**CENTREVILLE MIDDLE SCHOOL**

**Student Handbook**

**PBIS: POSTIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

The staff at Centreville Middle School is committed to having an environment where children want to learn and behave.

We believe that all children can behave in such a manner which allows teachers to teach, and students to learn and will not interfere with any person in the school community.

Just as in academics, a key to appropriate student behavior is the level of expectation which we hold and the consistency with which it is upheld. The expectations established are specifically and repeatedly taught. The use of encouragement, support, and guidance for students in making appropriate choices assists in developing responsible self-disciplined students.

Please review the following expectations with your child and encourage him or her to follow the rules in a positive manner.

---

**SCHOOL WIDE EXPECTATION OF CONDUCT**

Students and staff are mindful that Retrievers “BARK”

B - Be Prepared  
A - Act Responsibly  
R - Respect Others  
K - Keep Safety in Mind

---

**AREA EXPECTATIONS:**

CLASSROOMS WILL COLLABORATIVELY DEVELOP EXPECTATIONS FOR THE STUDENTS IN THEIR COMMUNITY TO PROVIDE THE STUDENTS A CALM, SAFE, SECURE LEARNING ENVIRONMENT.

**CLASSROOM:**

* ARRIVE TO CLASS ON TIME.  
* FOLLOW TEACHER’S DIRECTIONS  
* KEEP HANDS, FEET, AND OBJECTS TO MYSELF.  
* RAISE MY HAND AND WAIT FOR PERMISSION TO SPEAK.  
* SPEAK TO OTHERS IN A COURTEOUS VOICE.  
* REMAIN IN MY SEAT UNTIL DISMISSED BY THE TEACHER.

**CAFETERIA:**

* USE INSIDE VOICES  
* LEAVE TABLES CLEAN WITH CHAIRS PUSHED IN  
* DISPOSE OF TRASH IN PROPER CONTAINERS  
* WAIT UNTIL YOUR TABLE IS DISMISSED

**RESTROOMS:**

* ALWAYS HAVE YOUR PLANNER  
* RESPECT THE FACILITIES AND PROPERTY  
* WASH YOUR HANDS  
* ONLY USE THE RESTROOM WHEN NECESSARY

**HALLWAYS:**

* KEEP TO THE RIGHT  
* ALWAYS CARRY YOUR PLANNER  
* BE ON TIME TO CLASS  
* BE RESPECTFUL OF CLASSES, TEACHERS, AND OTHERS

**MEDIA CENTER:**

* HAVE A SIGNED PLANNER  
* SIGN IN AT CIRCULATION DESK  
* DO NOT WALK THROUGH  
* COMPLETE TASK QUIETLY AND TIMELY  
* RESPECT MATERIALS AND RETURN THEM ON TIME

To achieve these expectations, Centreville Middle School implements the PBIS program - Positive Behavior Interventions and Supports. Through this program, praise, encouragement, and incentives will be provided to students that continually perform well as outlined in the expectations. It is important at the middle school level that students understand the difference between right and wrong. There may be times, however, when consequences for inappropriate behavior will take place. Classroom teachers will develop a hierarchy for poor choice behaviors in the classroom. Every effort will be made to help the student make positive choices. Parents will be contacted by the teacher if a problem persists. In the event that a student is sent to the administration for intervention, a time out procedure will be utilized and parents will be contacted. If a student repeatedly is sent to the administration, his or her inappropriate behavior will be considered severe which may result in suspension from school or suspension from non-academic activities. Any student exhibiting severe referral behavior such as fighting, vandalizing, defying authority, theft, possession of an illegal substance, harassment, offensive language, possession of a dangerous object such as knife, etc. will receive out of school suspension. All written referrals to the administration will include parent notification and documentation.

The focus of discipline at Centreville Middle School (CMS) is to help students learn from their mistakes and use the experience as a learning and growing opportunity. This type of approach seeks to help change inappropriate behavior. It is important that teachers are able to instruct in a risk-free and safe learning environment where the focus is on learning. Therefore, discipline and appropriate consequences are an important aspect to CMS and our PBIS initiatives.

If you have any questions or need clarification or further information please contact the principal or the assistant principal.

---

**ATTENDANCE AND CHRONIC TARDINESS**

It is our expectation that students are in school every day and on time. There is no substitution for direct instruction. We realize that there will be times when students are ill and may need medical care. Following an absence, students must provide a note. Excessive absences will result in a referral to Student Support Services. County Attendance Regulation

---

**COMPUTERS/CHROMEBOOKS**

Use of computers and networks for students are governed by Queen Anne’s County Board of Education policies and remain the property of QACBOE. Students are expected to act in a responsible, ethical and legal manner obeying 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, non-work or non-school-related work and infractions may result in their privileges being revoked. 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, internet, operating systems or other networks. Please refer to the policy and the Chromebook user agreement for additional information.
CONTROlLED DANGEROUS SUBStANCES/ALCOHOLIC BEVERAGES
A student found to be in possession of, using, or being under the influence of, distributing or attempting to distribute any controlled dangerous substances or any non-controlled dangerous substances, illegal drugs including alcohol, drug paraphernalia, look alike prescriptions and non-prescription medications upon representation that the substance is controlled dangerous or non-dangerous substance shall be suspended and may be recommended to the Superintendent for further action. Any student found to be in possession of any paraphernalia as defined in the criminal statues of Maryland shall also be suspended and may be recommended to the Superintendent for further action.

