

McDONOGH MIDDLE SCHOOL

STUDENT HANDBOOK

Revised May 2018

John McDonogh's Rules for Living

The first and great study of your life should be to tend by all means in your power to the honor and glory of the Divine Creator.

Remember always that labor is one of the conditions of our existence.

Time is gold; throw not one minute away, but place each one to account.

Do unto men as you would be done by.

Never put off till tomorrow what you can do today.

Never bid another do what you can do yourself.

Never covet what is not your own.

Never think any matter so trivial as not to deserve notice.

Never give out that which does not come in.

Never spend but to produce.

Let the greatest order regulate the transactions of your life.

Study in your course of life to do the greatest possible amount of good.

Deprive yourself of nothing necessary to your comfort, but live in an honorable simplicity and frugality.

The conclusion of which I have arrived is that without temperance there is not health; without virtue, no order; without religion, no happiness; and the sum of our being is to live wisely, soberly and righteously.

Table of Contents

[McDonogh Philosophy and Mission Statement](#)

[McDonogh Middle School Philosophy](#)

- I. [Middle School Advisor Program](#)
 - A. [Communication with Parents](#)
 - B. [Student and Parent Concerns](#)
- II. [Middle School Academic Program](#)
 - A. [Course Offerings](#)
 - B. [Academic Communication](#)
 - C. [Academic Support Services](#)
- III. [Middle School Athletics and Physical Education](#)
 - A. [Athletic Offerings](#)
 - B. [Uniforms and Equipment](#)
 - C. [Excuses from Athletics](#)
- IV. [Middle School Additional Programs](#)
 - A. [Community Service](#)
 - B. [Outdoor Education](#)
 - C. [Eighth Grade Leadership Program](#)
 - D. [Eighth Grade Diversity Group](#)
 - E. [MathCounts](#)
 - F. [Rockshop](#)
 - G. [Battle of the Books](#)
 - H. [McDonogh Singers](#)
- V. [Middle School Student Expectations](#)
 - A. [Academics](#)
 - B. [Middle School Honor Code](#)
 - C. [Conduct](#)
 - D. [Harassment, Sexual Harassment, and Bullying](#)
 - E. [Technology Responsible Use Policy](#)
- VI. [Middle School Regulations](#)
 - A. [Dress Code](#)
 - B. [Books and Book Bags](#)
 - C. [Guests Visiting Middle School](#)
 - D. [Lockers and Locks](#)
 - E. [Lost and Found](#)
 - F. [Soliciting Support for Organizations Outside of School](#)
- VII. [Middle School Procedures](#)
 - A. [Attendance](#)
 - B. [After School](#)

- [C. Calling School](#)
 - [D. Student Phone Use](#)
 - [E. Inclement Weather](#)
 - [F. Transportation](#)
- [VIII. Middle School Facilities](#)
 - [A. Dining Hall](#)
 - [B. Library](#)
 - [C. Infirmary](#)
 - [D. Riding Department](#)

*This handbook is a guide to current school thinking.
It is not a contract, and its provisions may be modified or deleted
as the school deems appropriate in the best interest of its students.*

McDonogh Philosophy and Mission Statement

McDonogh School is a community that finds joy in work, in play, in discovery, and in the realization of personal potential. Strong, mutually respectful relationships inspire a passion for teaching and learning, a dedication to personal integrity, and a commitment to excellence. Embracing diversity of background, culture, and thought, the school builds upon its founder's original mission to provide life-altering opportunities and to develop in students the will "to do the greatest possible amount of good.

—McDonogh Mission and Philosophy Statement, revised Spring 2012

McDonogh Middle School Philosophy

Recognizing the powerful developmental stages of adolescence, the Middle School seeks to create a place for the young adolescent to grow and flourish. Each student's personal and interpersonal growth and well-being is of highest consideration throughout our program. Through a daily advisor program and strong guidance, we foster an environment in which students take responsibility for their own actions, materials, environment, health, and safety. Students are encouraged to work diligently, to do their best, and to respect all work done in this spirit. Our goal is to enhance the young adolescent's natural confidence, curiosity, open-mindedness, cheerfulness, kindness, politeness, and honesty.

A guiding principle for our Middle School is to provide a stimulating and challenging academic program. A body of knowledge crucial to the development of the young adolescent is presented through departmental and interdisciplinary approaches. Throughout the program, strong emphasis is placed on imparting the skills needed to achieve academically and intellectually. McDonogh is further committed to providing programs in the fine and performing arts, spiritual and ethical education, physical education and athletics, and community service. Our goal is to develop within the student critical and creative thinking skills, strong work habits, a willingness to ask questions and take risks, and a genuine love of learning, as we prepare our students for the rigorous programs to follow.

McDonogh's strong history and commitment to diversity create an excellent environment for learning principles of citizenship, along with the celebration and appreciation of cultures and differences. We strive to develop in students a strong sense of the community beyond themselves through emphasis on positive group interaction, cooperation, helpfulness, and respect for others. It is our goal that students move from the middle school with a clear view of their personal responsibilities to themselves and others, with a sense of integrity, with pride in their accomplishments, and with confidence in their intellectual potential.

I. Middle School Advisor Program

The Middle School Advisory Program fosters strong, mutually respectful relationships between faculty and the children they advise. In grades five through eight, advisors provide their

advisees with support for their relationships with others, their feelings about themselves, and their ability to use good judgment in various areas of their adolescent lives. As advocates, encouragers, and role models, the adults in each child's life provide careful guidance whether the topic is academics, personal integrity, or community involvement.

Each student has a faculty advisor and is part of a small advisor group that meets every morning to start the day. In addition to participating in team-building activities and playing games just for the joy of it, advisories discuss age-appropriate topics, including school awareness, self-assessment, self-management, interaction with others, and ways to make decisions thoughtfully and intelligently. School and community issues are also central to advisory conversations. Grade level programs and events are planned by grade level team leaders, team members, and the Middle School administration. As a result of these efforts, the Middle School Advisory Program provides a network that allows students, parents, faculty, and administration to work together to help students fulfill goals for self-discovery and personal growth.

A. Communication with Parents

Each advisor has consistent contact and frequent communication with his or her advisees. Advisors communicate as needed with parents by telephone, e-mail, letter, special reports, and individual or group conferences.

B. Student and Parent Concerns

Student and parent concerns should initially be brought to the advisor's attention, and the advisor will determine the best way to proceed.

For an academic concern, the advisor will talk first with the student's teachers and may also consult the Middle School Learning Specialists, the Middle School Associate Head, or the Head of Middle School. The advisor may refer non-academic concerns to the student's class dean, the Middle School Associate Head, or the Head of Middle School. The school's psychologist is also available to provide crisis intervention and short-term counseling for students needing emotional support, and will refer students and families to outside professionals if a need for long-term counseling is determined.

II. Middle School Academic Program

The Middle School offers a comprehensive program designed to meet the needs of early adolescent students. Each grade level is structured to accommodate the developmental differences of students by offering them a wide range of intellectual, social, creative, and physical experiences. The academic program provides opportunities for exploration and promotes the development of fundamental skills in fifth through eighth grades. The Middle School also provides a program that ensures a smooth transition from the Lower School to the Upper School.

A. Course Offerings

Band

Instrumental Music begins in the fifth grade if students choose concert band. Band is performance-oriented with a strong emphasis on ensemble playing. Students learn proper tone, technique, and intonation as well as musical interpretation and artistry.

