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Mission: Queen Anne’s County Public Schools, in partnership with families and community members, fosters a learning environment to educate and empower students academically, socially, and emotionally to prepare them for career, college, and life success.

Vision: All students will graduate with the skills necessary to pursue their professional pathway and be empathetic contributors to society.

AT STEVENSVILLE MIDDLE SCHOOL, ALL STUDENTS ARE EXPECTED TO RESPECT THEMSELVES, RESPECT OTHERS, RESPECT PROPERTY, AND RESPECT LEARNING.

Expectations for students at Stevensville Middle School:
- Show respect in all environments.
- Come to school prepared to learn.
- Be punctual to each class.
- Dress appropriately for the learning environment.
- Abide by expectations and directions.
- Use language and a tone of voice which conveys consideration for others.

QACPS Parent/Student Handbook (will be updated when the 22/23 version is shared)

*Disclaimer: In no way is this handbook all-inclusive. The school retains the right to alter or vary the application of these guidelines in alignment with District policies and regulations. This handbook is intended to help parents, students, and school staff to work together in the best interest of students and the learning environment. Many guiding statements are included, and as new policies are developed, additions, deletions, or adaptations will be made.
ARRIVAL TO SCHOOL PROCEDURES

- When the bell rings at 7:35, students are expected to walk on the sidewalks into the building. 8th graders enter through the lobby doors, 6th graders enter through the doors leading to the sixth grade stairwell, and 7th graders enter on the east side of the building.
- Car riders may be dropped off beginning at 7:30 at the Duke St. entrance. Anyone arriving after 7:45 must enter through the main entrance and sign in.
- Students eating breakfast may exit buses when they arrive, enter through the lobby doors, and report to the cafeteria immediately before going to lockers or class.
- Students will proceed directly to their lockers and gather materials for the day. All backpacks, coats, and electronics (including cell phones/ear buds) other than district-issued Chromebooks must be secured in lockers.
- Students must be in EEI class by 7:45.

ATTENDANCE POLICY

Stevensville Middle School can best perform its educational responsibilities only if students are present for instruction. If your child is absent from school, you will receive a call from the school letting you know that your child has been marked absent. A written excuse signed by the parent/guardian or a doctor’s note is required on the day the student returns to school. Please include the child’s complete name, the dates of the absence and the reason for the absence along with your signature and date within the note. A doctor’s note may be required for extended absences. Students who are regularly late or have excessive undocumented absences will be referred to the Pupil Personnel Worker for appropriate action.

Students who are absent 10% of the days enrolled are considered chronically absent. This includes excused absences for any reason. Please make every effort to plan vacations during school breaks and ensure that your child comes to school each day he or she is healthy.

A student is counted present for a full day if the student is in attendance four (4) hours or more of the school day. A student is counted present for a ½ day if in attendance for at least two (2) hours of the school day, but less than four (4) hours.

OACPS Attendance Policy
Attendance Regulations
BACKPACKS
Students may use backpacks/book bags to carry materials to and from school. Students may NOT carry backpacks/book bags during the school day. Students will have access to their lockers at the start and end of the school day, and at designated times between classes.

BULLYING/HARASSMENT/INTIMIDATION
It is the policy of QACPS to prohibit bullying, cyber-bullying, harassment, intimidation, hazing, and bias behavior of any person on school property, at school sponsored functions, or by the use of electronic technology at a public school. It is also the policy of QACPS to prohibit reprisal or retaliation against individuals who report these acts or who are targets, witnesses, bystanders, or others with reliable information about an incident of this nature. Reporting forms are available in the school office, nurse’s office, counselor’s office, media center, and on-line. Students who report these behaviors will be assisted with the reporting process. Parents will be notified, and the district policy for investigation and response will be followed.

BUS EXPECTATIONS
School bus transportation is a privilege. This privilege may be temporarily denied or permanently revoked if misconduct of your child jeopardizes the safe operation of the school bus or the safety of pupils riding the bus. Parents are responsible to see that their children attend school despite loss of riding privileges. Parents or legal guardians are responsible for the behavior and safety of their children until the time of boarding the bus in the morning, and from departing the bus at the end of the school day. Once the child enters the school bus, the authority to manage student conduct lies with the bus driver and the school administration.

