

# LAKE ELKHORN MIDDLE SCHOOL STUDENT HANDBOOK

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Columbia, Maryland 21045  
(410) 313-7600 (Front Office)  
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PRINCIPAL

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*Please visit us at our website:*  
**<http://lems.hcpss.org/>**  
Follow us on Twitter - @hcpss\_lems

**Guidance / Counseling Center**  
**410 313-7635**  
**Health Room**  
**410 313-7607**  
**Pupil Personnel Worker – Tracey Williams**  
**410-313-7655**

**This handbook belongs to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Bus Number: \_\_\_\_\_  
In case of an emergency, please notify: \_\_\_\_\_  
Phone: \_\_\_\_\_

PERSEVERANCE – RESPECT – INTEGRITY – DEPENDABILITY – EXCELLENCE



VISION

LAKE ELKHORN MIDDLE SCHOOL STUDENTS ARE INSPIRED TO PERSEVERE AND EMPOWERED TO REACH THEIR FULL POTENTIAL.

MISSION

AS A COMMUNITY SCHOOL, LAKE ELKHORN MIDDLE PROVIDES A SUPPORTIVE LEARNING ENVIRONMENT, BUILDS POSITIVE RELATIONSHIPS, AND ENGAGES STUDENTS IN RIGOROUS INSTRUCTION TO ENSURE COLLEGE AND CAREER READINESS.

PERSEVERANCE – RESPECT – INTEGRITY – DEPENDABILITY – EXCELLENCE

**“Save Me a Seat in College” Pledge**

As I move toward graduation from high school, I pledge:

- To focus on academics by working hard with **PERSEVERANCE**.
- To show **RESPECT** for myself, my peers, and my school by following all school rules and expectations.
- To show **INTEGRITY** by being honest and trustworthy even when others are not watching.
- To be **DEPENDABLE** by completing all work on time.
- To strive for **EXCELLENCE** in the quality of all that I do.

I will show my **Eagle PRIDE** at all times in order for me to be College and Career Ready.

## Howard County Public School System Vision 2018 – Fulfilling the Promise of Preparation

**Vision:** Every student is inspired to learn and empowered to excel.

**Mission:** We cultivate a vibrant learning community that prepares students to thrive in a dynamic world.

### Goal 1: Students

Every student achieves academic excellence in an inspiring, engaging, and supportive environment.

### Goal 2: Staff

Every staff member is engaged, supported, and successful.

### Goal 3: Families and the Community

Families and the community are engaged and supported as partners in education.

### Goal 4: Organization

Schools are supported by world-class organization practices.

# Howard County Public School System Calendar 2016-2017

August	29	First Day of School for Students
September	5	Labor Day - Schools & Offices closed
	12	Schools-based Professional Learning Day – Schools Closed for Students
October	3	Schools and Offices Closed
	12	Schools and Offices Closed
	31	School-based Professional Learning Day – School Closed for Students
November	4	End of 1 <sup>st</sup> Marking Period
	7	Professional Work Day – School Closed for Students
	8	General Election Day – Schools & Offices Closed
	14-18	American Education Week
	21	All Schools close 3 hrs early. Parent/Teacher Conferences
	22	All Schools close 3 hrs early. Parent/Teacher Conferences
	23	All Schools closed for students. Parent/Teacher Conferences
	24	Thanksgiving Day - Schools & Offices closed
	25	Thanksgiving Holiday - Schools & Offices closed
December	26 – 30	Winter Break - Schools Closed
	26	Schools & Offices Closed
	27	Schools & Offices Closed
	30	Schools & Offices Closed
January	2	Schools reopen
	16	Martin Luther King Jr. Day - Schools & Offices Closed
	26	End of 2 <sup>nd</sup> marking period
	27	Professional Work Day – School Closed for Students
February	20	Presidents' Day - Schools & Offices Closed
	21	Countywide Professional Learning Day – Schools Closed for Students
March	9	Schools close 3 hrs early. Parent/Teacher Conferences
	10	Schools close 3 hrs early. Parent/Teacher Conferences
April	7	End of 3 <sup>rd</sup> marking period – All schools close 3 hrs early
	10-14	Spring Break – Schools Closed
	14	Schools & Offices Closed
	17	Schools & Offices Closed – May be used as inclement weather makeup day
May	19	Professional Learning/Articulation Day – Schools closed for students
	29	Memorial Day - Schools & Offices closed
June	12-13	All Schools close 3 hrs. early
	13	Last Day of School
	14-16	May be used as inclement weather makeup day
	19-20	May be used as inclement weather makeup day

# August 2016

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

		July 2016				August 2016			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
	1	2	3	4	5	6			
7	8	9	10	11	12	13			
14	15	16	17	18	19	20			
	21	22	23	24	25	26	27		
	28 A	29 B	30 A	31					
	School Begins for Students		Countdown Professional Learning Day						