Dance

Dance in the Middle School promotes the development of a student's kinesthetic sense and aesthetic awareness. The curriculum for the fifth and sixth grades emphasizes creative movement and improvisation, which prepares students to learn and perform more technically defined and artistic movement skills in the seventh and eighth grades. The primary objectives at all grade levels are for students to understand that movement is communication, and to develop interest and enthusiasm for dance as performers or observers.

Digital Media

Digital Media courses focus on the use of the computer as a creative tool for self-expression in the visual arts. Students work with various programs to capture, create, alter, and present images. In addition to exploring the possibilities and limitations of digital media, students learn the legal and ethical issues that digital image creation present.

Drama

Students in fifth through eighth grades will have the opportunity to participate in a Middle School production when offered. Drama may be incorporated into the English curriculum.

English/English Language Arts

Since self-expression is one of the most important keys to success, great emphasis is placed on writing and speaking in our English program. Composition, literature, grammar, spelling, vocabulary, oratory, and discussions all play a vital role in the development of an articulate and well-read individual.

Mathematics

Students in fifth, sixth, and seventh grades study basic operations of different number systems, number theory, geometry, problem-solving strategies, probability, and statistics. Students in the eighth grade study algebra. An accelerated program starting in the sixth grade allows seventh graders to take Algebra I and eighth graders to take Geometry. Admission to this program is by teacher recommendation only, which is determined by classroom observations, performance, and mathematical reasoning.

OnStage

OnStage is offered to students in all Middle School grades. The course is designed to give students the fundamental skills needed in both theatrical and vocal performance. Through active participation in theater games, improvisation and scene work, students learn to use their abilities to bring characters to life on stage. Through sight reading, choral and solo singing combined with a strong technical base, students develop the knowledge and skill to perform

music from a variety of genre. When combined, the ultimate outcome of this course is to develop a sense of ensemble and self confidence in a supportive environment through performance.

Physical Education/Athletics

All fifth and sixth grade students participate in physical education. All seventh and eighth grade students participate in seasonal athletic offerings. Skills and fundamentals of both team and lifetime sports are taught in the P.E. classes. Cooperation in a group and respect for individuals are universal themes within the program. Interscholastic teams and individual sports are offered in all three seasons to seventh and eighth grade students who participate in athletics.

Reading

To promote the appreciation of reading, students are exposed to a variety of literary genres. In addition, the reading program is coordinated with the content subjects and includes special units in effective reading strategies, organization, study habits, library skills, research techniques, vocabulary development, and report writing.

Religious Studies

'A World of Religious Differences' examines the great variety of religions in today's world. Understanding and respect are the course goals. All eighth grade students take this religious studies course for one trimester.

Science

In the science program, students develop skills of observation, data-collection, interpretation, and verification of results. Basic principles of earth science, environmental science, physics, chemistry, and biology are included at each grade level. McDonogh's campus is utilized for instruction in environmental studies in the fifth through eighth grades in conjunction with studies of the Gwynns Falls watershed, trout restoration, and the Chesapeake Bay.

Social Studies

Social studies courses include cultural geography courses in fifth and sixth grades, and survey courses in United States history in seventh and eighth grades. Individual and group projects are undertaken in these courses to exercise student imagination and creativity.

Visual Arts

Visual arts are offered to all middle school students. Through projects selected from the fine and applied arts, students develop cognitive skills to be utilized in creative problem solving. Formal and technical goals are served by an emphasis on observational drawing, as well as other projects.

Wellness

One trimester of this course is required each year for students in fifth through eighth grades. The course is focused on self-awareness and responsible decision-making, and addresses

issues which confront adolescents: sex education, puberty, peer relationships, drugs, alcohol, and tobacco use.

World Language

All students study world languages for their four years of Middle School. Fifth grade students continue to study the language they were introduced to in the Lower School. Sixth grade students have the option of continuing with their Lower School language or exploring the other two world languages offered at McDonogh. The sixth grade course emphasizes listening and speaking skills, with reading and writing added in the seventh grade. The three-year sequence beginning in the sixth grade completes the first level of the Upper School world language requirement.

B. Academic Communication

Homework Reports

A homework report communicates missing, late, or unsatisfactory work to parents. These reports are designed to keep parents informed, not to communicate major concerns. Grade level advisor teams may establish additional procedures for addressing patterns of missing or late homework completion. These procedures may include special reports, an appointment with the Middle School Learning Specialists, an academic detention to complete late homework, or a lower Habits for Success grade due to repeated homework reports.

Special Reports

Teachers write special reports to convey important information immediately to parents. The report may express concern about a student's progress or offer commendation for a student's academic performance, conduct, or effort.

Advisor Reports

The advisor writes two reports for each advisee during the academic year. The first, written in mid-year, consists of a narrative written to the parents. This report gives an update on the student's progress and may include information on the goals each advisee has set for the remainder of the year. The second report, written at the end of the academic year, is a letter written directly to the advisee. This letter recaps the year and includes commendations and recommendations for the student.

Report Cards

Report cards are sent home at the end of each trimester. The letter grading system is used for most subjects, with a few graded on a pass/fail basis. Comments will be written for each class at the end of the first two trimesters.

A+, A, A-	Excellent
B+, B, B-	Good
C+, C, C-	Satisfactory
D+, D, D-	Marginal

E Unsatisfactory

In addition to the letter grade, the following criteria will be used to assess a student's performance on a "rarely, sometimes, consistently, exceeds expectations" scale. For further explanation, see the ["Student's Guide to Middle School Habits for Success"](#) on the Middle School webpage.

Habits for Success

- engages and participates appropriately in classroom activities
- completes assignments with care
- comes to class prepared
- works well independently in class
- works cooperatively

McDonogh Compass Values

- respects property, rights, and feelings of others
- demonstrates responsibility

Parent-Teacher Conferences

Parent-teacher conferences are brief face-to-face contacts intended to communicate directly with parents. This form of meeting is a productive way to report a student's progress to date and to set goals for the future. These conferences are arranged in mid-fall and following second trimester grades.

Yearly Grades

Final (year-end) grades are an average of grades for each of the trimesters. Faculty members use a standardized averaging procedure.

Communication Calendar

Back to School Night G5/G6	Monday September 8
Back to School Night G7/G8	Tuesday September 9
Parent-Teacher Conferences	Thursday October 16 - Evening
Parent-Teacher Conferences	Friday October 17 - Day
1st Trimester Grades and Comments	End of November
Advisor Letter to Parents	Last week of January
2nd Trimester Grades and Comments	Second week of March
Parent-Teacher Conferences	Thursday April 9 - Evening
Parent-Teacher Conferences	Friday April 10 - Day
3rd Trimester Grades (No Comments)	First week of June
Advisor letter to Students	Second week of June

C. Academic Support Services

Supportive Learning Services

Middle School Learning Services is a resource for the entire middle school community. Learning Services helps support students with a specific diagnosis of learning disabilities or attentional difficulties, as well as any student in need academic guidance and support. The transition from Lower School to Middle School involves many changes and challenges. The Learning Specialists will work with classroom teachers and families to ensure academic success of students at McDonogh providing assistance with study skills, time management, and other learning supports. For those who have been diagnosed with a formal learning difference, the Learning Specialists will help those students to better understand and to better manage their learning profile.

In-School Tutoring

McDonogh offers a rigorous program, and we are committed to helping each of our students succeed academically, emotionally, and socially. In the Middle School, our advisors and teachers take pride in providing individual attention and making themselves available to students. If a student is experiencing academic difficulty or desires extra help, he or she should arrange to meet with teachers during common free times.