Prescription and non-prescription medication must be authorized by a physician and kept in the health room. This medication must be presented to the school nurse in the original container to be distributed to the student by the school nurse.

Students are not permitted to bring to school any form of chemical spray, aerosol spray including hair spray, deodorant, or any other inhalant. Students are not permitted to bring whiteout, nail polish, nail polish remover or permanent based markers.

DISHONESTY
Any type of academic dishonesty-verbal or written (e.g. lying, forging, plagiarism – direct copying from a text/site or use of an author’s idea or text without appropriate citation) is unacceptable.

DISRUPTIVE BEHAVIOR
Students are expected to conduct themselves in a manner that is not disruptive to the school learning environment. Substitute staff and volunteer members must be treated with the same respect and consideration due all staff and guests in the building. Cooperative and appropriate behavior is expected in hallways, classrooms and non-classroom activities such as assemblies, field trips, athletic events, lunch and other activities.

DRESS CODE:
Students are prohibited from wearing clothing, hats, jewelry, or having book bags or other articles or personal appearance which:
- Depict profanity, vulgarity, obscenity, violence or any weapons.
- Promote or imply use or abuse of tobacco, drugs, or alcohol.
- May create a significant risk of a material or substantial disruption to the educational process or the operation of the school.
- May create a health or safety hazard.
- Is offensive in nature.

In addition, except in individual cases as approved by the principal, the following specific items are not permitted.
- Hats, caps, hoods, bandanas or other head coverings except as required for health, safety, or religious purposes.
- Clothing worn in such a manner deemed inappropriate or disruptive to normal school activities.
- Visible underclothing.
- Coats are not to be worn in the school building and are to be stored in the students’ lockers.

When there is evidence that a student’s attire, personal appearance or property violates this dress code, teachers are to follow the procedures outlined below:
- Determine if the student has other clothing for a change.
- Send the student to the school nurse to assist with a change of clothing.
- If the student does not have a change of clothing using the above means, the school nurse will refer to the administration.

HARASSMENT/BULLYING/INTIMIDATION
Students who feel they have a complaint under the Board of Education’s Bullying/Harassment Policy should immediately contact the school counselor or building administrator. Student/Parent will fill out a Bullying/Harassment form; a substantiated charge against a student shall subject that student to disciplinary action, referral to Student Services, and possible referral to the Department of Juvenile Justice.

LEAVING SCHOOL GROUNDS WITHOUT PERMISSION
Students must remain on school grounds during the school day. Students must be under adult supervision when outside the school building (playgrounds, outdoor classroom, and nature trail). Due to lack of sidewalks, students are not allowed to walk from CMS unless accompanied by an adult.

LOCKERS
Each student is assigned his/her own locker which is the property of the Board of Education of Queen Anne’s County. The locker is to be used only by the student to whom it has been assigned. All contents are the responsibility of the student. Lockers are subject to searches by school administrators. There is no expectation of privacy while on school property.

Lockers should be cleaned out on a regular basis. Coats, P.E. clothes, books and materials belonging to students are the only things that should be kept in the locker. Please refer to your student’s schedule for the times students are allowed to go to lockers. Backpacks are to be kept in lockers-students are NOT to carry backpacks during the school day.

PHYSICAL ABUSE
Any intentional act to physically assault a staff member or student will not be tolerated and will result in suspension. If appropriate, referral to the Department of Juvenile Services will be made. Further action may be taken as a result of the referral.

PROFANITY/OBScenITY
The use of profane language, written or verbal, or actions considered obscene have no place in school or related activities and will result in disciplinary action.

MOBILE LEARNING DEVICES/CELLULAR PHONES
Mobile Learning Devices, laptops, tablets, e-readers, etc., are permitted in school for educational purposes if approved by the principal and teacher. A registration form is available in the office. If a student misuses a mobile learning device, permission to possess such a device at school can be revoked.

Cell phones are permitted, but must be registered, kept in lockers and turned off for the duration of the school day (8:30 – 3:30). Cell phones/electronic devices are not permitted during after school activities, field trips or any school sponsored activity (i.e. dance).

Electronic devices are never permitted for photographic purposes. Students caught taking photographs with these devices will have their privileges revoked. All personal property should be labeled with the student’s name; however, the school is not responsible for lost items. Administrators and school personnel have the right to confiscate such items.

