

# Drew Freeman Middle School

## Parent/Student Handbook

“Every Child, Every Chance, Every Day”

### Code of Student Conduct

The basic policy of the Board of Education regarding student conduct and discipline is found in the Code of Student Conduct. All personnel in the Prince George’s County Public School System use the code of conduct. The primary purpose is to standardize procedures regarding rules of conduct and consequences for infractions of those rules. The Code of Student Conduct is based on the philosophy that a good education is contingent upon a positive learning environment with good order and discipline; free of unnecessary distractions and disruptions.

As part of the classroom orientation process, the students of Drew-Freeman are required to review the Code of Student Conduct. At the conclusion of the orientation process, students will be assessed on:

- Their ability to discuss the Code of Student Conduct in terms of the importance of accepting responsibility for one’s own behavior;
- The consequences of inappropriate behavior;
- Alternative behaviors for problem situations; and
- Acceptable and unacceptable bus behaviors.

The Code of Student Conduct is available under the Students tab on the Prince George’s County Public Schools Website. Realizing that success at school requires a partnership; the Code of Student Conduct outlines the responsibilities for all.

### Students shall have the responsibility to:

- Help to create and maintain a safe and orderly school environment that is conducive to teaching and learning.
- Know and obey all county and school rules and regulations relating to student conduct and achievement.
- Come to school each day on time and ready to learn.
- Present the school with a parent/guardian note for absences.
- Work to achieve potential in all academic and extracurricular activities.
- Obey all instructions from all school employees in a positive and respectful manner.
- Ask questions to ensure understanding.
- Dress in accordance with the dress code for school and school functions.
- Accept responsibility for their actions.
- Maintain appropriate conduct as representatives of the school system when participating in or attending school sponsored extracurricular events and uphold the highest standards of conduct, demeanor, and sportsmanship.
- Utilize school resources to develop appropriate problem solving skills.
- Respect constituted authority, which includes not only obeying school rules and regulations, but also conforming to the laws of the community, state, and nation.
- Reflect respect and consideration for the personal and property rights of others and understand the need for cooperation with all members of the school community.
- Bring to school only those items and material, which are appropriate for the instructional program.
- **When any staff member gives students a reasonable directive, 100% compliance is expected.**

### Parents shall have the responsibility to:

- Provide proof of a bona fide residence in Prince George’s County, Maryland.
- Provide the school system with proof that the child has received all immunizations required by the Board on the enrollment of their child in school.
- Notify the school whenever their child is to be absent (COMAR 13A.08.01, Administrative Procedure 5113).

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- Comply with compulsory attendance law for their child (Annotated Code of Maryland Article, Section 7-301), which states that “every child of age 5 and less than 16 years must attend school regularly.” (Administrative Procedure 5113)
- Assume as parents the primary responsibility for the discipline of the child.
- Acknowledge the child’s responsibilities and obligations in the school as well as in the community.
- Recognize that school personnel must necessarily concern themselves primarily with educational responsibilities.
- Model cooperation with school and transportation personnel.
- Cooperate with school personnel by willing and timely response to requests for conferring on the behavior, health, and/or academic progress of their child.

### Home School Partnerships

While students are the major stakeholders, Prince George’s County Public Schools recognizes that there are many other stakeholders who both directly and indirectly impact the success of students. Each of these groups has specific rights and responsibilities that when fulfilled contribute to strong schools and exceptional student achievement.

### Teachers shall have the responsibility to:

- Be prepared to teach and provide quality instruction within the current curricular framework.
- Maintain an environment of mutual respect and dignity.
- Demonstrate interest in teaching and concern for student achievement.
- Remain knowledgeable about school policies and rules, and enforce them in a fair, impartial, and consistent manner for all students.
- Communicate policies and expectations to students and parents, including:
  - Course objectives and requirements.
  - Grading procedures.
  - Assignment deadlines.
  - Classroom discipline plan.
- Communicate information regarding student progress and achievement on a regular and timely basis to students, parents, and other involved professionals.
- Exhibit an attitude of respect for students that has a positive influence in helping students develop good citizenship traits.
- Maintain an atmosphere that contributes to positive student behavior.
- Provide make-up work upon request for students with lawful absences, including those students on suspension.
- Encourage the use of appropriate guidance services.
- Develop and maintain a positive working relationship with students and staff.
- Strive to improve the quality of life throughout the school community.