If a student is experiencing academic difficulty that can not be easily corrected by their teacher's tutoring, additional tutoring may be needed. In most cases, this is accomplished with a private outside tutor (see below). Occasionally, the private tutor will work with a student during school hours only with the approval of the Middle School Learning Specialist and Middle School Administration, and only after an educational evaluation has been completed.

Private Tutoring

There may be cases when a student's teacher believes that he or she needs more time than that teacher can reasonably provide, and the student would benefit from additional work with a private tutor. In such a case, after consulting the Middle School Learning Specialist to better identify the student's needs, the school can provide names of tutors. Any outside tutoring arranged by parents must be coordinated with the school to ensure that the extra work will complement the school's academic program. Given that teachers provide tutoring in their specific areas during the few free times throughout the academic day, outside tutoring during the school day will be at the discretion of the Administration and Learning Specialist. As a general rule, outside tutoring should be minimal.

III. Middle School Physical Education and Athletics

The Middle School physical education program consists of separate gender classes for fifth and sixth grade students. Within each unit, students are introduced to many of the sports which will be offered during the seventh and eighth grade athletics program, as well as cooperative

games and progressive skill development. Students participate in forty-minute physical education classes five days a week. At the end of sixth grade, each student participates in the Sixth Grade Triathlon, an event that has become not only a McDonogh tradition but a favorite as well.

Fifth and sixth grade physical education classes are pass/fail classes. Class participation and effort, respect for others and class rules, being prepared for class activities, and being on time all contribute to both the pass/fail grade and the Habits for Success evaluation. Individual, written comments on report cards are also provided at the end of each trimester.

During the physical education period, students must wear black McDonogh shorts and a gray McDonogh athletic T-shirt. These uniforms can be worn throughout the entire school year and are available for purchase at the school store. Tennis shoes are also required for participation. During units in the pool, students will be required to bring their bathing suits to school.

Athletics

Seventh and eighth grade students will have an opportunity to represent McDonogh on interscholastic and intramural athletic teams in specific sports for each of the three athletic seasons. M.S. athletics is an extension of the academic day, where coaches will teach teamwork, sportsmanship, fundamental athletic skills, and physical fitness. The emphasis is on having fun.

M.S. athletics take place during the last two periods of the school day, from 2:30-3:45 p.m., Monday through Thursday. All seventh and eighth graders are required to be present and participate.

Interscholastic athletic teams compete after school against other independent, public, and club middle school teams. Games are played after school, Monday-Friday. Students participating on an interscholastic team are expected to attend all games for that team.

During each season, a variety of opportunities are offered in order to give as many students as possible a chance to participate as a member of a team. Due to the availability of space and the feasibility of participation, the numbers on teams may be limited in certain sports. Students will have the option to switch sports if team numbers are limited.

Properly certified safety equipment is issued to make the program as safe as possible. A certified athletic trainer is on staff to care for injuries incurred in athletics.

A. Athletic Offerings (Grades 7 & 8)

Fall

Girls: Field Hockey, Soccer, Volleyball

Boys: Football, Soccer

Co-Ed: *Riding, Cross Country, Water Polo

Winter

Girls: Basketball, Cheerleading

Boys: Basketball, Wrestling

Co-Ed: Swimming, *Riding, *Squash, Fitness

Spring

Girls: Lacrosse, Softball, Tennis

Boys: Baseball, Lacrosse, Tennis

Co-Ed: Track and Field, *Riding, Tennis, Golf

**There is an additional charge for Middle School riding and squash.*

B. Uniforms and Equipment

Proper athletic attire is required at all times. Students on interscholastic teams will be issued gameday uniforms to be returned at the end of the season. Students not returning a uniform will have their accounts charged for the lost articles. Each player is responsible for personal equipment such as shoes, mouth guard, and practice gear. Coaches will inform players of specific equipment needed for each individual sport.

C. Transportation

Students will take school transportation to and from away games. Parents may pick up their child at away games after notifying the coach. Parents will need to provide for transportation home from McDonogh after Home games. Students will be permitted to take regular school buses home after normal practice days Monday-Thursday.

D. Lockers and Locks

Each student will be issued a locker and combination lock to be used in the Alumni Memorial Field House. All books, student devices, and personal belongings should be kept in athletic lockers while in PE or Athletics.

E. Excuses from Athletics

Only the infirmary or an athletic trainer may excuse a student from active participation in athletics. A note from home or a family doctor requesting the excuse must be presented to the infirmary or an athletic trainer before a student will be excused. The infirmary also has the right to excuse a student from athletics who they believe should not participate on a particular day.

A student excused from athletics must report to athletics and give the coach the excuse slip. The coach will then assign the student to an appropriate place to study or, if possible, assign the child a duty which could help the team on that day.

F. Riding Department

The Riding Department, staffed by qualified instructors and barn staff, offers various

opportunities for McDonogh students. Training of horse and rider is enhanced by use of our 60' by 220' indoor riding hall, permanent show facilities, and trails extending over the surrounding 800 acres. Students may participate in the riding program during after-school private lessons, 7th and 8th grade athletics, clinics on and off campus, and showing. For safety reasons, the number of students participating in Riding during Middle School Athletics may be limited based on availability and experience. The program offers four group lessons per week. Students are divided into groups according to their riding levels, so that each student is encouraged to progress at his/her own pace. These lessons can be taken on a school horse or a student's own horse. There are additional fees for some riding services. Students may choose to board their own horses or use McDonogh's horses.

IV. Middle School Additional Programs

A. Community Service

The Middle School is committed to John McDonogh's Rule of Living which states, "*Study in your course of life to do the greatest possible amount of good.*" Each grade level in the Middle School sponsors a project each year that fulfills this mission.

Grade 5

The fifth grade honors the memory of Malcolm Cames, Class of 1955, through involvement in a year-long fundraiser to benefit the St. Jude Children's Research Hospital. St. Jude is the leading center for research of cancer in children and also studies other childhood diseases such as sickle cell anemia and pediatric AIDS. The hospital treats children without regard to race, religion, creed, or ability to pay. St. Jude pays all costs associated with treatment beyond those covered by insurance, and families that have no insurance are never asked to pay. After the opening of school, students secure pledges of money for successful completion of a booklet of math problems. Once the problems are graded, the students collect from their sponsors. On average, the fifth grade raises \$4000 a year.

Grade 6

The sixth grade completes the Paul T. Spies Memorial Community Service Project in honor of Paul T. Spies, Class of 1973. The project inspires students to provide community outreach by giving of their time, energy and talent in an area that they are passionate about. During a kick-off assembly in the fall term, teachers present a variety of community service opportunities to the grade. Following the assembly, students sign up individually for a project that they find interesting. Throughout the year, students meet with their service team to learn about, plan and organize the effort. The project culminates in a day of service during the Spring trimester followed by an assembly to share each project with the entire school community. Students may be asked to perform chores at home to help raise money for their project.

Past projects included:

- Library Literacy - Students volunteer at a library in an immigrant community where they read to younger children, played games, and helped with homework.
- Autism Awareness - Students were peer models for students on the autism spectrum.
- Performing at the Weinberg Retirement Home - Students sang, danced, shared oratory,

and played instruments to entertain the elderly population.

- Ugandan Water Project - Students worked to research the needs of the people in Uganda and organized a fundraiser to build a water tank.
- Ronald McDonald House - Students made blankets and collected canned goods.
- The Humane Society - Students volunteered time and helped where needed at the animal shelter.
- Volunteering to help service personnel at McDonogh - Students spent a day working alongside the Cafeteria staff, and/or Housekeeping staff and organized a brunch to honor them for their contribution to the McDonogh community.