Behavior or activity jeopardizing safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. All existing county policies are in effect while students are on the bus.

For any misconduct occurring on a school bus, the school administrative staff will take appropriate action, which may include, but is not limited to, a parent conference, seat change, loss of privilege, restitution and a bus and/or school suspension.

Pupils must board their bus and be discharged from their bus at the assigned stops. Permission to use a different bus stop may be granted on a temporary basis if
approved by the school principal and provided that the request does not involve a
bus assignment/route change. Bus drivers must be notified by the school principal.

Parents are reminded that students must ride their assigned bus. Any deviation must
be approved in advance by the principal and bus driver. Vacations, temporary
work assignments, social events, riding to a friend’s home or other foreseen events
will not be approved for change in bus assignment. Under short-term emergency
situations only the principal and driver may approve a different bus assignment.

**Student Responsibility**

• Leave home early enough to arrive at your bus stop at least five minutes before
  the regularly scheduled pick up time.

• Wait for your bus in a safe place, well off the roadway.

• Enter the bus in an orderly manner and take your seat.

• Follow the instructions of the school bus driver.

• Remain in your seat while the bus is in motion.

• Keep the center aisle clear at all times.

• Remain quiet and orderly.

• Be courteous to your school bus driver and fellow passengers.

• Be alert to traffic when leaving the bus.

• No eating or drinking on the bus.

• Keep head, hands and feet inside the bus.

• Respect the property of others.

• Place personal items on your lap or under the seat.

**CALENDAR**

**2022-2023 QACPS School Calendar**

**CELL PHONES**

Cell phones are permitted, but may be kept in lockers and turned off for the
duration of the school day. Cell phones/electronic devices are not permitted during
school activities, field trips or any school sponsored activity (i.e. dance).
Administrators and school personnel will confiscate any items that do not belong in the school environment. Parents will be called to pick up cell phones. Violating the district cell phone policy may result in a Level 1 discipline referral.

All personal property should be labeled with the student’s name; however the school is not responsible for lost items.

QACPS Cell Phone Policy

CHROMEBOOKS
Use of computers and networks for students are governed by Queen Anne’s County Board of Education policies and remain the property of Queen Anne’s County Board of Education. Students are expected to act in a responsible, ethical, and legal manner obeying accepted rules of network etiquette, and federal state law. Students will not use computer programs/internet to facilitate illegal activity, commercial or for profit purposes, or for personal or non school related work. Students are not permitted to use school email for any purpose which is not school-related. Infractions may result in a revocation of privileges. Parent permission is required for use of the internet. Vandalism will result in cancellation of access privileges. Vandalism is defined as any attempt to harm or destroy software, data of another user or intentional mistreatment of the device.

Student Chromebook Agreement Form
Student Device Agreement
Student Device Procedures

CONFERENCES
Regularly scheduled conferences are held twice each year to update parents on the progress their students are making in school. The Fall Conferences will occur on November 1, 2, and 3, 2022, and the Spring Conference dates are March 30 and 31, 2023. You may be contacted by your child’s teacher to come in for a conference (or attend virtually). Conferences may also be requested at any time during the school year and will be scheduled at a time mutually agreed upon by the parent and teacher.

CONTROLLED DANGEROUS SUBSTANCES/ALCOHOL

SUBSTANCE USE REGULATION:
THE AREA WITHIN 1000 FEET OF A SCHOOL OR ON ANY SCHOOL VEHICLE IS A DRUG-FREE SCHOOL ZONE. DISTRIBUTING OR MANUFACTURING A DRUG WITHIN A DRUG-FREE SCHOOL ZONE IS A FELONY. (Criminal Statutes of Maryland)
Queen Anne’s County Public Schools recognizes the concept that substance use is an illegal act as well as a personal and public health concern. Therefore, parents and students are advised that, in addition to school and school system based consequences, appropriate law enforcement agencies will be contacted by school officials upon discovery of any student that is found to be using, under the influence of, possessing, manufacturing, distributing, or attempting to distribute alcoholic beverages, controlled dangerous substances, look-a-likes, or other intoxicants or is representing that a substance is a controlled dangerous substance, or is in the possession of any paraphernalia as defined in the criminal statutes of Maryland. All students who violate the QACPS Substance Use Policy will be required to have a full assessment through a licensed addictions program or a state-certified addictions counselor. The student must provide documentation from the provider of his/her participation in the assessment.