### School Administrators are responsible to:

- Support teaching and learning by creating and maintaining a safe and orderly environment.
- Promote communication with all members of the school community and present opportunities for students, staff, and parents to redress grievances.
- Evaluate instructional programs regularly and comprehensively.
- Support the development of and participation in appropriate extracurricular activities by students.
- Enforce the Code of Student Conduct and ensure the fair, consistent, and prompt resolution of concerns and infractions.

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### School Resource Officers are responsible to:

- Provide a safe and secure environment for all stakeholders.
- Assist with maintaining an atmosphere that contributes to positive student behavior in the school and in the community.
- Support the development of and participation in DARE, PAL, and Police Explorers Program.

### The Superintendent of Schools is responsible to:

- Ensure that district administrators are knowledgeable on the provisions of the Code of Student Conduct, policies of the Board of Education, and state and federal laws applicable to the discipline of students.
- Be familiar with district operations and regularly attend school functions.
- Communicate knowledge of best practices in relation to student discipline.
- Ensure that the district maintains staff with appropriate education and certification.
- Communicate district activities to the community through means such as publications, announcements, and community meetings and forums.
- Inform the Board on current issues and trends in student discipline.
- Support staff by ensuring appropriate student discipline procedures consistent with district policies and state of Maryland law.

The Code of Student Conduct addresses many types of student conduct which interfere with a good learning environment. These fall into two broad categories – **Gross Misconduct** and **Repeated Disruptive Conduct**.

**Gross Misconduct** is defined as willful and malicious acts that seriously disrupt the educational environment in a class, activity or in the school in general. These include:

- \* Possession or use of alcoholic beverages
- \* False alarms or arson
- \* Inciting others to violence or disruption
- \* Vandalism and/or destruction of property
- \* Fighting
- \* Theft
- \* Possession of fireworks or explosives
- \* Physical attack and/or threat of physical attack
- \* Shakedown and/or strong arm
- \* Possession, use, or distribution of a controlled dangerous substance

**Repeated Disruptive Conduct** is defined as misconduct that results in the student being removed from the classroom by teacher(s) on four or more occasions during a semester, or three or more occasions during a quarter. (Acts, which also have a disruptive effect, especially when they are repeated over a period of time.) These include:

- \* Cheating
- \* Disrespect
- \* Forgery
- \* Insubordination
- \* Smoking
- \* Distribution of unauthorized printed material
- \* Continued class disruption
- \* False reports
- \* Gambling
- \* Loitering
- \* Unauthorized sale/distribution of any objects
- \* Truancy

The staff of Drew-Freeman Middle School strives to use a variety of informal disciplinary/guidance steps prior to formal disciplinary action. Some of these methods include:

- Teacher/student conference
- Teacher/parent/student conference/contact
- Counselor/parent/student/teacher conference/contact
- Mediation of potential conflicts by Counselors/Admin/Dean of Students
- Parent shadowing of student/parent attendance at parenting workshop

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- Administrative Detention/Saturday School
- Administration/student conference (Disciplinary Action Will Be Taken)
- Administration/parent/student/teacher conference (Disciplinary Action Will Be Taken)

However, the seriousness of a student’s behavior may also warrant the immediate use of the more formal disciplinary procedures, including denial of educational participation. The Pupil Discipline Form (PS74) is used in all instances in which student conduct problems are formally brought to the attention of the school administration for action. A copy of the form is filed in the student’s permanent folders and is retained until the child graduates from high school.

### Classroom Managed Behaviors

- Academic Dishonesty
- Cheating
- Plagiarism
- Classroom Disruption
- Disorderly Conduct
- Coming to Class Unprepared
- Uniform Violation
- Internet/Computer Misuse
- Public Display of Affection
- Unexcused Tardies
- Inappropriate Language

### Office Managed Behaviors

- Weapons
- Fighting or Aggressive Physical Contact
- Chronic Minor Infractions
- Threats/Aggressive Language toward Students/Staff
- Harassment of Student/Staff
- Truancy/Cutting Class
- Smoking
- Vandalism
- Alcohol, Drugs, Illegal Substances or Paraphernalia
- Gambling
- Not w/ Class During an Emergency
- Leaving School Grounds

### Advisory

Students are expected to attend Advisory daily. Advisory is an important period of time set aside daily for each student to spend time with their adult advocate. During this time, the adult advocate along with their mentees will discuss effective decision making, habits of minds, PBIS, school rules, procedures, or concerns, design and complete interdisciplinary projects, and participate in interest and career inventories.