Grade 7

The seventh grade completes its annual Community Service Project in honor of Elizabeth Annette Flick, Class of 1985. The project's guiding principle is borrowed from Margaret Mead who once famously said, "Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." In an effort to teach that any committed citizen can make an impact, either globally or locally, students participate in a variety of active service projects in the community during our Global Citizens Unit. In the past, these projects have included: food preparation for shelters, tree planting, community clean-ups, and tutoring underprivileged youth. Our hope is that by providing service opportunities to engage with the wider community, students will feel empowered to continue serving their community as committed citizens.

Grade 8

The eighth grade initiates two projects each year honoring members of the McDonogh community. The Jeffrey D. Case Memorial Project evolves from ideas generated by the Eighth Grade Leadership Group in an effort to serve the local community in meaningful ways. Last year's effort included students interacting with residents of an elder-care facility and another group of students playing rock music at School for the Chimes. The Kimberly Rei Yeargin, Class of 1998, Memorial Project involves the entire class planting trees and/or flowers around campus at the beginning of the school year as part of a class team-building day.

B. Outdoor Education

The McDonogh Middle School Outdoor Education Program (OE) complements the academic curriculum and character-education missions. The various grade-based trips provide students and faculty opportunities for experiential learning experiences outside the traditional classroom environment. The variety of challenging learning experiences on a spectrum of ability levels encourages personal development, team and community building, leadership development and an appreciation for the environment.

C. Eighth Grade Leadership Program

The Leadership Group provides eighth grade students with a myriad of service opportunities to both the McDonogh and the neighboring communities. Students who participate can work at a

soup kitchen, work with Lower School students, plan dances and social events, organize spirit week, serve as Morning Meeting emcees, write for the Middle School newspaper, hold bake sales, or design any program that the group supports. Any student who submits an essay is welcome to participate. Leadership meetings are held once a week. Students are taught how to identify causes and initiatives that are worthwhile and how to reach decisions by consensus. In addition, they learn how to make proposals, set goals, create plans, delegate assignments, revise their goals, and handle setbacks. Students are in charge of the success of each event they undertake.

D. Eighth Grade Diversity Group

The Middle School Diversity Group works to understand, accept, respect, and celebrate the diversity of the human experience. Through conversation, engagement, and activity, members of the club seek to develop a deeper understanding of various elements of diversity, including ability (physical and mental), age, ethnicity, gender, race, religion, sexual orientation, and socio-economic status. The group seeks to create a safe and inclusive environment for group meetings while providing a forum that serves to raise awareness of and interrupt prejudice. All eighth graders are invited to join the group.

E. MathCounts

Mathcounts is a national enrichment program designed to stimulate interest in solving non-traditional math problems. Students who participate usually enjoy working challenging math problems, wish to compete on a local, state, and/or national level and find success in mathematics. The group is not limited to accelerated students. Any student who desires to join is encouraged to do so and, in many cases, has much to offer the group. The group meets once a week.

F. Rockshop

Rock Shop is a middle school club open to all sixth through eighth graders interested in playing Rock and Folk music in a group setting. The club promotes both individual musicianship and group interplay and cooperation. Each year, Rock Shop bands perform at the Well, Well, Well fundraiser concert during the winter and finish up with a 'schools out for summer' concert on the last day of classes. Rock Shoppers typically practice on Friday afternoons from 3-5 pm during the school year.

G. Battle of the Books

Battle of the Books is an annual competition between the local independent schools. Students are given a list of ten to fifteen books to read throughout the school year. Participants are then put into a game show-like atmosphere to answer questions that are specific to the titles on the list. In the battle itself, a sideline of spectators cheer for our best readers.

H. McDonogh Singers

McDonogh Singers is a choral ensemble open to seventh and eighth grade students that provides advanced vocal students the opportunity to rehearse and perform three and four part

music in a fast-paced environment. Students in McDonogh Singers perform on campus at functions such as Founder's Day, the Holiday Assembly, the Winter Choral Concert, the McDonogh Idol Competition, Headmaster's Day, Closing Ceremonies, and the Accepted Families Reception. Off campus, past groups have performed at Music in the Parks in Hershey, PA and America Sings in Washington, DC, and attended workshops on Broadway and at Walt Disney World. Auditions for this group are held each spring and consist of a sight reading audition and a prepared vocal selection. Rehearsals take place once a week during study hall and lunch.

V. Middle School Student Expectations

A. Academics

Academic Status

A student may be placed on academic probation as a result of a poor performance as judged by the Administration. This performance is measured by trimester or year end grades, Habits for Success checks and teacher narratives. Parents are contacted and meet with the Administration and other faculty deemed appropriate to plan for the student's improved performance. Together, an appropriate time table for renewed success is established. If these results are not met, further supports for the student will be mandated and/or a discussion about the appropriateness of attendance at McDonogh may take place.

A student experiencing academic difficulty may be placed on "June Decision". June Decision status occurs when the Administration is concerned with the academic progress of a student as a result of a student's trimester Habits for Success checks, faculty narratives and/or academic grades. A student jeopardizes reappointment to the following grade if his or her academic record indicates that he or she will not be successful in the program. In an effort to allow a student to improve his or her work, the decision to reappoint the student is delayed until June, hence the June Decision designation. Families can expect timely and thorough communication if their child has been designated a June Decision student.

Tutoring, summer coursework, or a summer study skills course may be recommended for a student who earns below a C- in a course for the year. A student who fails a course for the year is often required to take a summer course or seek summer tutoring in that course.

Homework Assignments

The Middle School faculty believes that a reasonable amount of homework is both beneficial to students and essential in maintaining the quality and challenge of McDonogh's academic program. With the following philosophy in mind, parents should give careful consideration to the number, frequency, and duration of activities in which students participate outside the school day.

On average, fifth and sixth grade students should have approximately one hour of homework three to four evenings per week. This hour may vary from a one-subject assignment to brief assignments in several subjects. If a child spends what a parent considers to be an inordinate

amount of time on one assignment, please contact the teacher as this is valuable feedback. In most cases, assignments reinforce material already presented in class. Teachers strive to assign tasks that are meaningful and creative, and no one subject monopolizes the homework time.

Building on the homework habits of previous years, the seventh and eighth grade faculty provide nightly and long-term homework experiences that focus on the following areas: reading, writing, problem-solving, review, and study. Both the varying learning styles of students and the drop-day schedule have moved teachers away from thinking of homework in terms of minutes spent per night; the focus now is on how the individual student handles the independent completion and successful performance on assignments. Teachers identify patterns of difficulty related to a student's organization, time-management, and skill level. The seventh and eighth grade faculty value prompt and clear communication from students and parents regarding homework difficulties, for work at home is designed to complement work done during the school day. A student or parent should communicate with the teacher if the student is routinely spending more than two hours a night of quality time on homework. Follow-up on a day's lesson, preparation for the next day's lesson, skill review, and advancement of long-term assignments all require a strong work ethic at home as well in school.

B. Middle School Honor Code

I will not lie, cheat, or steal. I will respect myself and others.

The McDonogh community is based on honesty, responsibility, kindness, and above all, respect. The Middle School Honor Code expresses the importance of these values and helps create an atmosphere of trust among students, faculty, and staff. The Honor Code guides middle school students to become people of integrity and character.

At McDonogh, an individual is expected to behave honestly, fairly, and respectfully at all times. Therefore, students and parents sign the following pledge annually.

