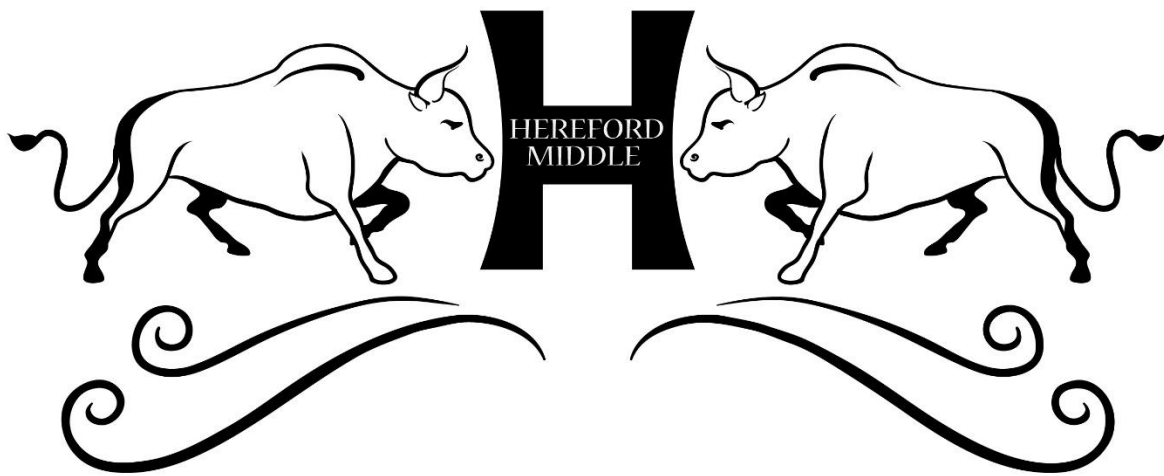


HEREFORD MIDDLE SCHOOL



Hereford Middle School Parent/Guardian Guide

712 Corbett Road
Monkton, MD 21111
443-809-7902
Fax: 443-809-7904

<http://herefordms.bcps.org>

Julie Dellone, Principal
Fay Davenport, Assistant Principal
Stephen Parsons, Assistant Principal



HEREFORD MIDDLE SCHOOL

School Supply List Grades 6, 7, 8

✓ **Hereford Middle School Planner will be provided**

- 2" Binder
- 1 Large Pack of Loose-Leaf Paper (8 ½ x 11")- replenish throughout the year
- Packages of Dividers (2 packs of 8)
- Highlighters (3 colors)
- Pencil Case (3 ring style for each binder)
- Colored Pencils (12 count)
- #2 Pencils w/ Eraser (12 pack) - replenish throughout
- Blue or Black and Red Pens (2 of each)
- Ruler (12-inch)
- Post-it Notes (3x3"- 4 pack)
- Glue Sticks (2 pack)
- Safety Scissors
- 2 (pink) erasers
- Earphones (wired for state testing compliance)
- 1-Pocket Folder w/ 3 Brads labeled for **Science**
- 1- Folder with two pockets labeled for **Social Studies**
- **Geometry** students- compass and either a spiral or composition notebook



For Home Use

- scientific calculator
- Geometry students-protractor

Wish List/Donations:

- Tissues- **classroom teachers**
- Batteries (AAA, D) for **Science Teachers**
- Dry Erase Markers for **Math & World Language Teachers**
- Extra pencils **classroom teachers**
- Ziplock bags **classroom teachers**

****Please note that supplies may need to be replaced frequently throughout the school year****

ARRIVAL

Students are dropped off at Hereford Middle between 7:10 and 7:25 am. Students should not be dropped off at HMS before 7:10 am. Cars are not permitted in the drive or parking lot prior to 7:10.

Please pull into the drive, turn left into the parking lot. Proceed down the middle of the parking lot to the designated drop off area. Follow the signs and staff directions.

DISMISSAL

Buses begin arriving at approximately 1:15 pm. It is recommended that if you need to come to school between 1:15-2:15, please park on the street and walk up to the school. Parking is not permitted in the parking lot during this time frame as buses park double-wide throughout the bus loop and parking lot.