### Administrative Detention/Saturday School

A student’s failure to attend an assigned Administrative Detention or Saturday School will result in an out of school suspension.

### Class Transitions

At time of transition, students are to line up in a straight line and wait to be escorted to the next class by a staff member. Failure to comply with the transition process can result in disciplinary action.

### Cell Phones and Other Portable Electronic Devices (PED’s)

Students are permitted to use cell phones and PEDs only during certain times. The use of cell phones and PEDs should not interfere with teaching and learning during the school day. The school assumes no liability for theft, loss, or damage of cell phones and/or other PEDs possessed by students on school property or held by school officials during the confiscation period. (Board Policy 5132)

### Early Departure

Parents are urged to make appointments after school hours. However, when an early departure is necessary, a note from the parent/guardian must be sent to the office in the morning. Should you need to take your child out of school for a necessary appointment please come to the office and sign the **EARLY DEPARTURE** log. We will call the child(ren) to come to you.

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### Emergency Plan/Emergency School Closings

In the case of an emergency situation, students will be relocated. When schools must be closed, opened later than usual, or are closed early because of weather or other emergency conditions, an announcement will be made over all Washington area radio and television stations. In order to keep the telephone lines open for emergency calls, parents are requested NOT to call the school. When schools are closed early, bus transportation will be available.

### Extra-curricular Activities

Drew-Freeman offers many extra curricula activities to its students. Students who wish to participate in extra-curricular activities must earn at least a 2.0 grade point average with no E's. Parents must consent to student's participation in after school activities. If activity buses are not provided, parents are responsible for picking up students no later than the end of the activity in which they are participating.

### Field Trips

Properly supervised, educational field trips are an important part of our instructional program. However, participation in these activities is a privilege afforded students who have shown that they can follow school rules. A signed permission form from a parent or guardian is required for all field trips. Parents are welcome to attend field trips as chaperones with proper background check. Forms will be sent home at the time of the field trip that indicates date, time of departure and cost for chaperones.

### Food Service

Breakfast and lunch will start on Monday, August 22. Students purchasing breakfast should arrive at school by 7:10 am. Applications for free and reduced meals must be completed each year. The forms will be sent home with your child during the first week of school. In order for students to continue their status for the current year the application must be completed and returned to your child's advisory teacher for processing and approval by the Food and Nutrition Department.

### GPA

Grade Point Average (GPA) is calculated on a 4.0 system for every quarter and a cumulative GPA is given at the end of the school year. Students earn four (4) points for an "A" grade, 3 points for a "B" grade, 2 points for a "C" grade and 1 point for every "D" grade. No points are earned for an "E". If the student receives an "E" the student has failed that course for the recording period. Grade Point Average is distributed every quarter by averaging the total points earned and divided by the number of classes taken by the student. GPA's are recorded on all report cards and are used for Honor Roll recognitions.

### Grading Factors

Teachers use a variety of criteria to evaluate a student's progress. These include class participation, class work, quizzes, tests, projects, and homework. The manner in which these criteria will contribute to the quarterly report card grade will be determined by Prince George's County Public School policy and can be found on the county's website. Each teacher will notify parents of the grading factors in their course syllabus. Additionally, each student will maintain a comprehensive record of their grades to include standardized and county-administered tests.

### Hall Passes

Students are allowed only two (2) hall passes for any reason per class per quarter except medical emergencies. If a student has a medical concern that requires the student be issued more hall passes, medical documentation from a doctor must be provided and placed on file in both the counselor and nurse's offices. **No passes will be issued during the first 10 and last 10 minutes of each class period.**

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### Hall Sweeps

When students fail to be in their assigned classroom and seat at the time of the tardy bell, they will be considered in a hall sweep. Hall sweeps will be conducted everyday and each mod.

