

Milford Mill Academy



Student Handbook
2016-2017

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Milford Mill Academy

2016-2017

“We are One...Miller Pride”

MISSION STATEMENT

In unity, Milford Mill Academy administrators, teachers, staff, students, parents, and the community will be committed to creating a safe, supportive, and orderly school environment wherein all students are on a college and career pathway towards graduating as globally competitive students.

MOTTO

“Moving Milford to New Heights...together we can’t be stopped!!”

STUDENT CODE OF CONDUCT

Respect
Responsible
Readiness

Milford Mill Academy
ACADEMIC EXPECTATIONS &
Grading Policy

ABSENCES & MAKE-UP WORK

All students should consult their teachers and the course syllabi for the expectations regarding absences and make-up work. Each course will adhere to the new Baltimore County grading standards and guided practices. There are:

- Grading practices must be supportive of student learning.
- Marking period grades will be based solely on achievement of course and grade-level standards. Classroom conduct, work completion, and ability to work with others will be reported separately using the BCPS Skills and Conduct Rubric.
- Students will have multiple opportunities to demonstrate proficiency.
- Grades will be based on a body of evidence.
- A consistent grading scale will be used to score assignments and assessments in BCPS One.
- Accommodations and modifications will be provided for exceptional learners.

INTERIM REPORTS & REPORT CARDS

In October, December, March, and May you will receive an interim report with an indication of your progress for each of your classes. Conferences with parents/guardians will be held each quarter following distribution of the interim reports.

Report cards will be distributed four times during the year – November, February, April, and June. The last report card will be mailed to your home.

Online grade monitoring is available to parents through Engrade, our gradebook monitoring system on BCPS One. Verification codes are provided during the opening week of school.

STUDENT ASSESSMENTS AND GRADES

Baltimore County Public Schools has approved a new grading policy that changes our methods of assessing students. This policy has been developed to fully support the development and academic success of students in the classroom. Access the links below to connect to the new policy and rule that applies to grading.

Policy 5210

http://www.bcps.org/system/policies_rules/policies/5000Series/POL5210a.pdf

Rule 5210

http://www.bcps.org/system/policies_rules/rules/5000Series/RULE5210a.pdf

STUDENT SERVICE LEARNING

Baltimore County Public Schools has a system-wide plan that allows students to earn their required 75 hours through the Essential Curriculum in selected courses, grades 6 – 10. Additionally, students may complete service-learning hours with a plan, action, and reflection at an approved off-campus location. Parents/guardians are required to sign a form verifying their understanding of this graduation requirement.

PHYSICAL EDUCATION

In the interest of health, safety, appearance, and to protect school clothes, all students are **required** to wear their uniform for each physical education class. The standard uniform consists of green shorts, a grey or green Baltimore County T-shirt, and tennis shoes/sneakers. The shorts and T-shirt may be purchased from the PE Department Chair. You should put your name on your uniform and shoes with permanent ink. Sweat shirts and pants are recommended for cold weather. Launder your uniform regularly and have it ready for each class.

Students are expected to dress for class. If you are temporarily disabled and unable to participate in physical education class, you will need to provide your teacher with a note, signed by your parent/guardian, explaining why you need to be excused from PE. If the disability extends longer than three days (3), you will need a doctor's certificate. The certificate should specify the nature of the disability and the length of time you are to remain out of physical education class. The certificate needs to be given to the school nurse. Physical education excuses will also affect your participation in intramurals, field trips and class activities that require physical activity.

Milford Mill Academy
RULES AND REGULATIONS

Rules are necessary and are established for the good of all. In addition to the rules specific to our school, all students are required to adhere to the policies of the Baltimore County Public Schools. The observance of rules and regulations makes Milford Mill Academy a better school for all who study and work here.

Every teacher is your teacher. Whenever an adult makes a request or gives a direction, you are expected to comply cooperatively. If you have any questions concerning the request, ask the teacher respectfully.