# September 2016

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

		August 2016				September 2016			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
4	5 B	6 A	7 B	8 A	9	10			
	Labor Day Schools and offices closed (State-mandated holiday)								
11	12 B	13 A	14 B	15 A	16	17			
	School-based Professional Learning Day Schools closed for students								
18 B	19 A	20 B	21 A	22 B	23	24			
25 A	26 B	27 A	28 B	29 A	30				

# October 2016

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

		September 2016				October 2016			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
2	3 B	4 A	5 B	6 A	7	8			
	Schools and offices closed								
9 B	10 A	11	12 B	13 A	14	15			
	General Election Day Schools and offices closed (State-mandated holiday)								
16 B	17 A	18 B	19 A	20 B	21	22			
	Schools and offices closed								
23	24 B	25 A	26 B	27 A	28	29			
30	31								
	Professional Learning Day Schools closed for students								

# November 2016

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

		October 2016				November 2016			
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
6	7	8 B	9 A	10 B	11	12			
	Professional Black Day Schools and offices closed (State-mandated holiday)								
13 A	14 B	15 A	16 B	17 A	18	19			
	AMERICAN EDUCATION WEEK								
20 B	21 A	22	23	24	25	26			
	November 20th is a day of reflection and gratitude for the contributions of all educators. No CPD/C.								
27 B	28 A	29 B	30						
	THANKSGIVING HOLIDAY Schools and offices closed (State-mandated holiday)								

# December 2016

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

December 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				A	1 B	2 3
4 A	5 B	6 A	7 B	8 A	9	10
11 B	12 A	13 B	14 A	15 B	16	17
18 A	19 B	20 A	21 B	22 A	23	24
25	26	27	28	29	30	31
Schools and offices closed (Please visit <a href="http://www.kpsd.org">www.kpsd.org</a> )			WINTER BREAK		Schools and offices closed (Please visit <a href="http://www.kpsd.org">www.kpsd.org</a> )	

# January 2017

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

January 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 B	2 A	3 B	4 A	5 B	6 7
8 A New Year's Day	9 B	10 A	11 B	12 A	13	14
15	16 B Martin Luther King Jr. Day Schools and offices closed (Please visit <a href="http://www.kpsd.org">www.kpsd.org</a> )	17 A	18 B	19 A	20	21
22 B	23 A High schools (K-12) close 2 hours early in half day. No CORECC.	24 B High schools (K-12) close 2 hours early in half day. No CORECC.	25 A High schools (K-12) close 2 hours early in half day. No CORECC.	26 A High schools (K-12) close 2 hours early in half day. No CORECC. End of meeting period.	27	28
29 A	30 B	31				
Professional Work Day Schools closed for students						

# February 2017

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

February 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			A	1 B	2 A	3 4
5 B	6 A	7 B	8 A	9 B	10	11
12 A	13 B	14 A	15 B	16 A	17	18
19	20 Countywide Professional Learning Day Schools and offices closed (Please visit <a href="http://www.kpsd.org">www.kpsd.org</a> )	21 B Countywide Professional Learning Day Schools and offices closed (Please visit <a href="http://www.kpsd.org">www.kpsd.org</a> )	22 A	23 A	24 B	25
26 A	27 B	28				

# March 2017

Calendar is subject to change. Please visit [www.kpsd.org](http://www.kpsd.org) for the most recent version.

March 2017						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			A	1 B	2 A	3 4
5 B	6 A	7 B	8 A	9 B	10	11
12 A	13 B	14 A	15 B	16 A	17	18
19 B	20 A	21 B	22 A	23 B	24	25
26 A	27 B	28 A	29 B	30 A	31	

# April 2017

Calendar subject to change. Please visit [www.kpsu.org](http://www.kpsu.org) for the most exact version.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2 B	3 A	4 B	5 A	6 B	7
	9	10	11	12	13	14
	16	17 A	18 B	19 A	20 B	21
30	23 A	24 B	25 A	26 B	27 A	28
						29

# May 2017

Calendar subject to change. Please visit [www.kpsu.org](http://www.kpsu.org) for the most exact version.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	B	1 A	2 B	3 A	4 B	5
	7 A	8 B	9 A	10 B	11 A	12
	14 B	15 A	16 B	17 A	18	19
	21 B	22 A	23 B	24 A	25 B	26
	28	29 A	30 B	31		

# June 2017

Calendar subject to change. Please visit [www.kpsu.org](http://www.kpsu.org) for the most exact version.