- Students caught in the hall sweep for the 1<sup>st</sup> time, will be assigned Administrative Detention
- Students caught in the hall sweep the 2<sup>nd</sup> time within the same day, will be placed in In School Suspension for the rest of the day. (ISS)
- Students caught in the hall sweep the 2<sup>nd</sup> time will be assigned Saturday School.
- Students caught in the hall sweep 3 or more times will be subject to suspension.

### Health Services

A registered nurse provides health services in our school. She is ready to assist you with any concerns regarding health issues related to your child. She can be reached at (301) 817-0900 Ext. 226.

### Homework

The Board of Education recognizes homework as an integral and necessary part of the educational program for each student. The purpose of homework is to reinforce, supplement, and enrich work done in the classroom. It is also designed to promote competency in subject matter and content learning, to help students learn to manage time effectively, to apply learning, and to enable them to use variety of sources of information.

Homework may be assigned Monday through Friday. Homework assignments are to be written in the agenda book for each class/content area. Specific homework policies for each class are approved by the principal and published in each teacher's course syllabus. These policies are followed throughout the year unless parents receive notice of a change. Teachers are aware that family commitments may prevent students from completing an assignment. In this event, a short note from the parent/guardian to the teacher is requested. Students are encouraged to spend a minimum of 30 minutes each night reading for pleasure.

If a student is absent three (3) or more days, parents should call the Guidance Office for homework assignments. Twenty four (24) hours notice is required so teachers can prepare assignments. When a student is absent from school or class for any reason, it is his/her responsibility to check with the teacher(s) and arrange to make up the work that was missed. A student with excused absences is allowed one day for each day's absence to complete make-up or homework assignments. Late assignments are not accepted unless the student has a legal excuse for missing the assignment.

### Honor Roll

Drew-Freeman has three levels of achievement to honor our highest performing students if they meet the following criteria on the entire report card, including creative arts and academic subjects:

- Distinguished Scholar: Students with a 4.0 GPA or higher with no grade below an "A".
- Principal's Honor Roll: Students with a 3.0 GPA or higher with no grade below a "B".
- Honor Roll: 3.0 Students with a 3.0 GPA or higher with no grade below a "C".
- Most Improved: 2<sup>nd</sup> and 3<sup>rd</sup> quarter, students who go up in two or more classes and down in none.

Quarterly award ceremonies will be held at the end of the quarter (except for 4<sup>th</sup>) to celebrate student achievement.

### Illness at School

When a child gets sick at school, we call the parent/guardian to come for him/her. This is necessary because of the limited sick room facilities in our building. We are able to provide only minimal care for sick children. Please notify the nurse if your child has contracted a communicable (contagious) disease, e.g., chicken pox, pink eye, etc. so that other parents/guardians can be notified. Children should be fever free for 24 hours before returning to school.

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### In School Suspension (ISS)

The purpose of the In-School Suspension (ISS) program is to hold students accountable for their behavior and their school assignments while they remain in school after having committed a violation of the Prince George’s County Public Schools Code of Conduct. The philosophy behind the program is **discipline**, not **punishment**.

- Student is informed about his/her offense
- Student signs log in sheet
- Parent is contacted (If a number is not available ISS PS 80 referral will be given to student)
- Student will be given a Statement Form to be placed in the student’s discipline records; an ISS Rules Sheet; a reflection assignment and their class assignments in RELA and math.
- Students will be placed in ISS for the whole day and they will have a separate lunch period.
- Any student who leaves ISS without permission is subject (3) days of out of school suspension.

### In Good Standing

Students are required to be in good standing to participate in school wide activities. To be deemed in good standing, students must maintain a minimum of a 2.0 GPA and have no suspensions within a month leading up to the activity. Students are also required to have 90% attendance to be In Good Standing. To run for Student Government Association (SGA) the In Good Standing requirement is a 3.0 GPA.

### Internet Use/Online Policy

The use of electronic resources is supported provided that abuses do not occur. Access is a privilege that will be denied if used inappropriately. In addition, disciplinary and/or legal actions may be taken. Online privileges are granted to those students with written permission from their parents/guardians. The Acceptable Use Policy Permission Form can be obtained from the Media Center.