BEFORE SCHOOL

The building is open to students at 7:30 a.m. Once you arrive at school, you must remain on the school grounds, in the supervised area, until it is time to enter the building. Students will be expected to wait outside (unless it is raining, snowing, or the temperature is below freezing); therefore students should act responsibly and dress appropriately for the weather. Students may not leave the supervised areas to walk around the building or school grounds. ***You may not be in any part of the building prior to 7:45 a.m. unless you are eating breakfast in the cafeteria or have a signed pass to work with a teacher.***

AFTER SCHOOL

Teachers may schedule coach classes and special activities after school. If you plan to stay for an after-school activity, you must get permission from your parent/guardian and make transportation arrangements prior to the day of the activity. While in the building after school hours, you must be under the direct supervision of a teacher. Students are required to be picked up on time at the conclusion of their after-school activities. Repeated failure to be picked up on time will result in exclusion from all after-school activities. All students not under the supervision of a teacher must leave the building by 2:25 p.m.

ATTENDANCE

In order to maintain good scholastic performance, you must attend school regularly. If you are absent from school frequently, your eligibility for certain events will be adversely impacted.

Absence – All absences must be accounted for on the day of your return. You are required by law to present a note to your homeroom teacher upon your return to school. The note must include date(s) absent, reason for absence, and parent/guardian signature. Vacations will be coded as “unlawful absences” and should be avoided if possible. If you are ill and absent for more than 5 days, you may be required to present a doctor’s certificate. Absence notes and certificates are kept on file. Absences without notes (within 5 school days) will be coded as “unlawful.”

If you are going to be out of school for three or more days, your parent/guardian may call the guidance office to get your work **if the assignments can be completed outside of class.** Teachers will send your work to the guidance office where it will be available for your parent/guardian to pick up after school on the day following your parent/guardian’s phone call.

Lateness to School – The school day officially begins at **7:45 a.m.** Students who arrive between 7:45-8:10 are considered late but *should report directly to homeroom.* **Your homeroom teacher will admit you and mark you tardy.**

Students who arrive after 8:10 a.m. are required to report to the area designated for late students and will have to sign in. You are expected to bring a note from your parent/guardian. The office will then issue a late slip which will admit you to class.

Unexcused lateness (a Category I offense in the BCPS Student Behavior Handbook) and chronic lateness will result in appropriate interventions from your homeroom teacher and/or administrator.

Early Dismissal – Requests from parents/guardians for dismissal prior to 2:15 p.m. should be presented in writing to the office before 8:00 a.m. The note should contain the reason for the request, state a specific dismissal time, identify who will be picking you up, include the daytime telephone number of your parent/guardian, and must be signed by your parent/guardian.

You will be given an “Early Dismissal Pass” that will allow you to return to the office at the approved dismissal time. The person who is picking you up must come into the main office and show photo ID. **Students will not be dismissed to leave with anyone other than the parent/guardian unless that person is identified in the note which is signed by the parent/ guardian.**

LUNCH

All students are required to eat lunch in the cafeteria unless they have a pass signed by a teacher to report to another location. **Students are expected to be in the cafeteria no later than 5 minutes after the beginning of the lunch period.** Students who are late are required to have a pass.

CELL PHONES

Students are not to use cell phones in classes that do not permit them. In classes that do, the use is for instructional purposes. Therefore the following is prohibited:

- Social media posts recorded and/or posted from Milford Mill property without express consent from the managing adult.
- Posting pictures or videos of anyone against their wishes and without their consent. This can result in harassment complaints and charges.

DETENTION

After-School Detention – You will carry written notification home at least one day prior to serving detention. Your parent/guardian indicates acknowledgement by signing the form which must be returned to the teacher/administrator who assigned the detention. You will not be permitted to stay on school grounds if a parent or guardian has not noted how you are to report home. Failure to serve teacher detentions will result in additional administrative consequences.

DRESS CODE

The BCPS Student Handbook states, “All students have the responsibility to dress correctly to help set the proper standard of school and social behavior.” There is considerable evidence to indicate a close relationship between students dress and student behavior. Appropriate clothing for school is essential to support an atmosphere conducive to learning.