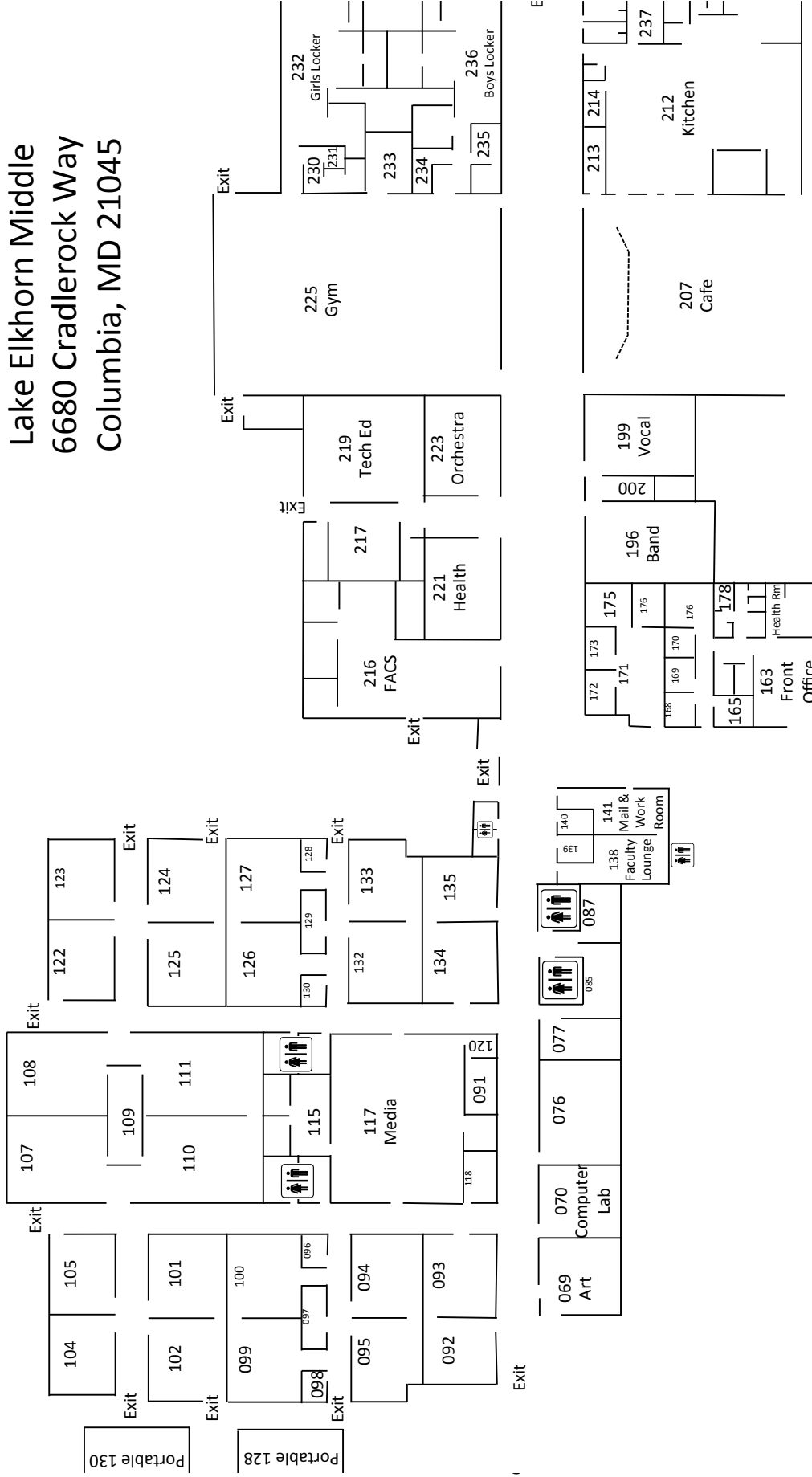
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				A	1 B	2
4 A	5 B	6 A	7 B	8 A	9	10
11 B	12 A	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

# July 2017

Calendar subject to change. Please visit [www.kpsu.org](http://www.kpsu.org) for the most exact version.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Lake Elkhorn Middle  
 6680 Cradlerock Way  
 Columbia, MD 21045





# Use your Strengths!



My Top 3 Strengths are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## **Achieving**

*Students especially talented in this theme like to accomplish things and have a great deal of energy.*

## **Caring**

*Students especially talented in this theme enjoy helping others.*

## **Competing**

*Students especially talented in this theme enjoy measuring their performance against that of others and have a great desire to win.*

## **Confidence**

*Student especially talented in this theme believe in themselves and their ability to do well in everything they do.*

## **Dependability**

*Students especially talented in this theme keep their promises and show a high level of responsibility.*

## **Discoverer**

*Students especially talented in this theme tend to be very curious and like to ask “why?” and “how?”*

## **Future Thinker**

*Students especially talented in this theme tend to think what’s possible beyond the present time, even beyond their lifetime.*

## **Organizer**

*Students especially talented in this theme are good at planning, scheduling, and organizing.*

## **Presence**

*Students especially talented in this theme like to tell stories and be at the center of attention.*

## **Relating**

*Students especially talented in this theme are good at establishing meaningful friendships and maintaining them.*

**MY SCHEDULE**

Be sure to take a moment and copy your schedule into the table below.