### Lockers

Each student at Drew Freeman will be assigned his or her own locker. **Students are not allowed to share lockers.** Students will be permitted to use the locker at the beginning of the day and at the end of the day only. All coats, jackets, and book bags must be stored in the locker. Failure to place these items in the locker will result in the items being confiscated.

### Lost and Found/Confiscated Items

Items that are lost and found or confiscated will be secured for a period of one quarter. The lost and found is located in the rear of the cafeteria. If not claimed by the end of the quarter, items are donated to a charitable organization or discarded. Parents are encouraged to label personal property. **Students are discouraged from bringing valuable items to school.** (The school assumes no liability or responsibility for lost or stolen/confiscated items.)

### (MSA) Maryland School Assessment

The Maryland School Assessment (MSA) is a test of reading, math, and science achievement. This test provides educators, parents, and the public valuable information about student, school, school system, and state performance. The test will meet requirements of the No Child Left Behind Act. MSA scores will show how well Maryland children have learned the reading and mathematics skills in the Maryland Content Standards. The test is administered in the Spring, usually towards the end of the third quarter. There will be quarterly assessments administered to ensure adequate preparation for the MSA.

### Media Center

The mission of the Drew-Freeman Library Media Center is to provide access to a collection of print and non-print materials that supports the curriculum and research needs of our students, as well as encourages and enriches reading; to provide students with access and opportunities to use technology and help students develop computer literacy skills; and help students develop information literacy and evaluation skills.

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### Medication

Students are only permitted to take medication during the school day when it is prescribed by their physician. This can only occur under the supervision of school system personnel. A Physician’s Medication Authorization for Prescription and Nonprescription Medication Form, PS-51, Parent’s/Guardian’s Acute Allergic Reaction, Form PS-51EPIPEN, or a Physician’s Authorization for Medication by Inhaler/Mechanical Device Form, PS-51/INH must be on file for each medication.

### Obligations

Payments for fees, dues, damages, or restitution must be cleared by the end of the marking period. Payments for any obligation or financial debt must be made with a money order, cashier’s check, or cash. **No Personal Checks will be accepted.**

### Parent Newsletter

Guidance with the assistance of School Social Worker will produce a quarterly newsletter which will be available the first day of each quarter. This publication will also be posted on the school’s website, <http://www1.pgcps.org/drewfreeman/>.

### Parent Teacher Association

Information will be forthcoming at Back-to-School Night.

### Parent Teacher Conferences

We welcome your requests for conferences. In order to be an active participant in your child’s education, it is very important that you know what is going on with your child(ren) at school. Please schedule all conferences by calling your counselor in Guidance, 301-817-0904.

### Parking

Parking is permitted in the circle in designated parking spaces only. The inner circle is designated as a fire lane. Please do not park in the Fire Lane. Parking is also available to parents in the parking lot at the back of the building, but you must enter through the front of the building in order to sign in at the front office.

### PBIS (Positive Behavior Interventions and Supports)

Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. PBIS provides an operational framework for achieving these outcomes. More importantly, PBIS is NOT a curriculum, intervention, or practice, but IS a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students.

In general, PBIS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

These four elements are guided by six important principles:

- Develop a continuum of scientifically based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage prosocial skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

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Schools that establish systems with the capacity to implement PBIS with integrity and durability have teaching and learning environments that are

- Less reactive, aversive, dangerous, and exclusionary, and
- More engaging, responsive, preventive, and productive
- Address classroom management and disciplinary issues (e.g., attendance, tardies, antisocial behavior),
- Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health), and
- Most importantly, maximize academic engagement and achievement for all students.

Finally, students who consistently demonstrate desired behaviors can earn Falcon Bucks that they can use to purchase items, rewards, and attend fieldtrips.

### Physical Education

Students must change into the physical education uniform for P.E. class daily. Students are required to provide and wear the school approved Physical Education Uniform. This uniform consists of Drew Freeman T-Shirt. The shirts can be purchased through the Physical Education Department. To complete the uniform students should wear athletic shorts, white socks and athletic shoes.

### PLP

Personal Learning Plan is an initiative by Prince George's County Public Schools to establish an educational plan for each student that will follow the student from Kindergarten through 12<sup>th</sup> grade. This document will contain personal data, standardized test scores, college and career goals, and other information. A meeting will be held with the guidance counselor, parent, and student. **Parents are asked to call guidance to schedule an appointment to discuss the PLP for their child.** The Guidance phone number is (301) 817-0904.