[Consult the pages posted in school regarding our dress code.](#)

FIGHTING

Fighting will not be tolerated. You may be suspended for fighting. Students who encourage or incite a fight will be subject to disciplinary action. This could and will likely include the possibility of assault charges (with individual or mutual) by the police department. Should this occur it is possible that further action (like Board Suspensions) will be filed.

Students who fail to move from the scene of a fight when requested to do so by a teacher or other staff member may be charged with contributing to a fight. This can be found in Baltimore County's Student Handbook under Category II, Charge P, participating and inciting a disruption.

FIRE/SAFETY DRILLS

Fire drills are held monthly to prepare students for emergencies. ***During drills, there must be complete silence and total cooperation.*** Absolute silence is necessary so that all directions may be heard. The signal for a fire drill is a series of short, clanging bells. When the signal sounds, stop what you are doing and follow the instructions of your teacher. You will be directed to leave the building and line up in a designated location outside the building. Do not return to the building until instructed to do so.

Safety drills are designed to prepare for the safety, the security, and the well-being of students and staff should an emergency situation occur. Specific instructions will be given to students and staff regarding safety drills. **Handbook Category I, Following Directions**

FOOD

You may not bring candy, gum, or food to sell to others. Food may not be delivered from outside vendors without administrative permission. You may not eat or distribute candy or other food, except during lunch in the cafeteria. **Category II, Sales and Distribution**

HALL PASS

While in the hall, you must carry your signed Agenda as your pass and be prepared to show it upon request. Any student who does not have his/her pass is considered truant from their assigned class. **Category I, Attendance to Class**

LATENESS TO CLASS

You are expected to move from class to class by the most direct route and enter your classroom as soon as you arrive. Teachers will establish consequences for unexcused lateness to class. Students who are habitually late will be referred to the administrative team.

LAVATORY USE

You may use the lavatory between classes or during class with the permission of your teacher. You must have a pass signed by your teacher to go to the lavatory during class time. Ensure that you have also signed the log in your teacher's classroom. You may not loiter in the lavatories between classes. Lavatories are provided for the use of all and must be kept clean and orderly for use by the next person.

LOCKERS

You are assigned an individual locker at the beginning of the school year. **Students may not share lockers.** Locker combinations should be kept secret. You are expected to keep your locker neat and orderly. Periodic locker cleanouts and inspections are held. You may go to your locker before homeroom, and at dismissal time. Use of lockers at any other time must be with teacher permission and a pass. **No food is to be kept in lockers!**

According to the Baltimore County Public Schools policy, the principal/designee may conduct a search of the school's physical plant, including students' lockers.

POLICIES OF BALTIMORE COUNTY PUBLIC SCHOOLS

Student Behavior Handbook – During the first weeks of school, each pupil will receive a copy of the Baltimore County Student Behavior Handbook. An assistant principal will visit classrooms to explain the handbook and answer questions. The handbook clearly describes what is expected of young people in the Baltimore County Public School System. You should read the BCPS Student Behavior Handbook with your parent/guardian in order to be aware of the BCPS policies and expectations and the consequences for failure to comply with policies or meet expectations. If you or your parents/guardians have any questions about the information in the BCPS Student Behavior Handbook, contact your assistant principal.

Milford Mill Academy Services

GUIDANCE

The counselors at Milford Mill Academy will help you work toward positive school experiences, make responsible decisions, develop career awareness, and develop a sense of respect for yourself and others. You and your parents/guardians are encouraged to use the services of the school's guidance department. The personal development of each student is our most important responsibility.

Guidance Personnel and Contacts:

Ms. Whitaker (Grade 9) twhitaker@bcps.org

Ms. Gordon (Grade 10) bgordon@bcps.org

Mrs. Ingram (Grade 11) zingram@bcps.org

Mr. Berlett (Grade 12) kberlett@bcps.org **Department Chair**

Ms. Woodlon, **Registrar** dwoodlon@bcps.org

Mrs. Christian, **Records** jchristian@bcps.org

Milford Mill Academy ACTIVITIES

Consult our website throughout the school year for school-wide activities!!!