<b>PERIOD</b>	<b>TIME</b>	<b>TEACHER</b>	<b>ROOM</b>	<b>STUDY BUDDY</b> (Name & Phone Number)
Advisory				
1				
2				
3				
4				
5				
6				
7				

<b>RA CLASSES</b>	<b>TEACHER</b>	<b>ROOM</b>	<b>STUDY BUDDY</b> (Name & Phone number)
RELATED ARTS Class: _____ Period: _____			
RELATED ARTS Class: _____ Period: _____			
RELATED ARTS Class: _____ Period: _____			
RELATED ARTS Class: _____ Period: _____			
RELATED ARTS Class: _____ Period: _____			
RELATED ARTS Class: _____ Period: _____			
RELATED ARTS Class: _____ Period: _____			
RELATED ARTS Class: _____ Period: _____			

## **FRONT OFFICE**

The Lake Elkhorn Front Office (LEMS) staff is always available to assist you; whether it's to schedule an appointment with administration, have questions about upcoming programs/events, the school calendar, etc. Please take the time to get to know us. To reach the Front Office, please call the main school line at 410-313-7600.

## **STUDENT SERVICES CENTER**

Student Services is open to any student who has a question, seeks help, or needs counseling. Two counselors are available to talk to you, whether your concerns relate to schoolwork, friends or family. If you would like to make an appointment with a counselor, ask your teacher(s) for a pass to the student services office. The secretary will make an appointment for you and you will be given an appointment slip. At the time of your appointment, be sure to show the slip to your teacher, and he/she will allow you to leave if there are no tests, quizzes, or special projects scheduled in that class (unless it is an emergency). The school counselors are here to help you in any way to make your school year successful. Feel free to arrange an appointment. *Note: If an appointment runs into another class and a test is scheduled in that class, it is your responsibility to inform the school counselor of the situation.* This is also where you sign in if you are late for school or sign out if you are leaving early. Both of these require a signed note from your parents/guardians. For scheduling appointments, questions about grades or attendance, please contact the student services office at 410-313-7635.

## **MEDIA CENTER**

During the school year, you will visit the media center and/or computer lab many times. Sometimes you may visit with your classes, but you are also permitted to visit before school or during lunch with a media pass. Media passes are issued before the school day each day – please get a pass each morning you wish to use the media during lunch. At the beginning of the school year you will be given orientation lessons, and then your classes may be scheduled to visit the media center in order to enhance the curriculum. This is a great place to read, research, and become familiar with the latest technology!

## **HEALTH ROOM**

The responsibility of the health assistant is to care for minor accidents and sicknesses. If you become ill during the school day, you may be excused to the health room with a pass from your teacher or from an administrator. When you are absent because of illness, you must bring a written note from a parent/guardian to the counseling center the day you return.

All medications, including non-prescription medication, should be taken by you at home whenever possible. If it is necessary for you to take any medication while in school (even “over-the-counter” medication), a medication form must be completed and signed by the physician as well as by your parent/guardian. All medications must be in a properly labeled container and must match with the medication order *exactly*. The medication must be delivered to school by the parent/guardian; students should not transport medication to or from school. If you are injured outside of school and return to school with any limitations you must make the school health assistant aware of the limitations.

## **GRADING POLICY**

Each teacher will provide you with a copy of his/her grading policy. County-issued *Interim Progress Reports* will be sent home with each student midway through each quarter; report cards will be sent home at the end of each quarter. A calendar with all important school system dates, including the dates interim progress reports and report cards will be distributed, will come home with your child, or it can be found at <http://www.hcpss.org>.

## **HOMEWORK**

Homework is a very important part of your education, and teachers at LEMS expect you to complete your homework in a timely manner. Many teachers will give homework almost every night. Some types of homework assignments are:

1. *Practice* – enables you to master specific skills/reinforce material presented in class.
2. *Preparation* – helps you get ready for upcoming lessons; this must be completed so you can get the most out of your *next* class.
3. *Extension* – checks if you can transfer new skills and ideas to new situations. Extension assignments require abstract thinking skills.
4. *Creative* – allows you to integrate many skills and ideas while producing a requested response. These assignments usually take more time to complete – several days or even weeks.