### Progress Reports

Progress reports will be issued four (4) times during the school year in quarterly intervals.

### Promotion Requirements

All middle school students are expected to successfully complete all subjects taken. Students are required to pass three (3) of the four (4) core academic subjects: Language Arts, Math, Science and Social Studies to earn promotion to the next grade level. If successful completion is not attained, promotion to the next grade shall be by the action of the principal, upon the recommendation of the School Instructional Team to which the student is assigned.

### Report Cards

Report cards are distributed on a quarterly basis (4 times during the school year). Parent conferences are scheduled during at least one of the first three quarters.

*Interpretation of the letter grades is as follows:*

- A – Excellent progress at the level of instruction indicated (4 points)
- B – Above average progress at the level of instruction indicated (3 points)
- C – Average progress at the level of instruction indicated (2 points)
- D – Below average progress at the level of instruction indicated (1 point)
- E – Unsatisfactory progress at the level of instruction indicated (0 points)

**First quarter report cards will be distributed to parents/guardians at parent conferences on November 11<sup>th</sup>, 2011. Report cards of students making less than satisfactory during the first grading period will be withheld until a conference has been scheduled. Report Cards will be distributed to students in February and April. June (fourth quarter) cards are mailed.**

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### School Hours

Our school hours for the 2011 – 2012 school year for students are 7:15 a.m. to 2:25 p.m. Children should not arrive before 7:15 a.m. because adult supervision will not be provided.

Students are expected to report to Advisory at 7:15 a.m. (7<sup>th</sup> grade) and 7:25 a.m. (8<sup>th</sup> grade). Attendance will be taken and your child(ren) will be marked tardy.

### School Supplies

All students are expected to report to school prepared to work. They should have a Three (3) inch 3-Ring Binder (1); Loose leaf paper; Subject Dividers; Composition Books (1); Spiral Notebooks (4); Pocket Folders (4); Calculator (1); Pencils; Pens (black or blue ink). Each teacher will provide a list of specific supplies required for the class at the beginning of each quarter.

### School Uniforms

All students are required to wear the official mandatory uniform each day. Each parent will be required to sign and return our Mandatory Uniform Violation Policy and Parent Pledge, which will be sent home with each student. The following is the school uniform policy.

#### Shirts (Boys & Girls)

- Polo Style (ONLY)
- Yellow – 7<sup>th</sup> Grade; White – 8<sup>th</sup> Grade

#### Pants (Boys & Girls)

- Khaki (Tan Only) – NO CARGO
- Belts – Black, Tan, or Brown (MANDATORY)
- No Shorts

#### Skirts & Tights/Leggings (Girls)

- Khaki (Tan Only) – NO CARGO
- A-Line ONLY (MUST BE KNEE LENGTH)
- Tights/Leggings – Black or White Only

#### Sweater Vests/Cardigans (Boys & Girls)

- Solid Black

#### Shoes & Socks (Boys & Girls)

- Solid Black – Rubber Soles Only  
(i.e. Tennis Shoes, Loafers. No Heels or Sandals)
- Socks – Solid Black, Beige, White or Tan

#### Accessories (Boys & Girls)

- NO Rings
- NO Earrings
- NO Body Piercings
- NO Necklaces, Chains or Bracelets
- NO Backpacks, Purses or Bags Carried During The School Day
- ONLY watches may be worn

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### **Tardy Policy**

**The school day begins at 7:15 a.m. (7<sup>th</sup> grade) and 7:25 a.m. (8<sup>th</sup> grade).**

Any student reporting to school late must report to the Main Office, sign in, and receive a late pass. Late arrival to school could affect a student’s ability to participate in extra-curricular activities.

Students are permitted three (3) tardies per quarter. On the fourth tardy and each subsequent tardy, disciplinary action will be initiated. Chronic tardiness will be reviewed and disciplinary action taken as needed for possible referral to truancy court.

### **Teams**

Each team is made up of an English/Language Arts, Math, Science, and Social Studies teacher. All creative arts teachers work together on a separate team. This year our students will be divided into eight (8) teams. Our teams are named for colleges and universities.