**QACPS Drug and Alcohol Policy**

**QACPS Substance Use Policy**

**DELAYED OPENINGS**

When Queen Anne’s County Schools are delayed due to weather conditions, the delay is 90 minutes. Doors will open to students at 9:10 A.M. and school begins at 9:15 A.M. Breakfast will not be served on these days.

Parents may call the QACPS Board of Education at 410-758-2403 to get up to date weather related delays and closings or you may check the website at [http://qacps.schoolwires.net/Page/1](http://qacps.schoolwires.net/Page/1). Local television and radio stations also broadcast this information.

**DISCIPLINE POLICY**

Stevensville Middle School adheres to the QACPS Discipline Policy. Discipline infractions are documented as either a Level 1 or Level 2. Level 1 Infractions are typically administered by the classroom teacher and involve consequences such as: change of seat assignment; conferencing with the student; contacting parents; lunch detention, or after-school detention. Level 2 discipline referrals involve school administration. Consequences may include: contacting parents; after-school detention; in-school suspension or out-of-school suspensions. Full details of this policy can be found using the link above.

**DISMISSAL FROM SCHOOL PROCEDURES**
Students will be dismissed at 2:35 each day. Students who ride the bus will be expected to immediately board their assigned bus. Students who are car riders are to report to the gym until all buses have departed. They will then be dismissed to meet their rides in the front bus loop. Drivers should enter through the Duke St. entrance and line up until staff release them to drive into the bus loop.

**DRESS CODE**
The Queen Anne’s County Board of Education has a strong commitment to the learning process and has a legitimate interest in regulating student attire and appearance during the school day in an effort to avoid disruption, to promote self discipline, to promote student health and safety, and to maintain an atmosphere conducive to learning.

The school reserves the right to exclude items of apparel or accessories which prove to be:
- Harmful or detrimental to the health, safety or physical well-being of students.
- Damage to physical facilities.
- Disruptive to normal school activities.

At Stevensville Middle School, we ask for the safety of our students that these additional specific guidelines be followed:
- Hats, caps, hoods, bandanas, or other headwear are not to be worn except as required for health, safety, and/or religious reasons.
- Coats/outerwear/blankets are not to be worn in the building and must be secured in the locker.

When there is evidence that a students attire, personal appearance or property violates this dress code, the principal or designee shall intervene and take corrective action, including but not limited to, requiring that the student remove or change the item, making reasonable attempts to contact the parent, and for repeated violations, initiating progressive discipline for insubordination.

**EARLY DISMISSAL**
Early dismissal from school is handled through the office only. Parents must sign students out in the vestibule near the Main Office. Please be prepared to show proper identification prior to your child being released. We appreciate all efforts to schedule appointments before or after school.
There are several days during the school year when students are dismissed at 12:00 PM and teachers have the remainder of the day to work on staff development activities. Please consult the county calendar for those specific dates during the 2022-2023 school year.

If weather occurs that warrants an unscheduled early dismissal from school, parents will be notified through a call or an email from the School Messenger Service. This call will give exact times of the dismissal. Decisions to dismiss early are made at the Queen Anne’s County Board of Education and are not school-based decisions.

EEI (Enrichment, Extension, and Intervention)
All students will begin each day in our EEI period. This 40-minute block of time allows us to deliver math and reading interventions, enrichment opportunities, and extension activities without requiring students to miss other learning opportunities or stay after school. We will also conduct weekly advisory meetings during this EEI block.

FOOD AND DRINK
All food and beverages must be consumed in the cafeteria during designated lunch times. Each teacher has the discretion to establish a snack time if needed. Students may carry a refillable water bottle with a well-fitting lid. No other beverages are permitted outside the cafeteria. If a student arrives at school with uneaten food, he or she will be asked to finish eating in the office before reporting to class. No DoorDash deliveries will be accepted.