CAR RIDERS

Due to traffic and the number of buses that service the Hereford Zone, it is recommended that all students ride their assigned bus to and from school.

Students have a staggered dismissal in the afternoon beginning at 2:10 pm. If you are picking your student up after school, please arrive after 2:20 pm. At 2:20 the bus loop is free of buses and ready for pick up. Our neighbors on Chesterfield ask that you not block or park in the driveways. Arriving in the school area at 2:20 will eliminate unnecessary traffic on Chesterfield. Please pull all the way down in the loop, watch for signals of the staff members. After your student enters your vehicle please stay in the car line. The line will be directed to exit the loop once all students are safely in their vehicles.

For safety reasons, students are not permitted to meet parents on Corbett Road or in the parking lot.

Please remember that a note is required to be turned in whenever your student is changing their afternoon pick-up arrangement.

BUS RIDERS

Bus Riders are asked to do the following:

- Arrive at your bus stop 10 minutes prior to your scheduled pick-up time.
- Make sure your address is visible to the bus driver.

Students are only allowed to ride their designated buses to and from school.

LATE ARRIVAL/EARLY DISMISSALS

Any student coming late to school must report to the front lobby reception area with a note stating the reason for lateness. The office will write a pass for the student to go to class. We ask parents/guardians to limit late arrivals.

We ask that early dismissals be avoided if at all possible. Buses begin to arrive at 1:15; for this reason, we cannot facilitate early dismissals after 1:15. If your student needs to leave school early for any reason, please send a note in with your student in the morning. Students submit the note upon arrival to the front lobby reception area. Students will receive a pass. Students will show their classroom teacher the pass at the time of dismissal and then go to the front lobby to await your arrival. Upon your arrival, please bring photo identification and ring the front door buzzer. Front office staff will check your identification with the information in our student information system. Your student will then be released.

**** OFFICIAL MSDE ATTENDANCE RULE A full time student must be present for at least 4 hours to be marked present for a full day. A full-time student must be present at least 2 hours to be marked half-day present. Full-time students present for less than 2 hours will be marked as absent.**

POLICIES FOR ADMINISTERING MEDICATION TO STUDENTS

All prescription and non-prescription medication taken in school must be brought in by a parent/guardian.

Follow these procedures:

- Prescription Medication and over-the-counter medication must be accompanied by a physician's order.
 - Medication Administration Form completed
- Call the school to inform of the date and time of medication delivery
443-809-6868 or 443-809-7902
- Place the following in a bag:
 - Signed Medication Administration Form
 - Medication in the current prescription bottle
 - A note with your student's name and the number of pills in the bottle
- Have your identification and be prepared to sign your name to verify our receipt of medication and pill count.

Medication deliveries will be accepted beginning the week prior to the start of school.

This policy applies to both prescription and OTC medications, except for those medications listed on the discretionary medication form.

All students will receive a discretionary medication form. This form should be completed by a parent/guardian and returned to the school nurse.

STUDENT ABSENCES

Any time a student is absent from school, a hard copy note must be provided to the MOD 1 teacher upon returning to school.

**** OFFICIAL MSDE ATTENDANCE RULE A full time student must be present for at least 4 hours to be marked present for a full day. A full-time student must be present at least 2 hours to be marked half-day present. Full-time students present for less than 2 hours will be marked as absent.**

BCPS RULE 5120

III. Lawful and Unlawful Absences

A. Lawful Absence

1. In accordance with Code of Maryland Regulations (COMAR), a student enrolled in BCPS will be considered lawfully absent from school for any portion of the school day under the following conditions:

a. Death in the immediate family.

b. Illness of the student.

(1) The principal or pupil personnel worker (PPW) may require a physician's certificate from the parent/guardian of a student reported continuously absent for illness.

c. Court Summons.

d. Hazardous weather conditions, which would endanger the health or safety of the student when in transit to and from school.

e. Work approved or sponsored by the school, BCPS or the Maryland State Department of Education and accepted by the Superintendent or the school principal, or their designees, as reason for excusing the student.

f. Observance of a religious holiday.

g. State emergency.

h. Other emergency or set of circumstances, which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absence from school.

i. Health exclusion.

j. Suspension.

k. Lack of authorized transportation. Lack of transportation does not include students denied authorized transportation for disciplinary reasons.