SELLING OF MERCHANDISE
No one is permitted to sell any merchandise on school grounds with the exception of an approved organizational fundraiser. This includes selling candy, gum, sports cards, stickers, etc. to friends.
SKATEBOARDS/ATHLETIC EQUIPMENT
Skateboards, rollerblades and other athletic equipment are not permitted in school without permission from an instructor.

SMOKING/TOBACCO
Cigarettes, E-cigarettes, Juul, 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 appropriately disciplined.

THEFT
Taking or attempting to take property from school or without the owner’s consent is prohibited. Any student that takes something that does not belong to them will be appropriately disciplined.

TRESPASSING
By school board regulation, any person who does not have a lawful purpose at CMS will be notified by the principal or his designee to leave the school grounds. Students suspended from school are not permitted on school grounds at any time during the suspension period unless authorized by the principal. This includes after school, evening & weekend activities at all Queen Anne’s County Schools.

STRATEGIES USED INSTEAD OF OUT OF SCHOOL SUSPENSION
Internal Suspension: Students assigned internal suspension are put in an assigned room for a specific length of time. Failure to comply with established procedures will result in suspension outside of school.

Administrative Detention: Assigned by either the principal or the assistant principal. Failure to show up for the detention will result in an additional day being assigned. Students that do not follow established rules will be reassigned an additional day of detention.

Teacher Detention: Assigned by the teacher. Parents will be contacted either with a letter or by telephone. Students will follow school rules during detention. Failure to follow the rules will result in a reassignment of the detention.

Saturday Detention: Assigned by either the principal or the assistant principal. Failure to show up will result in an additional consequence. Failure to follow the rules will result in a reassignment of the detention and parental notification.

A Behavior Contract is given to students who have repeated problems in following appropriate school behavior policy. The items to be monitored and the consequences are determined by the administration. Failure to fulfill terms of the student behavior contract will result in detention(s), suspension, or referral to the Alternative Program.

BACKPACK/BOOKBAG PROCEDURE:
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 between classes. This procedure was designed to maximize your child's educational experience at Centreville Middle in that it:

- complies with medical findings that carrying heavy backpacks/book bags can permanently injure a child or interfere with his/her physical development
- reduces the amount of materials being carried by our students, thereby reducing the opportunity for injuries
- assists students in developing their organizational skills
- helps students become more responsible for planning their academic day
- minimizes students’ capacity to possess inappropriate items while at school

WATER BOTTLES:
Water bottles are permitted for students to have throughout the under these parameters.

- Must be mostly see through - a see through lid is not allowed
- Can only contain water. No flavored drinks allowed

More information on the policies of Queen Anne’s County can be found in the Student Handbook which is distributed at the beginning of the school year.
2019-2020 SCHOOL CALENDAR

*Calendar schedule subject to change*

August 26  Teachers Report
September 2  Closed - Labor Day
September 3  First Day for 6th Grade Students
September 4  First Day for 7th + 8th Grade Students
September 21 CMS Marching Band performs at QACHS TOB Competition
October 4  CMS Marching Band performs in QACHS Homecoming Parade & Football PreGame
October 9  Fall Picture Day
October 18  Schools Closed - Professional Development
October 26  CMS Marching Band performs in the Chestertown Halloween Parade
October 30  Band Fall Festival
November 8  Closed ½ Day – Conference Preparation
November 11  Closed - Reporting to Parents
November 12-13  Closed ½ Day - Reporting to Parents
November 18  Picture Re-takes
November 27-29  Closed/Thanksgiving Holiday
December 6  Closed ½ Day - Grading
December 6  Centreville Christmas Parade
December 12  Winter Choir Concert at QACHS at 7 pm
December 14  St. Michaels Christmas Parade
December 17  CMS Band Winter Concert held at QACHS 7pm
December 23-January 1  Closed/Winter Break
January 20  Closed - Dr. Martin Luther King Jr.’s Birthday
January 25  All-Shore Band auditions held at Mardela MHS
January 28 & 29  Closed - Professional Development
February 17  Closed - President’s Day
February 20  Solo & Ensemble Festival at North Caroline HS
March 13  Closed ½ Day - Grading
March 19  Middle School Band Festival held at Easton HS
March 24  Junior District Choral Festival
April 3  Closed ½ Day - Conference Prep & Grades
April 3 & 4  All Shore Band Festival held at QACHS
April 8 & 9  Closed ½ Day - Reporting to Parents
April 10-13  Closed - Spring Break
April 28  Closed - Primary Election Day
May 12  Jazz Night at QACHS
May 19  Spring Choir Concert at QACHS at 7:00pm
May 25  Closed - Memorial Day
May 29  Closed ½ Day - Grading
June 2  CMS Band Spring Concert held at QACHS 7pm
June 10 & 11  Early dismissal at 2:00
June 12  Tentative Last Day for Students & Teachers, 1:00 dismissal for Students