GRADING
All courses follow the QACPS Middle School Grading Policy with the exception of Algebra 1 and Spanish, which follow the QACPS High School Grading Policy.

LOCKER USE
Each student will be provided an individual locker for use that remains the property of Queen Anne’s County Public Schools and is subject to search by school administration. As school property, it is expected that students practice proper care when opening and closing their lockers. Students will be permitted to access their lockers at designated times during the school day.

LUNCH PERIODS
6th Grade Lunch--11:16 to 11:46
Due to the variety of food allergies, students are not permitted to share lunches or treats with other students.

MEDICATION USE

All medications, whether prescription or over-the-counter medications, must be secured in the nurse’s office with the appropriate documentation from the parent/guardian or physician. Every effort should be made to minimize the administration of medicine in schools. If at all possible, parents are urged to administer medication before school and/or after the child returns home. Medication refers to all drugs prescribed by a physician, as well as over-the-counter, non-prescription drugs (i.e., cold/cough preparations, analgesics such as Tylenol or aspirin, lotions, creams, or ointments such as Calamine/Neosporin, antacids, etc.). To ensure the safe, efficient administration of medications to students who would otherwise be unable to attend school due to certain illnesses, conditions, or diseases, the following procedure is followed. If the physician deems it necessary for a child to receive medication during the school day, parents must provide the school with a completed Physician’s Medication Order form containing:

- Complete written instructions from the prescribing physician, including the date of order, identification of drug by name, dose, time, and circumstances of administration, length of time medication is to be continued, reason for prescription, and possible side effects.
- Signature from parent/guardian stating their desire to have medication administered and relieving the school, its agents, employees, or representatives of any responsibility for ill effects resulting from the administering of the prescribed drug. The medication should be sent to school in the pharmacy container with all labeling information intact.
- School personnel will not administer unlabeled medicines. Medications carried on school property without labeling information will be confiscated and parents contacted.
- Physician’s Medication Order forms are to be submitted at the beginning of each school year and renewed annually for students on long-term medication therapy (i.e., Ritalin, asthma drugs, etc).
- Physician’s Medication Order forms are available at each school and on the website.
- These written instructions pertain to ALL medications—both over-the-counter and prescription.
• Only the school nurse may administer these medications in accordance with established protocols.
• Contact the school nurse for specific information about this policy.

PARENT/GUARDIAN RESPONSIBILITIES
• Help the student schedule uninterrupted study time.
• Provide a quiet, well-lit, organized place to study.
• Set time aside to review the student’s homework.
• Communicate with the teacher when the student shows a consistent lack of understanding regarding assignments or homework. Check Parent Portal.
• Encourage the student to advocate for themselves by seeking help and asking questions.
• Encourage healthy eating, sleeping, and exercise habits.

PHYSICAL EDUCATION/HEALTH
Per COMAR Regulations, all students must participate in Physical Education and Health each school year. Students are expected to dress for PE class in either a PE uniform (gray t-shirt and black shorts which can be purchased for $25) or bring similar clothing from home. It is expected that appropriate footwear (sneakers/tennis shoes) will be worn to prevent injury.

PBIS
Stevensville Middle School’s PBIS Program Motto:

The program’s goal is to build a positive school climate through reinforcing positive student and staff behavior. The PBIS program is multi-faceted at STMS. Included in the program are: Student of the Month Celebrations, Positive Referrals, Pirate Buck incentive program, PBIS events and prize drawings. This program would not be possible without the ongoing support from the STMS PTSA and other community partnerships that provide funding for sustainability of the program.
# Stevensville Middle School
## School-Wide Expectations