VISITORS

All parents/guardians and other visitors entering the school must report to the office through the front doors and sign in. Please make sure that you have a photo ID when you report to the office. Each visitor will have their ID scanned by a staff member and a photo badge will be issued. Anyone in the school building without a badge should expect to be approached and questioned. We have also reminded staff and students that they are never allowed to open any door to visitors. All visitors must be buzzed into the building. These guidelines are designed to assist us in providing a safe and orderly school environment. Hereford Middle strongly encourages parent involvement and participation in the school and our program. Our guidelines are intended to ensure the safety and security of the school community, not to limit parent involvement in our school. If you or someone on your student's emergency card are picking up your student early from school, a photo ID is always required. We thank you in advance for your cooperation with this safety measure.

MESSAGES TO/FROM MY STUDENT

Phone messages will be given to students if an emergency situation arises. We try to keep interruptions to instruction to a minimum. Thank you for your help with this.

DROPPING OFF AN ITEM FOR MY STUDENT

If a student forgets their lunch. The cafeteria will provide food. It may be a good idea to put money on the student lunch account for these instances. The student will need to inform the administrator on duty in the cafeteria.

If a student forgets their device, please ring the door buzzer and a staff member will come to the door to retrieve the device.

INCLEMENT WEATHER

In the event of inclement weather, please pay close attention to the news. Refer to the BCPS website. This will help prevent the office phone lines from being overwhelmed.

QUESTION OR CONCERN ABOUT MY STUDENT-WHO TO CALL

The school phone number is **443-809-7902**. The office staff will direct you to the appropriate staff member to answer your question.

The school counseling office number is **443-809-7905**.

Individual teacher email addresses are on our school website under the staff directory. <https://herefordms.bcps.org/>

STUDENT DRESS CODE AT HEREFORD MIDDLE SCHOOL

RULE 5520:Standards

- A. Students will wear attire in a manner that supports a healthy and safe learning environment.
- B. Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities or that could endanger the health and safety of the student or other students, which includes but is not limited to that which:
 1. Depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit or that reference items that are illegal in general or illegal specifically for underage students;
 2. Promotes use of tobacco, drugs, alcohol or other illegal or harmful products;
 3. Contains sexually suggestive messages;
 4. Depicts gang affiliation;
 5. Causes or is likely to cause a substantial or material disruption to school activities or the orderly and safe operation of the school or at school-sponsored activities;
 6. Contains rude, disrespectful or discourteous expressions inconsistent with civil discourse and behavior; and/or

7. Contains language and/or displays images, symbols, materials or other items that promote hatred, racial or ethnic violence, intimidation or harassment, such as but not limited to swastikas, the confederate flag and nooses.

C. The following specific items are not permitted, except in individual cases as approved by the principal of the school:

1. Bare feet; and

2. Headwear, except as worn for medical reasons or as a legitimate expression of a student's religious practice and faith.

IV. Compliance

The principal, or his/her designee, is responsible for ensuring that all students, staff and parents are informed of the provisions of the student dress code annually at the beginning of each school year and whenever appropriate.

WATER BOTTLES

Water is essential to our students' health. Students may carry water bottles. Only water is permitted. Students will be asked to keep their water bottle sealed and away from their device or other instructional materials at times.

STUDENT LAPTOPS

All HMS students are assigned a laptop to use throughout the school year.

STUDENT LAPTOP REMINDERS

- Students should come to school with a fully charged laptop and the charging cord each day.
- Devices must be kept in blue BCPS bags when not in use
- If a device is missing for more than 24 hours, the office must be notified so that we can help with the search
- Laptops should not be shared by students
- If a charger cord is lost, another must be purchased
- If there is a problem with the laptop, students should complete an online ticket. Parents are asked to inspect the laptop for damage regularly. Students should immediately report issues.

Contact Chris Putnam with any questions about devices cputnam@bcps.org or Tim Thomas tthomas@bcps.org.