## **LATE HOMEWORK / ASSIGNMENTS**

It is your responsibility to see that homework assignments are handed in or are ready to be checked on the due date. Each teacher [and/or team] will inform you of the specific procedures that will be used concerning homework. It is expected that homework will be completed on time. The amount of credit given for late projects, essays, and long-term assignments will be at the discretion of the teacher and/or team. Homework that is delivered during the school day will be placed in the appropriate teacher's mailbox for pick-up at the end of the day.

## **HOMEWORK – EXCUSED ABSENCES**

We realize that you may be overwhelmed when returning to school from being absent. Students may make up work after an excused absence according to the Howard County Public School System (HCPSS) Policy 8010, *Grading and Reporting*. Upon your return, it is the students' responsibility to make up missed work and to pick up any handouts. Communication is important between the teacher, student, and/or the parents/guardians during this period of time. In addition, it is suggested that you pick a responsible classmate in each class who can be called to get assignments for a one or two day absence. This "buddy system" has proven to work quite well.

## **DRESS CODE**

Lake Elkhorn Middle School follows Policy 9210, *Student Dress Code*, of the HCPSS. All HCPSS policies can be found at <http://www.hcpss.org/board/policies>.

- All shorts/skirts must be at least middle fingertip length (when holding your arms down by the sides of your body; we'll provide demonstrations on the first day of school). Remember, middle school students are active learners who often stretch, bend down, kneel, run, and play.
- All shirt sleeves must be at least three fingertips in width and cover both shoulders. Undergarments, midribs, or cleavage should not be visible.
- Headwear, including hats, bandanas, scarves, hoods, and sunglasses may not be worn in the building (except those permitted in HCPSS Policy 9210, *Student Dress Code*).
- Clothing that exposes belly buttons or has excessive rips, tears, or holes cannot be worn.
- Pants should not be long enough to drag on the floor or hang low enough on the waist to reveal undergarments. Pajama pants and other sleepwear are not permitted.
- Clothing and jewelry that display images, messages and/or slogans that may be offensive are not to be worn. Topics include illegal drugs, alcohol, tobacco or sex. Chains may not be worn or attached to clothing.
- Shoes should be worn that protect the entire foot and allow students to participate in class activities. We recommend that students wear closed-toe shoes or sandals. Classroom teachers have the right to require certain footwear for participation in class activities (*i.e. PE students must have sneakers*).
- Coats must be left in each students' locker during the school day.
- The above guidelines are in accordance with the HCPSS dress code outlined in Policy 9210.

Any student in violation of the dress code policy will be allowed to:

- Remove/change their attire, or
- Have a parent/guardian contacted in order to provide an outfit that is in accordance with the HCPSS dress code.

## **GETTING ALONG WITH OTHERS**

Consideration for others should be part of our everyday life. You are expected to be mutually polite, respectful, and accepting of individual differences. Everyone has an educational right to feel safe attending our school.

If you are uncertain as to how to handle a situation seek adult assistance by speaking with a teacher/counselor or your parents. It is important that we all work together to create a safe and nurturing environment for everyone.

## **CREATING A SAFE AND ORDERLY SCHOOL**

With approximately 500 students at Lake Elkhorn Middle School, it is necessary to have certain procedures in place in order to ensure that we have a safe and orderly school. Please read the following procedures carefully:

- A. Walk on the right side of the hallway.
- B. Keep the building neat and clean. Remember that this is your school and we want to keep it looking its best.
- C. Do not sell or distribute anything in school, on the school bus, or on HCPSS property.
- D. Keep your hands to yourself. Do not run or engage in horseplay or play fighting.
- E. Follow the HCPSS dress code policy at all times. Hats and head coverings may only be worn to and from school and outside during recess, unless for medical or religious reasons. Sunglasses may only be worn to and from school or outside during recess.
- F. You are responsible for all personal belongings brought to school. Items that interfere with instruction will be sent to the office.
- G. Electronic devices are not allowed during instructional times unless for instruction as directed by the teacher. These devices may be used at lunchtime. Keep cell phones turned to silent or off during the school day. We are not responsible if your electronic device is lost, stolen or broken.

Students should identify themselves by name to an adult and follow an adult's direction when requested. All verbal and non-verbal communication should be respectful and polite, avoiding harassment, bullying, and derogatory language. For additional information refer to the HCPSS Policy 1000, *Civility* and the HCPSS Student Code of Conduct.

## **DISCIPLINE PROCEDURES**

The Howard County Public School System is committed to ensuring that all students are learning in a safe and nurturing environment. To this end, policies are enforced in a fair and consistent manner. The Board of Education has developed a Student Code of Conduct to serve as a disciplinary framework and to support all behavioral and discipline policies. All students are expected to be aware of and abide by this Student Code of Conduct. Parents are asked to read this Student Code of Conduct carefully and discuss the information with their children. It takes all of us — school staff, parents, and students — working together, to create and maintain a safe and nurturing environment that is conducive to learning for all children.