I will:

1. tell the truth in all situations
2. present work that is truly my own
3. ask permission before handling or using another's property
4. recognize that I have unique value
5. treat each person with respect and care

Violations of the Honor Code may result in disciplinary action determined by the grade level dean, the Middle School Associate Head, and/or the Head of Middle School. Consequences reflect both the seriousness of the violation and the student's history of honor code violations. Violations of the Honor Code may result in a combination of counseling, service to the school, restriction, probation, suspension, or dismissal. For an act of cheating or plagiarism, the student may receive an academic consequence on the assignment along with any other disciplinary action deemed appropriate.

C. Conduct

At McDonogh, we nurture and inspire our students in the pursuit of excellence both as students and as persons. As an educational institution, we promote not only academic achievement but also personal, social, and moral development. As we pursue these goals, we hope our students will become respectful, responsible, caring, trustworthy, self-reliant, and self-disciplined young people.

In the Middle School, individuals are expected to treat each other with politeness, thoughtfulness, and respect. All members of the Middle School community should respect the rights, beliefs, and opinions of others.

Improper Conduct

The following actions are examples of improper conduct:

1. Lack of courtesy and respect toward adults or peers
2. Defiance or willful disobedience
3. Dress code violations
4. Inappropriate behavior
5. Use of inappropriate or demeaning language
6. Unexcused absence from class or tardiness
7. Careless use of school property or the property of others
8. Food, gum, and drinks are not allowed without faculty permission
9. During school hours, the following items are prohibited: cell phones, MP3 players, pagers, laser pointers, valuable objects, and large sums of cash. The Middle School is not responsible for electronic items of value.
10. Minor violation of the Acceptable Use of Policy for Technology

Major Offenses

Major offenses are extremely serious violations of conduct. Examples of major offenses include:

1. Alcohol, tobacco, and illegal drugs
A Middle School student who uses or possesses alcohol, tobacco, or illegal drugs on McDonogh's campus, or while participating in a school-sponsored event off campus, will jeopardize his or her position at the school.
2. Dangerous objects or weapons of any kind
3. Fighting
4. Hazing
5. Racial or sexual harassment
6. Invasion of others' privacy or possessions
7. Destruction of school property or the property of others
8. Leaving school without permission
9. Major violation of the Acceptable Use of Policy for Technology

Disciplinary System

Students who violate Middle School rules can expect a prompt, firm, and fair response. All disciplinary matters are handled on an individual basis. The Middle School Administration and class deans provide a system of directed guidance and logical consequences which hold students accountable for their actions while helping them grow and learn from experience. Serious offenses are addressed by the Middle School Associate Head and/or the Head of the Middle School.

Depending upon the student's disciplinary history at the school and the nature of the offense, set forth below are some examples of disciplinary action which may be used, up to and including dismissal from McDonogh. It should be noted that McDonogh is not bound to go through all of these types of discipline prior to taking any action. In certain circumstances, suspension, probation, and/or dismissal from the school might be appropriate.

1. **Writing Assignment** - A student may be required to write a letter or report reflecting on the consequences of his/her actions.
2. **Lunch Detention** - A student may be required to remain in the Dining Hall until he/she has been excused by the class dean or a Middle School Administrator. Duties may be assigned or the student may be required to remain quietly seated.
3. **Morning Detention** - A student may be required to serve a morning detention for repeated violations of minor infractions or repeated warnings about dress code. Additional violations may result in more serious consequences.
4. **School Service** - A student may be asked to perform a service for the School during a free period for a required period of time.
5. **Removal of Free Time and Privileges** - Depending upon the student's grade level and schedule, his/her free time and/or privileges may be restricted or removed for a designated time.
6. **Lunch Restriction** - As a possible consequence for violating the honor code, a student may be separated from the Middle School community during Activities and Lunch. The number of restrictions will be determined by the grade level dean and/or Middle School Administration.
7. **Friday Restriction** - A student may be required to stay after school on a Friday from 3:00 until 4:15 p.m. to perform service to the school. This restriction is usually given for a more serious offense or for any pattern of repeated minor offenses. An Academic Friday Restriction is the result of repeated academic delinquencies.
8. **Saturday Restriction** - Students may be required to work on a Saturday morning. A Saturday restriction may be given for patterns of disruptive and unacceptable behavior which have not been corrected by other disciplinary action. **Note:** *Failure to attend a restriction will*

result in a double restriction. Repeated offenses will result in more serious disciplinary action.

9. In-House Suspension - A student is suspended from classes and is separated from the Middle School community. He or she is expected to complete all assignments.

10. Suspension from School - Each suspension is handled on an individual basis by the Head of Middle School and the Middle School Associate Head. A student suspended from school is not allowed to attend school for a designated period of time. A suspended student is responsible for all missed work. Tests, quizzes, and papers due during a suspension are automatically reduced one full letter grade. Major offenses could result in suspension from school for a designated period of time.

11. Conduct Probation - Each case is handled on an individual basis by the Middle School Head and Middle School Associate Head. Serious or repeated offenses could result in conduct probation. This means that for a defined period, the student may not be allowed to go on school-related trips and/or attend any social events sponsored by the school or the Parents Association. The student might also be asked to serve Friday restrictions, and he/she will meet with the Middle School Administration.

12. June Decision - Decision for reappointment to the following grade could be held until June. Major infractions of school rules, repeated offenses, and unsatisfactory academic performance could result in the student becoming a June decision candidate.

13. Dismissal from School - The Headmaster makes all final decisions regarding dismissal from school with recommendations from the Middle School administrative team.

D. Harassment, Sexual Harassment, and Bullying

Philosophy

McDonogh School is a community built upon strong, mutually respectful relationships that embraces diversity of background, culture, and thought. The school's Character Compass reminds all faculty, students, parents, and community members of the core virtues of respect, responsibility, honesty and kindness that serve as guiding principles for daily actions. These virtues provide a shared sense of direction for the endeavors of every child and adult associated with McDonogh.

Definition

Harassment, including sexual harassment and bullying, is any conduct that creates an intimidating, hostile, or offensive environment, or denies or limits a student's ability to participate in or benefit from the school's educational program. Harassing behavior may not be intentional, or it may not have malicious intent. Harassment can make one feel unsafe, degraded, or uncomfortable. Harassment could be based on characteristics such as race, gender, sexual

orientation, age, nationality, religion, mental or physical disability, social class, appearance, behavior, body language, personality, reputation, lineage, strength, size, talent, or based upon any perceived differences. Harassment may take many forms, such as physical violence, threats of any kind, physical or verbal intimidation, unwelcome sexual advances, or purposeful interference with another's activities or properties. Harassment can be more subtle, such as telling lies or spreading rumors. Nonverbal behavior can also be considered harassment, such as ignoring or excluding someone, writing derogatory notes, taking or sharing photos or videos without permission, or using hostile or offensive facial expressions or body language. Harassment can take place anywhere, both on campus and off campus, both in person or through electronic means. Examples of the latter include offensive language or images shared through email, social networks, or messaging. Harassment can occur between students, or between an adult and a student. Harassment may occur between members of the opposite gender, or between members of the same gender. Any conduct that creates an intimidating, hostile, or offensive environment, or impairs a student's ability to participate in or benefit from the school's educational program, even those not delineated here, can be considered harassment. By definition, harassment is persistent, pervasive, or severe – or a combination of the three.

Bullying is the use of force, threat, or coercion to abuse, intimidate or aggressively dominate or intimidate others. The behavior is often repeated and habitual. Bullying often occurs when the bully or others perceive an imbalance of social or physical power or differences of race, gender, ability, religion, national origin, sexual orientation or identity or socioeconomic background. Bullying is different than a conflict between students. Bullying is generally repeated behavior and is directed towards particular targets.