EXTRA-CURRICULAR ACTIVITIES

We have a wide variety of activities at Hereford Middle School. We offer clubs such as: Student Council, Drama Club, Newspaper Club, Yearbook Club, Quiz Bowl, Chess, Destination Imagination, GSA, Future Educators of America, Literary Magazine, Robotics, and National Junior Honor Society. We also have offer after-school sports such as cross country, badminton, basketball, track and field, tennis, and a workout club. After-school activities are held on predetermined days of the week. A full list of clubs is posted on our website. Sign ups for extracurricular activities will occur in the beginning of the school year.

MONITORING STUDENT PROGRESS

Parents/Guardians may monitor student progress with the following means:

- Schoology (use student log in)
- Examining student work
- Report cards – quarterly
- Individual teacher conferences

MIDDLE SCHOOL ADVICE

- Take an active interest in your student's school experiences.
- Set aside time daily to discuss what your student has learned.
- Review homework assignments together.
- Provide an opportunity for plenty of sleep each night.
- Encourage a period of daily exercise.
- Get to know your student's friends and their parents. They are a tremendous influence on your student during the middle school years.
- Encourage your student to explore all areas of interest.
- Monitor your student's social media accounts.
- Continue your active involvement in school. Be a part of the PTSA or share your talents, skills, interests in your student's classes.

SPECIAL AREA INSTRUCTIONAL PROGRAM INFORMATION AND OTHER RESOURCES

SCHOOL COUNSELING

School counselors at Hereford Middle work with students to help them develop academically, personally, and socially. They work closely with parents, teachers, school administrators, and other professionals to provide students with the best possible resources and services. Get to know your student's school counselor. They may be reached at 443-809-7905 or via email:

7th Grade, Keleigh Kongkraphun, kkongkraphun@bcps.org

8th Grade, Vicki Shields vshields@bcps.org

6th Grade, Lilly Richardson (Department Chair) lrichardson2@bcps.org

LIBRARY MEDIA CENTER

The library at Hereford Middle is an integral part of the total school program. Activities are designed to enable students to become independent users of the library media center and to develop lifelong reading and learning habits and 21st-century skills. Students are given many opportunities to develop the skills necessary to be successful in an age where access to information is essential. Your student will receive proper instruction on the use of the library.

HEALTH

Students in grades 6-8 will be enrolled in a health course. Topics to include:

- Wellness
- Nutrition and Foods
- Tobacco Use Prevention
- Disability awareness
- Human Development
- Violence and Injury Prevention

PHYSICAL EDUCATION

Physical Education for Hereford Middle students consists of motor skill development, improving their personal fitness levels, social skill practice, and problem-solving in a safe, fun, and challenging environment. The program is designed to allow students to experience a multitude of activities in order to find those sports or activities that will allow them to become lifelong fitness learners. Students will change for PE this year. Students will need to purchase PE uniforms.

MUSIC

The music program at Hereford middle school offers a variety of *exciting* opportunities and *fun* as well as *rigorous* course options. We have decades of experience performing at a high level!

CHORUS

The middle school chorus program is for students who enjoy singing and take performing seriously. However, students of all ability levels who wish to sing are encouraged to take this class. Students who feel that they "can't sing" will learn vocal techniques to help them feel more confident in using their instrument. Students who have extensive vocal training will be challenged to learn new skills as well in an ensemble setting.

Chorus is a class that meets every other day. Students are expected to participate through singing and musicianship. Through participation in chorus, students will gain valuable life skills in confidence, collaboration, self-esteem, teamwork, perseverance, and camaraderie. In addition, students will also engage in rigorous musical coursework to develop vocal production, vocal technique, harmonizing, music theory, and performing skills through the study of both traditional choral music as well as popular music selections.

Mrs. Livingston nlivingston@bcps.org

BAND AND ORCHESTRA

Strings/Orchestra: violin, viola, cello, string bass

Band: flute, oboe, bassoon, clarinet, bass clarinet, alto saxophone, trumpet, French horn, trombone, baritone, tuba, and percussion (must have experience with bells and snare drum)

The middle school music program is a continuation of the elementary program and it's designed to develop technical skills, increase theoretical and historical knowledge, build self-esteem, foster teamwork, and provide an appreciation of music. Students will be expected to study the same instrument they studied previously unless approved prior to the start of the school year by the music teacher.