*In Howard County Public Schools all students are expected to:*

- Engage in learning activities and take school work seriously
- Take responsibility for their own behavior
- Be courteous
- Respect the personal, civil, and property rights of others
- Attend school regularly, on time, and be prepared to learn
- Complete assignments on time
- Speak appropriately
- Dress appropriately
- Exhibit self-control
- Seek alternatives to verbal or physical conflicts
- Cooperate with others
- Behave ethically

This information was taken directly from the Parents' Guide to the Student Code of Conduct. For more information, please visit [www.hcpss.org/aboutus/codeofconduct.pdf](http://www.hcpss.org/aboutus/codeofconduct.pdf).

## **DETENTIONS**

The vast majority of our students go through the school year without receiving detentions. Detentions (lunch and before or after school) may be assigned as part of a progressive approach to dealing with discipline problems. If a lunch detention is assigned, you are expected to report on time and to be cooperative. After school detentions are serious consequences and require that parents/guardians make provisions for transportation.

## **EMERGENCY DRILLS**

Periodically, we will conduct fire drills and lockdown drills so that everyone will be prepared in the event of an emergency. Each teacher will discuss such procedures with you throughout the year.

## **CONFERENCES**

If your parents/guardians wish to discuss your progress in school with your counselor or teachers, they should contact the student services secretary at 410-313-7635. A convenient time will be arranged for the conference.

## **REPORTING ACTS OF BULLYING, HARASSMENT OR INTIMIDATION**

Howard County Public School system is committed to providing safe school environments as outlined in Policy 1040, *Safe and Supportive Schools*. In addition, as a result of legislation passed in 2008, the Board of Education developed Policy 1060, *Bullying, Cyberbullying, Harassment or Intimidation*, which establishes expectations for maintaining a safe and respectful school climate where bullying, cyberbullying, harassment and intimidation are not tolerated. Policy 1060 requires compliance with the Maryland Safe Schools Reporting Act of 2005 which provides for any student, staff member, parent/guardian or close adult relative of a student to report any incident of bullying, cyberbullying, harassment or intimidation that occurs on school property, at a school-sponsored activity or event, on a school bus or substantially disrupts the orderly operation of the school. Reporting forms are available in all HCPSS main offices, school-counseling offices, the media center, and health services office. It can also be found on the HCPSS website. See Policy 1060 for additional information. Visit [www.hcpss.org](http://www.hcpss.org) for a reporting form and a copy of the *Student and Parent Handbook* of the current school year.

## **CAFETERIA PROCEDURES**

### **BREAKFAST**

Breakfast is available from 7:47 – 8:00 AM. All students will be offered a **free breakfast** in their 1<sup>st</sup> period class. Breakfast will not be served after the bell at 8:00 AM.

### **LUNCH**

The school cafeteria serves hot meals for lunch. A variety of snacks are also on sale at lunchtime. The prices set by the school system's Food and Nutrition Office are as follows:

Lunch \$3.25

Milk \$0.50

Snacks vary according to available selections

### **Students Expectations in the Cafeteria**

1. Enter cafeteria quietly and in an orderly fashion.
2. Sit at your table or get in the lunch line.
3. Respect each other's space, feelings, and property during lunch and recess.
4. Use appropriate language, volume and tone.
5. Dispose of waste correctly using the trash and recycling bins.
6. Food and drink may be consumed in the cafeteria only; no food or drink should be removed from the cafeteria.
7. Students must obtain a pass prior to leaving the cafeteria.

### **RECESS**

1. When dismissed walk out to recess.
2. Recess will be on the blacktop and field.
3. Students must stay in these areas during recess.
4. When the whistle blows, immediately return all equipment and enter into the building as directed by the adults on duty.
5. Follow hallway procedures when exiting and entering from recess.

## HALLWAY/BATHROOM PASSES

### **If you need to leave class at any time:**

- Ask permission from your teacher.
- If given permission, complete a hall pass in your agenda book and present it to your teacher to be signed. All passes should have the time, date, destination and staff signature.
- Clearly fill in the sign-out log.
- Follow all hallway expectations, i.e. walk through the hallways, proceed only to the location requested, and use the closest restroom or water fountain.
- Clearly sign-in on the log when you return.
- **EXIT AND ENTER THE ROOM QUIETLY.**

## BUS RIDERS

You must travel to and from school on your assigned bus. You may not ride another bus home or get off at another bus stop without written permission in the form of a letter. While on the bus, you must be on your best behavior; poor or unsafe behavior will result in disciplinary consequences in accordance with the HCPSS Student Code of Conduct. A bus video surveillance system is in operation at all times to help monitor student behavior on HCPSS buses. Bus safety is a top priority and bus drivers cannot watch the road and closely monitor students at the same time.