Harassment of any kind is unacceptable, and is considered a violation of the school's code of conduct.

Reporting

Anyone who believes that he or she has been harassed or bullied, or who has witnessed this behavior, should discuss it immediately with an adult, an advisor, a school administrator, a teacher, or a counselor. All concerns will be reported to the division heads, who, with the help of faculty and school counselors, will investigate the concern.

An individual who is harassed or witnesses someone being harassed, and is able to do so, should unambiguously tell the offending person to **stop**, and do not apologize. The school understands that a victim may find it difficult or impossible to convince an offender to stop; however, if the victim is able to stand up and declare that the behavior is harassment, he or she may be able to stop the behavior before it continues or escalates. No matter what the outcome, the school supports and encourages everyone to contact an adult immediately for help as soon as it is safe to do so.

School Response

In all cases, the school considers the impact of one person's actions (or a group's actions) on the targeted student(s). Faculty, counselors, and administrators work to determine whether or not an individual's behavior is considered harassment by first looking at the impact or outcome of the behavior. Adults also seek to discern if the behavior is persistent (happening regularly), pervasive (initiated by more than one person or occurring in common places where students must go and cannot avoid), or severe (causing excessive pain or anguish). The School Counselor will convene with a team of adults, including the division head, to begin an investigation on or before the next school day. Claims of harassment are addressed on a case by case basis. Confidentiality will be maintained, to the extent possible. Potential consequences for harassing behavior could include detention, Saturday restriction, disciplinary probation, in-school day of separation, suspension, or dismissal. In any situation involving an immediate threat to the personal safety of any member of the School community, the school reserves the right to remove a student from campus pending the investigation of the complaint.

Any act of retaliation, including retaliation against a reporting party or an accused offender, will require disciplinary action by the school. We recognize that such situations are complicated, emotionally charged, and that multiple points of view are expected to emerge. It is the school's objective to stop the harassing behavior and resolve such issues with clarity and sensitivity, using a variety of teaching tools to support both the targeted student(s) and the offender(s).

Dr. Marie Allee, the School Counselor, will be responsible for coordinating the school's response to any harassment situation involving students. Her office is located in the Edward St. John Student Center #203, and she can be reached at 443-544-7006 (office), 410-404-9415 (cell), or mallee@mcdonogh.org.

E. Technology Responsible Use Policy (TRUP)

The technology resources of the school are an essential part of the learning environment at McDonogh. The faculty believes that part of our mission as teachers and staff is to educate students to become safe and productive citizens in the digital world. This document contains the expectations for online and technology-based behavior both at school and at home. While there are important and specific points contained in this TRUP, we believe that following *John McDonogh's Rules for 21st Century Living* will serve you well in any endeavor or human interaction. Remember:

Be Safe.
Be Kind.
Be Honest.

Honor Code

Any technology-assisted violation of the school's Honor Code may result in the loss of technology privileges as well as other disciplinary measures.

These violations include, but are not limited to:

- Assuming someone else's identity for the purpose of logging in, posting, or forwarding messages
- Failing to properly cite the original author/owner of content (as appropriate by grade level, teacher expectations, and the particular assignment)
- Using technology to lie, cheat, or steal

Caelum

The McDonogh School uses Caelum, a suite of Google Applications, as an online collaborative learning community for staff and students; these applications constitute a virtual classroom that is open twenty-four hours a day and available from anywhere. As citizens of this collaborative Caelum community, all students must abide by school rules applying to appropriate conduct and use of language.

Network Access

During the school day, Middle School students are only permitted supervised Internet access as a communication and research tool within the context of their academic responsibilities. In addition to running the latest in content-filter software, the school maintains a comprehensive record of all student web activity including sites visited and content viewed. Students are taught how to appraise Internet sources and sites for their authority, accuracy, objectivity, currency and coverage.

Middle School students agree to meet the following:

- Using the Internet for educational purposes
- Using only authorized equipment, software, and networks
- Treating all equipment with care and respect
- Never modifying programs, configurations, or compromising personal or network security measures

Use of Personal Mobile Devices

The use of personal mobile devices will be permitted for instructional use only and under the guidance or supervision of a faculty member. The student takes all responsibility for the device's safety, security and maintenance. A mobile device is defined as any electronic device that uses a cellular connection, Bluetooth, 3G/4G technology, or that connects to "McDonogh Public" in order to broadcast or receive data.

These include, but are not limited to:

- Personal laptops, netbooks, or tablets
- MP3 players (including non-networked devices like a regular iPod)
- Personal gaming systems
- Phones / Smartphones

Instructional Use Only / Guidance and Supervision

Teachers will set their own classroom expectations for use of devices in their lessons. However, because even in a well-managed classroom, teachers cannot be expected to monitor every device, students will be expected to follow all other aspects of the school TRUP at all times.

When not in use, all devices must be switched off or to "silent mode" so that they are **neither seen nor heard**. Any disruption to class or other educational activity (e.g. a buzzing, but otherwise silent cell phone) may be considered a disruption. It is highly suggested that any device is simply powered down when not in use to avoid such situations. When not in use, all devices must be silenced and put away. Since the use of a mobile device must be in the guidance or supervision of a faculty member, the use of mobile devices will not be permitted between classes, at lunch, or any other free time.

Photography / Video

Mobile devices may not be used to record, transmit, or post photographic or video on campus during school activities for non-instructional purposes.

Phone / Personal Mobile Device Usage

Seventh and eighth grade students may use smartphones or personal MP3 devices before 8:15 and after 2:40. Fifth and sixth grade students may only use such devices before 8:15 and after 3:50 or their last class. The placing of and answering of phone calls, texts, or personal emails between the hours listed above are strictly prohibited. Additionally, the use of these devices is only approved in designated areas (e.g. on the bus, outside on the way to athletics). Students wishing to contact home during the school day must use the school phone in the main office or ask permission from a faculty member to use their personal device. Parents wishing to contact their child during the day should contact the main office to make arrangements.

Outside Use of Technology

While the school cannot and will not monitor all other uses of technology outside of school hours or property, students should understand that physical location is increasingly irrelevant in cyberspace. Matters of academic dishonesty, bullying, and personal safety are of concern to McDonogh School and do have an impact on our community. Students should be mindful to practice appropriate conduct when using any technology, including social networking sites such as Facebook, YouTube, or personal blogs and webpages.

Failure to adhere to the responsibilities listed above may result in loss of computer privileges and/or other disciplinary actions outlined in the Middle School Handbook. Violations of the Technology Responsible Use Policy will be reported to the Middle School Administration.

V. Middle School Regulations

A. Middle School Dress Code

Revised September 8, 2017

Recognizing that the vagaries of fashion can be unduly expensive and often fuel competition among students, we wish to avoid these distractions by promoting a dress code that reflects our desire for students to be neat, clean, and comfortable while attending school. The guidelines below outline our expectations for student dress and grooming. The dress code is in effect during the academic day.

Middle School students are expected to respect the spirit of the dress code, not simply the letter of the code. Students whose dress is inappropriate for school may receive a disciplinary consequence and may be required to change clothing for the day. We understand that some students have cultural or religious values that may not align with our dress code. Students are encouraged to discuss proposed alternatives with the grade-level dean.

There are three types of dress days in the Middle School: regular dress, special dress, and casual dress. Regular dress applies to every school day unless told otherwise by teachers and the administration.