<table>
<thead>
<tr>
<th>Bathroom</th>
<th>Bus</th>
<th>Cafeteria</th>
<th>Classroom</th>
<th>Hallway</th>
<th>Media Center</th>
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<tr>
<td><strong>Rules</strong></td>
<td><strong>Respect Others</strong></td>
<td><strong>Respect Yourself</strong></td>
<td><strong>Respect Learning</strong></td>
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<tr>
<td><em>Respect the policy of only two people in the bathroom at one time.</em></td>
<td><em>Stay in your seat; keep the aisle clear.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Use quiet voices.</em></td>
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<tr>
<td><em>Respect others’ privacy.</em></td>
<td><em>Do not disturb the bus driver.</em></td>
<td><em>Stay down and face forward.</em></td>
<td><em>Bring your materials to class.</em></td>
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<tr>
<td><em>Keep it clean; wash your hands.</em></td>
<td><em>Be nice to other passengers.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Clean up after yourselves.</em></td>
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<tr>
<td><em>FLUSH</em></td>
<td><em>Say thank you when you get off the bus.</em></td>
<td><em>Stay down and face forward.</em></td>
<td><em>Do attention to the teacher and other students; raise your hand.</em></td>
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<td><em>Use bathroom obs efficiently; others may need to go.</em></td>
<td><em>Keep your hands to yourself.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Keep your hands and feet to yourself.</em></td>
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<tr>
<td><em>Treat others fairly.</em></td>
<td><em>Follow bus driver rules.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Clean up after yourselves.</em></td>
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<tr>
<td><em>Use the positive language.</em></td>
<td><em>Keeping the noise level down.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Be attentive to the teacher and other students; raise your hand.</em></td>
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<tr>
<td><strong>Clean up after yourself.</strong></td>
<td><em>Use the positive language.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Keep all 4 legs of the chair on the floor.</em></td>
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<tr>
<td><em>Keep the bus clean.</em></td>
<td><em>As you go, say thank you.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Wipe down the seat and desk before leaving the classroom.</em></td>
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<tr>
<td><em>Take care of bus seats.</em></td>
<td><em>Leave the hallway empty.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Be careful of yours and others’ belongings.</em></td>
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<tr>
<td><em>Leave the hallway empty.</em></td>
<td><em>Keep your items and yourself in the seat.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Ask to borrow supplies that do not belong to you.</em></td>
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<td><em>Keep your backpack on the floor.</em></td>
<td><em>Keep your hands and feet to yourself.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Take others the way you want to be treated.</em></td>
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<tr>
<td><em>Keep your clothes and shoes on.</em></td>
<td><em>Use the positive language.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Get to where you need to be quickly.</em></td>
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<td><strong>Respect Property</strong></td>
<td><strong>Respect Yourself</strong></td>
<td><strong>Respect Learning</strong></td>
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<td><em>Put away the outside chair.</em></td>
<td><em>Use your inside voice.</em></td>
<td><em>Use quiet voices.</em></td>
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<td><em>Leave food on the table in your mouth.</em></td>
<td><em>Keep food in your mouth.</em></td>
<td><em>Take care of your own work.</em></td>
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<td><em>Keep your possessions in front.</em></td>
<td><em>Keep your hands and feet to yourself.</em></td>
<td><em>Keep your hands to yourself.</em></td>
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<tr>
<td><em>Whisper.</em></td>
<td><em>Use the positive language.</em></td>
<td><em>Keep your hands to yourself.</em></td>
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<tr>
<td><em>Return books on time.</em></td>
<td><em>Express yourself in a way that is not disruptive to others.</em></td>
<td><em>Keep your hands and feet to yourself.</em></td>
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<td><em>Touch only the book you are reading.</em></td>
<td><em>Keep property clean.</em></td>
<td><em>Keep your hands to yourself.</em></td>
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<tr>
<td><em>Pick up after yourself.</em></td>
<td><em>Clean your personal space.</em></td>
<td><em>Keep your hands to yourself.</em></td>
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**PTSA**

The Parent Teacher Student Association at our school works to promote the welfare of our children in the home, school, and the community. It is a combined effort of all parents, teachers, students, and staff. Membership is open to all who are interested in the objectives and activities of the PTA Association.

Our 2022-2023 PTSA officers are:
Sherry Turner, President  
Laura Taylor, Vice President  
Julie Subiono, Treasurer  
Brittany Augustyniak, Secretary

The PTSA has major fundraisers to support its work. In addition, they sponsor Scholastic Book Fairs, dances, cultural arts programs, and help support our students and staff through many other activities throughout the year. The PTSA will share an electronic newsletter during the school year to highlight current events and other important information for our parents. The PTSA also utilizes a Facebook page under “Stevensville Middle School PTSA” to update our families about upcoming events or volunteer needs.