## ATTENDANCE

School is in session for a minimum of 180 days a year. In order for you to be successful in your schoolwork, it is essential that you come to school every day unless you are ill, incur an extenuating circumstance, or have a religious obligation. For extended absences, parents are to complete the Extended Absence / Discretionary Absence Form. Please visit [http://www.hcpss.org/f/aboutus/absence\\_request.pdf](http://www.hcpss.org/f/aboutus/absence_request.pdf) for a copy of the form. Any missed work should be discussed and coordinated with your teacher. The Counseling Center will collect work and made available for pickup as indicated. Vacations are discouraged during the school year. Attendance is regularly monitored by our teachers and a student services team. All attendance procedures at Lake Elkhorn Middle School are in accordance with HCPSS Policy 9010. For questions about attendance, please contact the Counseling Center at 410-313-7635.

## LATE ARRIVALS AND EARLY DISMISSALS

It is very important to be in school on time. In the event that you are late, you must bring a note to the counseling center. In addition, you must sign in when coming to school late. Continued unexcused tardies will result in disciplinary action by an administrator.

In the event that you need to leave school early, you should bring a note to the counseling center **before Homeroom** in the morning. You will be given a pass to leave class at the time of your early dismissal. If you are returning to school that day, you must come to the counseling center and sign in. Missing school for more than two hours will result in a half-day absence.

## LOCKERS

1. You will be issued a hall locker to be used for storing outside apparel, books, and other materials needed during the school day. Food should be removed from lockers at the end of each day.
2. Lockers are to be locked with the built-in combination locks. Spinning the combination dial after the door is shut locks your locker. The school is not responsible for items taken from lockers. No outside locks will be permitted on hall lockers.
3. Keep your locker neat and clean at all times. School-wide locker clean outs will be held numerous times during the school year.
4. You should arrange books, clothing and other materials in your locker in such a way that the materials do not interfere with the locking mechanism or prohibit the locker door from being closed properly.
5. The lockers are the property of the school and are therefore subject to search at any time.
6. You are permitted to go to your lockers before and after school, before and after related arts as well as before and after lunch.
7. **Do not give your locker combinations to any other student. Do not share your locker with any other student.**
8. Backpacks **must** be kept in your locker during the school day. Backpacks should only be used when entering the building in the morning and for transporting items home at the end of the school day.

## PERSONAL COMMUNICATION GUIDELINES

1. Students must comply with class and school rules and all relevant HCPSS Board Policies.
2. Administration, faculty, and staff may request at any time that students turn off and put away technology devices. Failure to do so may result in disciplinary action and possible revocation of privileges.
3. Individuals assume full responsibility for their non-HCPSS owned technology devices. This includes the device's safety, security and maintenance.
4. Schools may designate approved personal communication device zones/times on school grounds; however, personal communication devices may not be used in locker rooms or bathrooms at any time.
5. Students must obtain consent from staff and participants before taking, uploading or sharing photos, recording audio, or capturing video during the school day.
6. Any disruption to class or other educational activity may result in disciplinary action.

Middle school students are permitted to carry personal communication devices with them during the school day. They must be turned off or in silent mode at all times. These devices may not disrupt instructional times and should be put away (in a pocket, notebook, or locker). Electronic devices may be used before and after school and during lunch and recess. Cell phones, iPods, and other electronic devices may not be seen, heard, or used during instructional time or in instructional spaces. Electronic devices may not be used in locker rooms or bathrooms. If they are, staff members will confiscate these items. **LEMS is not responsible for the security of these items at any time.** Students are expected to use electronic devices in a responsible manner. Violation of the cell phone guidelines including irresponsible use of the device will result in the following action.

1<sup>st</sup> offense – Confiscation (student pick up at end of day)

2<sup>nd</sup> offense – Confiscation and parent contact (student pick up at the end of the day)

3<sup>rd</sup> and subsequent offenses – Confiscation and parent/guardian will be required to pick up the device from school.

Taking pictures/video without permission – Confiscation and parent/guardian required to pick up the device from school.

## ATTENDANCE POLICY

Lawful Absences: Students are considered to be lawfully absent from school for the following reasons:

- Death of immediate family or other
- Illness of student
- Court Summons
- Hazardous weather conditions (as determined by the superintendent)
- Work approved or sponsored by the school
- Observance of a religious holiday
- State of emergency
- Suspension
- Lack of authorized transportation (i.e., the school bus does not arrive)
- Other emergency or set of circumstances when, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school.