Uniform items can be ordered at the [McDonogh School Store](#). Select items are also available at Land's End.

Special note: To align with the Upper School Dress Code, middle school girls will have the option of wearing either skorts or long pants. While 'skirt' has been removed from the Code outlined below, we understand that purchases may already have been made. To this end, skirts are acceptable for the 2017-18 academic year. **Beginning fall of 2018, skirts will no longer be permitted.**

Regular Dress:

- Dress cotton twill pants in khaki, black, or stone. Jean, bell-bottom, jegging, or cargo styles are not permitted.
- Dress cotton twill skort (girls) in khaki, black, stone, or the approved McDonogh plaid. Skorts should be fingertip-length (i.e. when standing with arms hanging naturally by one's side, the skort falls at or below the fingertips) or longer.
- Polo shirts, short- and long-sleeved, in white, maroon, or hunter.
- ***Effective fall of 2018 Second Layer Tops: Students may wear any McDonogh branded black, gray, orange or white long-sleeved sweatshirt, jacket, quarter-zip, sweater, or vest. No other second layers are permitted.**
- Second Layer Tops: Students may wear any solid black, gray, orange or white long-sleeved sweatshirt, jacket, sweater, or vest that meets one of the following criteria:

1) plain, no logo,

2) McDonogh branded, or

3) a non-McDonogh logo smaller than the palm of the hand.

- Coats will not be worn throughout the school day.
- Belts must be worn any time belt loops are present.
- Socks must be worn and visible from the shoe line. Black leggings (full-length or capri length) are permitted under skorts. Solid-colored tights in white, black, or navy are permitted; no pattern is permitted on the tights (i.e., lace, stripes, etc.).
- Shoes must be worn properly with laces tied. Closed toe and back are required. Conservative black, brown, or tan leather shoes are permitted. Athletic-style shoes of predominantly solid-colored white, black, dark blue, or gray are permitted. Brown or black boots are permitted with pants or with skorts when leggings are worn. **Solid color rain boots in white, black, dark blue, or gray are permitted on rainy days.**
 - The following are NOT permitted:
 - canvas shoes
 - shoes with a pattern
 - heels taller than one inch

Special Dress:

- Navy blue blazer with McDonogh seal appropriately attached
- White or light blue oxford shirt with collar
- Khaki skort (girls)
- Khaki or stone dress pants with belt
- Dress shoes (no boots)
- Solid black or white socks
- Solid navy sweater (no sweatshirts or other sweaters permitted)
- McDonogh tie (boys required; girls optional).

Casual Dress:

- All clothing must be appropriate in length and fit without holes or frays.
- Undergarments should not be visible.
- Shorts should have an inseam of at least two inches.
- Halter tops, camisoles, tube tops, spaghetti straps, or similar items that leave the back and shoulders bare are not permitted. Exceedingly tight shirts and low-cut or revealing necklines are not appropriate for school.
- An athletic jersey may be worn if a t-shirt is worn underneath.
- Sayings or logos on clothing must be appropriate.
- NO hats are to be worn in the building at any time.
- NO backless shoes or flip-flops.
- NO writing is permitted on the backside of shorts or pants.

Other: Girls may wear conservative jewelry. Dangle and hoop earrings should be no more than one inch long. No excessive make-up. Boys may wear one simple necklace; no other jewelry is

permitted. No hats or bandanas may be worn during the school day. Hairstyles should be simple and neat. Boys' hair should be well-groomed and should not extend below the collar in the back, eyebrows in the front, and ear lobes on the sides. Student hair color should reflect natural hues at all times. Highlights, streaks, or dyes of any color not naturally seen in hair is not permitted. This includes shades of pink, blue, purple, green, etc.

Note: Extremes of fashion, as determined by the Middle School Administration, are not permitted. We reserve the right to revise the dress code at any time during the school year.

B. School Materials and Backpacks

All school materials, including student devices, not needed for classes and backpacks should be kept in locked book lockers. Students should plan for their morning classes and carry their materials with them. Before lunch, all books should be returned to the lockers. Following lunch, students should obtain materials for their afternoon classes. Students are not permitted to carry bags to classes unless given specific permission. No backpacks may be left in the hallways, stairwells, or doorways of Finney or Lyle Buildings. All materials and backpacks should be labeled with the student's name.

C. Guests Visiting Middle School

Normally, students are not permitted to bring guests to school unless they are prospective students who are actively involved in the admission process. Such visits are arranged through the Admissions Office. Other special requests for visitors should be made through the Middle School Office. Guests are expected to be appropriately dressed for visiting McDonogh.

D. Lockers and Locks

Each student will be issued two lockers—a book locker and an athletic locker. All school materials should be kept in book lockers in Finney Building, and all athletic clothing and equipment should be kept in athletic lockers in the Alumni Memorial Field House. Athletic equipment should not be brought to class.

E. Lost and Found

Found items should be returned to the Middle School office. If a student is missing an item, he/she should:

1. Check with the Middle School Administrative Assistant or a Middle School Administrator
2. Check the lost and found area in the basement of Finney Building
3. Check the lost and found box in the Alumni Memorial Field House

All items should be labeled with the student's name. The Middle School is not responsible for lost items, including electronic items of value.

F. Soliciting Support for Organizations Outside of School

Students may not sell raffle tickets, candy, or any other items in school. All solicitations and

money transfers must be made outside of school.

VII. Middle School Procedures

A. Attendance

Absence Policy

McDonogh students are expected to attend school each day of the school year calendar. Absences from school, for any reason, are difficult for students and disruptive for teachers and classmates as well. Students can certainly get notes from classmates or receive tutoring from their teachers, but this never fully compensates for the benefit of being present in class. The learning that takes place in the classroom is deeper and more thorough than any notes can recapture. It is difficult and disheartening for the faculty to see students scrambling to catch up with their classmates.

Excessive absences or tardiness may jeopardize reappointment to the following grade.

Given this information, please plan all vacations, special events, travel for sports, and doctor's appointments with your child's academic progress in mind. Early departure and late return from vacation times are highly discouraged. Parents are responsible for contacting the school about any absences, and students are responsible for informing their teachers well in advance of the expected absence. All work must be made up. Due dates for tests, quizzes, homework, papers or projects will be determined by each individual teacher. With absences of this sort, tutoring will be at the discretion of each teacher.

At times, an unavoidable absence for an illness, religious holiday, or death in the family may occur. Students are encouraged to seek tutoring from their teachers, get notes from classmates and work more than a normal amount to catch up as soon as possible upon their return.

A student will be considered absent for the day if he or she does not report to school before 11:00 a.m. Students are encouraged to attend classes even if they cannot make the 11:00 a.m. deadline. In addition, any student who misses more than three classes for a day will be considered absent for the day.

A student who is absent from school will not be permitted to participate in school-related extracurricular activities such as athletic events or arts performances later that day.

Absent from School

If a student is absent from school for any reason, contact the Middle School office by 9:30 a.m. by phone or email.

Late to School

If a student is late for school, he or she should report to the Middle School office to sign in. If a pattern of lateness develops, the grade-level dean or Middle School Administration may call home. Repeated tardiness may result in restrictions.

Leaving School

If a student must leave early from school for an appointment or any other reason, contact the Middle School office by phone, email, or handwritten note. Before leaving, the student must sign out in the office. Failure to do so may result in disciplinary action.

B. After School

Middle School students are dismissed at 3:50 p.m. (3:00 p.m. on Friday) and expected to leave school by 4:00 p.m. (3:10 p.m. on Friday). Parents should remember that school supervision ends when the buses leave on their afternoon routes. Middle School students awaiting Upper School siblings, carpool, or other events are the responsibility of the parents and are expected to follow normal school behavioral rules. Students who miss the bus should report to the Middle School office.