Students will need to have their own personal instrument to use for class, practicing, and concerts. Hereford Middle School has a small number of larger instruments (string bass, tuba, euphonium, bass clarinet, bassoon, horn) that can be loaned to students for the school year. Please check with Mr. Bennett or Mrs. Johnson if you are in need of one of these. If you need help securing one of the smaller instrument choices, please check with your elementary teacher or contact one of the middle school teachers. Please be careful in selection-lowest cost (A.K.A "an internet special") usually equals the lowest quality. Many music shops can't/won't repair and work on these instruments.

Band: Mr. Bennett jbennett@bcps.org

Orchestra/Strings: Mrs. Johnson csexton@bcps.org

WORLD MUSIC

Students will participate in a variety of musical experiences to understand music of all cultures. We will look at individual areas of the world and how music relates to their culture. We will also investigate several different instruments like handbells and piano for approximately a quarter each.

VISUAL ARTS

Students at Hereford Middle engage in a variety of art making experiences using a wide range of media and processes. Art units are designed to develop creative problem-solving skills. Through the creative process, students establish connections between art, community, history and the individual and begin exploring career options. The curriculum emphasis shifts from observational drawing and foundations in 6th grade to personal expression in 8th grade.

Our visual art students participate in many exhibits, contests and student service-learning experiences and have the opportunity to submit a portfolio for acceptance into the GT art program in 7th and 8th grades.

EFFECTIVE LEARNING HABITS FOR COLLEGE AND CAREER READINESS

Effective Learning for College and Career Readiness will begin by focusing on positive belief systems about academic success. The curriculum will address college and career connections and help students develop essential skills such as organization, study habits, communication, and collaboration.

ENGINEERING BY DESIGN

In this course, students learn all about the nature of technology and problem-solving. Students have opportunities to study the scope of technology and its impact on society. They learn about the core concepts of technology and about the various approaches to solving problems, including engineering design and experimentation. Students participate in engineering-design activities to understand how criteria, constraints, and processes affect designs. Students are involved in activities and experiences where they learn about brainstorming, visualizing, modeling, construction, experimenting, and refining designs. Students also develop skills in researching for information and communication design.

AGRICULTURAL SCIENCE

Students will engage in exciting hands-on activities related to understanding the Agricultural Industry and its importance in food/fiber production for a worldwide economy. Emphasis will be on exploring the new technologies for the 21st century with the agricultural applications of science, technology, engineering, and math (STEM). During each grade level (6-8), different areas of the agricultural industry will be explored.

HEREFORD MIDDLE SCHOOL

Independent Student Service Learning

Dear Students and Families,

Service-learning is a teaching method that combines meaningful service to the community with curriculum-based learning. Students improve their academic skills by applying what they learn in school to the real world; they then reflect on their experience to reinforce the link between their service and their learning.

As mandated by the Maryland State Board of Education, all Maryland students must complete a student service requirement in order to earn a high school diploma. Students may begin working toward the **75-hour graduation requirement** the summer after they complete Grade 5. Hours can be earned throughout middle and high school.

Hours may be earned by completing independent projects, by participating in service-related organizations/clubs, and infused classroom lessons. Infused hours will be added to the 4th quarter report card and are a component of 2-3 subjects in each grade.

Before beginning any independent Service Learning project, you must first obtain approval to ensure it meets the guidelines. In order to receive credit for Student Service Learning, follow these steps:

1. Pick up a **Pre-Approval Form**. Forms are available from the School Counseling Office, Service Learning Bulletin Board in the B Hallway or can be printed from the school website under Counseling > Service Learning > Service learning PDF
2. The *student* should complete the Pre-Approval Form. Answers should be thoughtful and in complete sentences.
3. Bring the form to Mrs. Shields or grade level counselor in the School Counseling Office for an approval signature.
4. After the activity is finished, the *student* should complete the **Verification and Reflection Form**. Answers should be thoughtful and in complete sentences. Turn in both completed forms (Pre-Approval and Verification and Reflection) to Mrs. Shields, and you will receive a notification when your hours are recorded.

If you have questions about the program, please feel free to see me in the school counseling office or email me at vshields@bcps.org

Vicki Shields
School Counselor
Student Service Learning Coordinator