It is through the generous support of our parent volunteers that our PTSA is able to accomplish all they do. All volunteer help is greatly appreciated throughout the year. PTSA meetings are held regularly and all are welcome to attend. Our PTSA President, Sherry Turner, may be reached by email at STMSpirate.ptsa@gmail.com.

**RESTROOM USE**

Students must report to their classroom teacher then seek permission to visit the restroom. Students must then sign out on the form provided by the teacher indicating their time of departure, location, and teacher’s signature. Students will be given a hallway pass to use the restroom. Students should never be in the hallway while class is in session unless they have a proper hallway pass. Upon returning to the classroom, the classroom pass will be given back to the teacher or placed in the designated location.

**SCHOOL MEALS PROGRAM**

School meals will be coordinated through the Sodexo Food Services. Breakfast and lunch are available to all of our students. Because it is important that every child has adequate nutrition, every student is encouraged to have lunch each day. The
cost of the meals is established by the Maryland State Department of Education and will be communicated soon. Students will use a PIN number to track their meal purchases and meals can be paid using myschoolbucks.com.

Free and Reduced Lunch Applications can be completed using this link: https://www.myschoolapps.com/Application. Applications are screened at the Board of Education and you will be notified if your application has been accepted and what the cost of the meal will be for your child.

If your child had free or reduced meals the prior school year, those benefits stay in effect until September 30th. A new application will need to be submitted and accepted prior to 9/30 if the benefits will continue.

**SMOKING/TOBACCO**
Cigarettes, E-cigarettes, Juuls or other tobacco-related items are illegal and not to be on school grounds. This includes lighters and matches. Any student found with these items in his/her possession will be disciplined in accordance with the QACPS Discipline Policy.

**STUDENT ACADEMIC RESPONSIBILITIES**
- Come to class prepared to learn.
- Attend to instruction and participate in class activities.
- Show respect to your teacher and classmates.
- Take home materials and/or information needed to complete assignments and communicate with your parents about your progress.
- Manage your time so that long-term assignments or projects are completed by the due date.
- Return completed work to your teacher by the requested date.
- Advocate for yourself and ask for help when needed.
- Monitor your grades in PowerSchool.

**SUPPLY LISTS**
2022/2023 School Supply List

**TEACHER RESPONSIBILITIES**
- Communicate the objective of the day’s lesson verbally and in writing.
- Ensure that it aligns with the rigor of the grade level standard.
• Provide explicit instruction on new skills and guided practice prior to an assessment. Ensure the assessment measures what was taught each day.
• Work to design engaging lessons.
• Ensure that students understand how an assignment will be graded and follow the QACPS Middle School Grading Policy (or High School Policy for Algebra 1 and Spanish).
• Notify parents immediately when a student’s grade reaches a 70% or lower.

VACATION REQUESTS
The principal may excuse up to five (5) vacation days for special family events or trips. For vacation absences in excess five days under this provision, the principal in consultation with the Superintendent or designee will determine if the absences will be lawful/excused or unlawful/unexcused.

VISITORS
Visitors to the school must enter through the vestibule near the main office, sign in, and wear a visitor’s pass during their visit. Please do not report to a classroom or any part of the school property without first checking in at the main office. If you plan on proceeding beyond the main office, be prepared to show a current driver’s license and have it checked through a security site. Once this is verified, you will be issued a visitor badge complete with your photo and directed to your destination in the school. Upon completion of your visit, report back to the office to let staff know you are exiting the building.

VOLUNTEERS
Stevensville Middle School welcomes volunteers. Volunteers must adhere to school policies and county guidelines. Volunteer Training is mandatory for all volunteers and may be completed annually online through our school website. Volunteers may go on field trips as chaperones or help out at other school events. They may also help in various areas of the school during the school day under the direction of a staff member. All volunteers must complete the training each school year in order to volunteer at school events and field trips. All volunteers are expected to observe strict standards of confidentiality as they interact or observe children and should not take candid photographs of children other than their own.