C. Calling School

Middle School Office Attendance Line: 443-544-7373 or msattendance@mcdonogh.org

1. If your child is absent, contact the office before 9:30 a.m.
2. If your child is to be dismissed early, contact before 2:00 p.m.
3. If your child needs homework assignments because of absences, contact the office before 9:30 a.m. Homework is compiled for children who have been absent for two or more days.
4. If a message is to be delivered to your child, call before 11:00 a.m. if possible. After 2:00 p.m., it is very difficult to deliver messages to students in the seventh and eighth grades.

Transportation: 443-544-7090

If a student is riding a bus other than his/her regularly assigned bus, he/she must obtain permission directly from the transportation department. Approval is considered upon the receipt of a signed request or a phone call from the parent.

D. Student Phone / Personal Mobile Device Use

All devices must be stored in the student's locker and switched off or to "silent mode" so that they are **neither seen nor heard** during school hours. Seventh and eighth grade students may use smartphones or personal MP3 devices before 8:25 and after 2:40. Fifth and sixth grade students may only use such devices before 8:25 and after 3:50 or their last class. The placing of and answering of phone calls, texts, or personal emails between the hours listed above are strictly prohibited. Additionally, the use of these devices is only approved in designated areas (e.g. on the bus, outside on the way to athletics). Students wishing to contact home during the school day must use the school phone in the main office or ask permission from a faculty member to use their personal device. Parents wishing to contact their child during the day should contact the main office to make arrangements.

E. Inclement Weather

Some days weather conditions will prevent our buses from running. An announcement to this

effect will be made early in the morning on local radio and television stations during the regular school closing notices as well as on the McDonogh Web site.

There may be times when weather conditions cause a delay in the running of buses. On these days, the buses will run two hours late. An announcement to this effect will be made early in the morning on local radio and television stations during the regular snow day notices as well as on the McDonogh Web site. The class schedule on these days will be announced when students arrive. Buses will leave at the regular time. Occasionally, the buses may be forced to leave earlier. In these cases, an announcement will be made on the radio.

F. Transportation

McDonogh operates a fleet of buses on a daily basis to transport day students to and from school. We take great pride in maintaining a high level of safety for the students and transporting them back home in the least amount of time that is feasible.

Guidelines

Below are guidelines necessary to maintaining a high level of safety

1. All students who wish to ride a bus to which they are not assigned must obtain approval from the transportation office.
2. Students are to be at the assigned bus stop five minutes prior to the designated time.
3. All students riding the bus home must be on the bus by 3:55 p.m., Monday through Thursday. Buses leave promptly at 4:00 p.m. On Friday, buses leave at 3:10 p.m., and all students must be on board at 3:05 p.m. Once on board, students are required to stay on the bus until their final destination.
4. All students will enter and leave the bus by the front door.
5. Any disturbance or irregularities on the bus should be promptly reported to the bus driver.

Regulations

1. The following regulations must be followed for safety while being transported in a bus:
2. Students will adhere to the instructions of the bus driver.
3. Students will not stand up while the bus is in motion.
4. The amount of noise must be kept to normal conversational levels. Students are not allowed to call out the windows or distract other drivers.
5. No objects shall be extended or thrown from the windows.
6. Radios, food, beverages, or any type of dangerous objects are not allowed on the bus. (If athletic equipment is carried on the bus, it should be kept in a gym bag.)
7. No physical contact in fun, or otherwise, will take place on the bus.

Disciplinary Action

The aim of the above regulations is not to punish but to encourage correct behavior on the bus. Most importantly, McDonogh wants to ensure the safety of all who ride the bus. Your cooperation and support are appreciated. A student's failure to adhere to these regulations may

result in disciplinary consequences. In most cases of misconduct on the bus, the Associate Head of the Middle School will be informed of the situation. At that point, a conversation will occur between the student and the grade level dean and/or Associate Head. A warning about future conduct or a disciplinary consequence may be administered at this time. Parents will be made aware of any disciplinary consequences. All disciplinary consequences will come from the Middle School Administration in consultation with the Director of Transportation. These consequences may range from any of the normal consequences for improper conduct to suspension of bus-riding privileges for a specified amount of time.

There may be situations in which a student could be suspended from the bus on the first offense. These offenses could include fighting, destruction of property, or unacceptable and offensive language and other activities that the dean believes merit suspension of bus-riding privileges.

VIII. Middle School Facilities

A. Dining Hall

All Middle School students are expected to eat the lunch provided by the school's dining service. Special dietary needs must be documented by the child's pediatrician or medical specialist and submitted to the infirmary.

General Guidelines

1. Upon entering the cafeteria, students should line up to proceed through the line in a cooperative and orderly manner.
2. Cutting in line is not permitted.
3. Each student may pick only one entrée per turn in line. If students would like seconds, they must return to the end of the line and proceed through again.
4. Students who do not want the main entrée for lunch may proceed directly to the salad/sandwich bar.
5. Once seated, students should remove hats and outdoor garments.
6. All students are encouraged to eat a nutritious meal. Soft drinks and candy are not permitted at lunch.
7. During the meal, students should be seated at their tables. They should not visit other tables or congregate in groups.
8. Upon finishing lunch, students are expected to clean their area and place their trash in the trash can and their dishes, cups, and utensils on the dish conveyor belt.
9. Birthday treats can be shared during advisor meetings but not at the lunch table.
10. Books and athletic equipment should not be brought into the dining hall.
11. Students may not take food out of the dining hall without permission.
12. Attendance at lunch is required.

B. Library

The Middle School library, open during school hours, is located on the second floor of Lyle Building.

Availability

Students are welcome to use the library during entire study hall periods if a specific project or research report has been assigned by a teacher. Students may also use the library before school, after lunch, and during outside Activities period.

Checking Out Materials

An extensive collection of books and other materials are available to be checked out. The loan period is three weeks. All library materials may be renewed before their due dates. There will be no fines for overdue materials; however, all lost materials will be billed for at the end of the year.

Services

Multiple computers are available for student research. Internet access is available with supervision. A copy machine is also available with staff assistance.

C. Infirmary

The McDonogh infirmary, with two nurses, is provided to take care of students' emergency needs as they arise during the school day. The infirmary is located on the first floor of Jane Bay Hall. The following guidelines and regulations are in effect:

1. A nurse will be on duty for routine treatments from 8:00 a.m. to 4:00 p.m., Monday through Friday.
2. Students who are hurt or do not feel well should report to the Infirmary for treatment.
3. Students may not enter the infirmary area unless it is for their own medical attention. No visiting by students is permitted in the Infirmary.
4. Students are **not** allowed to carry medication and/or self medicate unless prior arrangements have been made through the infirmary.
5. All prescription drugs must be administered under the direction of the nurse on duty at the infirmary. Medications must be properly labeled and must remain in the original container. Medication permission forms must be completed and signed prior to medication administration at school. A physician's signature is required for any prescription medication administration.
6. Students who report to the infirmary for minor illness or injury may be given mild, over-the-counter medications to alleviate discomforts related to the illness or injury.
7. In case of illness, the parent(s) will be notified by our nursing staff and asked to pick up their child.
8. Students may not call their parents to go home when ill.
9. Physical exams are required upon admission to the school and for athletic team participation.

Note: When annual dental or medical check-ups are necessary, we suggest that they are completed before return to school in September.

