook between classes.
 - I will not attempt to remove or damage the serial number and identifying sticker on the Chromebook.
 - I will not attempt to remove the keys, screen cover, or plastic casing on the Chromebook.
 - I will not use someone else's Chromebook.
 - Do not place personal stickers on your Chromebook.
 - Chromebooks will be taken home and brought to school daily.
 - At home, Chromebooks should be shut down and plugged in overnight for MCPS software updates.
- I agree to use my Chromebook only for educational purposes and only to access approved websites and applications.
- I agree to pay for intentional damage to the Chromebook.



GMS Student Assignment Sheet

Use this sheet to record any homework assignments you have.

Date: _____

Period/ Class Name	Homework/ Unfinished Assignments
Period 1/ _____	_____ Due Date: _____
Period 2/ _____	_____ Due Date: _____
Period 3/ _____	_____ Due Date: _____
Period 4/ Viking S.E.A.S.	
Period 5/ _____	_____ Due Date: _____
Period 6/ _____	_____ Due Date: _____
Period 7/ _____	_____ Due Date: _____
Period 8/ _____	_____ Due Date: _____