Absences: To report a student absence from school: e-mail: [lemsabsence@hcpss.org](mailto:lemsabsence@hcpss.org) (no note necessary with an e-mail) or call: 410-313-7635 and **follow up with a written note** from the parent/guardian **within two school days**, or the absence will be recorded a 'truancy' (not excused). We will continue to use our school messenger system daily, which will contact the homes of those students who are late or absent from school.

Unlawful Absences: The only lawful absences are those listed above. All other absences are unlawful.

Early Dismissal: A note is to be sent to the counseling center on the morning of the early dismissal with the student's name, grade, reason, and time you will be picking up your child. Your child will be given an early dismissal pass to leave class and will meet you in the front office. You must sign your child out on the log in the counseling center. A photo ID will be requested by a staff member in order to verify the individual signing out the student is listed on the emergency procedure card.

Pre-Arranged Absences: A pre-arranged absence is time off from school that is authorized by the parent or guardian *and is preceded* by the completion of a 'Pre-Arranged Absence' form. Class periods or school days missed can never be fully recovered. The school's obligation is to encourage good attendance and to inform the student and family of the anticipated consequences of absence for personal or family business. The school encourages scheduling these activities at times that will not require absence from school. Pre-arranged absence forms are available in the Counseling Center and will be issued with two weeks notice. All work provided prior to the absence is to be turned in upon the students' return to school.



Make-up Work Procedures: It is the student's/parent's responsibility to obtain make-up work from the school or the teacher. **Students who are absent two or more consecutive days may request to have make-up work collected by Counseling Center.** Please allow 24 hours for make-up work to be available for pick-up in the front office.

Students are granted the same number of days to complete missed work as the number of days absent. If the work is not turned in by the agreed upon date, a penalty for late work may be applied at the discretion of the classroom teacher. In case of serious illness, special arrangements for completing missing work can be made with the student's teachers. Students who are tardy to class or school will be given the same chance to make up work, however penalties may be assessed.

Students must be in class ready to learn at 8:00 AM each morning.

**LEMS Consequences for Tardies to School:**

- Excused – no consequences
- Unexcused
  - 1<sup>st</sup> & 2<sup>nd</sup> offense – Warning
  - 3<sup>rd</sup> & 4<sup>th</sup> offense – Lunch Detention and contact home
  - 5<sup>th</sup> offense – Administrative Detention and contact home
  - 6<sup>th</sup> offense – Friday Afternoon School and contact home

**GENERAL EXPECTATIONS**

Students are expected to show respect to other students, school staff, school property, and the property of others. Students are expected to understand the responsibility of the school administration to provide a safe and orderly environment for teaching and learning. To this end, students are expected to make safe, positive choices concerning their behavior in school following the tenets of our Positive Behavioral Interventions and Supports Program - perseverance, respect, integrity, dependability, and excellence..

**CHEATING/ACADEMIC DISHONESTY**

Aligned with the HCPSS Code of Conduct, Lake Elkhorn Middle School promotes the belief that our school is a community of learners who embrace the value of lifelong learning and the power of knowledge. In addition, students are expected to take responsibility for their learning and maintain academic honesty and a positive learning environment. Violations include cheating, stealing, and plagiarism. If a student is found to be guilty of violating Policy 8120, they may receive loss of part or all of the assignment and/or may result in an office referral.

**AWARDS ASSEMBLIES**

Students who consistently demonstrate strong academic achievement and exemplary citizenship will be recognized. We have quarterly assemblies. Students can earn one of three special recognition awards during these assemblies.

Principal's Honor Roll	Straight A's	Exemplary Attendance	For being present all school year
Gold Honor Roll	A's & B's	Team / Grade Awards	Displaying PRIDE expectations
Silver Honor Roll	A's, B's & 1 C		

**AFTER SCHOOL PROGRAM**

A Scholar is...

A student who is Present at school, Prompt and Prepared for class, Productive once in class, Polite to peers and staff members and at all times Proud of themselves and their school.

The Lake Elkhorn Middle School Scholars Afterschool Program is designed to provide students with academic support in the forms of instruction and homework assistance as well as exposing students to enrichment opportunities that tap into their natural talents. Students participate in Homework Club or Reading/Math Support for the first hour. The second hour is designed for students to experience things that they select. These experiences range from athletics to the arts.

## COMMUNITY RESOURCES

**Maryland Youth Crisis Hotline:**  
1-800-422-0009

**Non-Emergency Police**  
410-888-8315

**Howard County East Columbia Library:**  
6600 Cradlerock Way  
Columbia, MD 21045  
410-313-7700

**Howard County General Hospital**  
5755 Cedar Lane  
Columbia, MD 21044  
410-740-7890

**Howard County Department of Education:**  
10910 Route 108  
Ellicott City, MD 21042  
410-313-6600

**Columbia Association**  
10221 Wincopin Circle Suite 100  
Columbia, MD 21044  
410-715-3058