### **Telephone Calls/Use**

Parents are requested not to call the school to speak to students while school is in session unless it is urgent. Parents are asked not to call their students on their cell phones at any time during the school day. The main office will kindly get urgent messages to your child during the school day as needed. Students will only be called to the telephone during class periods with an administrator’s approval.

### **Transportation**

Prince George’s County Public School’s Department of Transportation is responsible for informing parents about the status of your child’s transportation. If you have any questions, please call the Department of Transportation at (301) 952-6570.

### **Visitors**

Visitors to the school are welcome; however, all visitors must secure permission from the main office to visit any classroom or person within the building. Any person who enters the building without securing permission from the main office will be charged with trespassing. Parents who desire to visit the school or talk with teachers should call the teacher to arrange a conference time. Since teachers are responsible for instructing students during the day, it is impossible for them to meet with parents at unscheduled times.

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<b>PBIS Code of Conduct Matrix</b>
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	Classroom	Hallway	Restroom	Cafeteria	Assembly	Bus	Computer Lab	Media Center
Preparation	On time On task with required materials SLANT	Walk to the right in a straight line Wear uniform at all times	Carry and display a pass Wear uniform at all times	On time Wear uniform at all times	On time Seated Wear uniform at all times	On time to bus Wear uniform at all times	Seated Wear uniform at all times Listening	Have appropriate materials Wear uniform at all times
Respect	Listen to others Accept others	100% Quiet Mindful of personal space of others	Honor other's privacy	Inside voices Appropriate manners Be patient	Supportive Quiet Ready to listen	Remain seated Speak respectfully	Proper use & handling of technology equipment	Speak respectfully Use equipment properly
Integrity	Complete our own work Dressed in appropriate uniform	Take shortest route possible Display a pass	Appropriate use of restroom Return promptly when done	Honor other's food and his or her space Seated in proper place	Engaged	Follow driver's instructions	Access appropriate websites	Access appropriate websites Focus on task required
Dedication	Work hard Focused Honor code of conduct	Consistent in all areas	Keep restroom clean	Neat Organized table space	Focused Follow directions given	Consistent in all areas	On task Quiet Focused	Take care of materials Return borrowed materials
Excellence	100% Self-pride Self-confidence	100% Orderly In-line	100% Honor restroom rules	100% Self-control Orderly	100% Orderly	100% Self-control Orderly	100% Honor acceptable use policy	100% Library clean and follow all rules
Excellence	100% Self-pride Self-confidence	100% Orderly In-line	100% Honor restroom rules	100% Self-control Orderly	100% Orderly	100% Self-control Orderly	100% Honor acceptable use policy	100% Library clean and follow all rules

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## Parent/Student Handbook

“Every Child, Every Chance, Every Day”

### School Pledge

Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness that most frightens us. We ask ourselves, “Who am I to be brilliant, gorgeous, talented, and fabulous?” Actually, who are you not to be? Your playing small does not serve the world. There is nothing enlightened about shrinking so that other people won’t feel insecure around you. We are meant to make manifest the glory that is within us. It’s not just in some of us; it is in everyone. And as we let our light shine, we unconsciously give other people permission to do the same.

### Mission Statement

At Drew Freeman Middle School a quality education is a civil right. We will educate all students by developing critical thinkers, cultivate a safe and orderly environment and meet the unique needs of our students with excellence and equity.

### Vision

We aspire to empower all students to become life-long learners to ensure that every child can successfully navigate and negotiate in a 21st Century World.

### Goals

Every child will master and apply the skills of the core curriculum.

Every teacher will master distinguished practices to ensure student learning.

Every member of our school community will contribute to a respectful and supportive school culture.

### Drew Freeman Middle School



2600 Brooks Drive  
Suitland, MD 20746  
Tel: 301-817-0900

Marla M. Dean, Ed.D  
Principal

### Drew Freeman Facts:

**Our Mascot** – Falcons

**Our School Colors** – Black and Gold

**Our Motto** –Educating All Students with Excellence and Equity

**Our Slogan** –Every Child, Every Chance, Every Day

**Our Teams** –Alabama A&M Howard Cal Tech Michigan  
Maryland Florida A&M Stanford UPenn



**P.R.I.D.E.**

*Preparation, Respect, Integrity, Dedication and Excellence*