

WEST FREDERICK MIDDLE SCHOOL

Student and Family Handbook

2023-2024



Every Student, Every Day

Main Office: 240-236-4000

Fax: 240-236-4050

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CONTACT INFORMATION

WEST FREDERICK MIDDLE SCHOOL - CONTACT INFORMATION

Main- 240-2336-4000

Fax 240-236-4050

Type of Question/Concern	Who to Contact	
<p>Question about a student's assignment, grade, workload, class performance, assessment, reassessment.</p> <p>Pregunta sobre la tarea de un estudiante, calificación, carga de trabajo, desempeño en clase, evaluación, reevaluación.</p>	<p>Teacher of specific course - message via Schoology (Contacts listed separately)</p>	
<p>Questions about school-wide policies & programs</p> <p>Preguntas sobre las normas y los programas de toda la escuela</p>	<p>School Administration</p> <p>Principal Mrs. Maggie Gilgallon-Joyce margaret.gilgallon@fcps.org 240-236-4070</p>	<p>6th Grade- Assistant Principal Mrs. Michele Gill michele.gill@fcps.org or 240-236-4061</p> <p>7th Grade- Assistant Principal Mr. Alex Reifer alexander.reifer@fcps.org or 240-236-4053</p> <p>8th Grade- Assistant Principal Mr. Sean Henline sean.henline@fcps.org or 240-236-4065</p>
<p>Questions about attendance Attendance email address: WFMS.Attendance@fcps.org</p> <p>Preguntas sobre asistencia Dirección de correo electrónico de asistencia: WFMS.Attendance@fcps.org</p>	<p>Front Office Secretary Mindy Ramirez mindy.ramirez@fcps.org 240-236-4000</p>	
<p>Questions about student medication, illness or vaccination requirements</p> <p>Preguntas sobre los requisitos de vacunación, enfermedad o medicamentos de los estudiantes</p>	<p>School Nurse Jeanette Noffsinger jeanette.noffsinger@fcps.org 240-236-4097</p> <p>School Health Room Tech Ashton Beahm</p>	

	240-236-4095	
<p>Questions about community and school resources for students and families</p> <p>Preguntas sobre recursos comunitarios y escolares para estudiantes y familias</p>	<p>Community Liaisons Tracey Molino tracey.molino@fcps.org or 240-4090</p> <p>Olivia Herrera blanca.herrera@fcps.org or 240-236-4058</p> <p>CASS –Community Agency School Services) Nicole Nakagama nicole.nakagama@fcps.org or 240-236-</p>	
<p>Enrollment, Registration, Withdrawal, Moving, Change/Update Address/Contact Information</p> <p>Inscripción, registro, retiro, mudanza, cambio / actualización de dirección / información de contacto</p>	<p>Registrar Sandy Valentine sandy.valentine@fcps.org 240-236-4055</p>	
<p>Student struggling academically Student struggling with emotional issues Connect with mental health supports</p> <p>Estudiante con dificultades académicas Estudiante que lucha con problemas emocionales Conéctese con apoyos de salud mental</p>	<p>School Counseling</p> <p>6th Grade: Jessica Potts jessica.potts@fcps.org or 240-2364085</p> <p>7th Grade: Michele Evans michele.evans@fcps.org or 240-236-4084</p> <p>8th Grade: Dawn Irwin dawn.irwin@fcps.org or 240-236-4086</p>	<p>Behavior Support Specialist</p> <p>6th Grade– 7th Grade (A-L) Chrissy Payne Christine.Payne@fcps.org or 240-236-4020</p> <p>7th Grade (M-Z) – 8th Grade Caitlyn Reed caitlyn.reed@fcps.org or 240-236-4133</p>
<p>Additional academic support in English or Math In need of academic enrichment, contact a specialist</p> <p>Apoyo académico adicional en inglés o matemáticas. Si necesita enriquecimiento académico, comuníquese con un especialista.</p>	<p>Math Specialist Jennifer Gladhill Jennifer.Gladhill@fcps.org</p> <p>Literacy Specialist Alexis. Utz alexis.utz@fcps.org</p> <p>Advanced Academics Kate Weber katelyn.weber@fcps.org or 240-236-4033</p>	
<p>Checking out hard copies of books Resources for ebooks/audio books</p>	<p>Media Specialist Lindsey Weaver</p>	

<p>Other online resources</p> <p>Sacar copias físicas de libros</p> <p>Recursos para libros electrónicos / audiolibros</p> <p>Otros recursos en línea</p>	<p>lindsey.weaver@fcps.org or 240-236-4079</p>
<p>Technology Support</p> <p>Soporte Tecnológico</p>	<p>User Support Specialist</p> <p>Jessica Alvarado</p> <p>jessica.alvarado@fcps.org</p> <p>240-236-4080</p>

First Day Directions

Welcome back WFMS CADET Families! Please read the information below to familiarize your child with first day directions:

- Students will start school on **Wednesday , August 23rd.**
- Students may enter the building at 7:30 AM. (Car Riders and Walkers- Front Entrance / Bus Riders- Gym Entrance)
- 8TH graders will report to the cafeteria.
- 6TH and 7TH graders will report to the gym.
- School begins at 8:00 AM and dismisses at 3:00 PM.
-

Transportation

Bus information will be made available on Wednesday August 8th via the FCPS Transportation Website: [Bus Stop Information](#)

[Car Rider Drop Off and Pick Up Map](#)

- At the beginning of each day, students will report to their Cadet Class.
- FCPS will provide a chromebook for your child's use throughout the school year. Chromebooks will not be distributed on the 1st day of school. Parents may also choose not to utilize a device from FCPS and instead purchase a device for their child's use. Information regarding the specification for personal devices is included on the school supply list.

Schedules and Schoology

On August 10, FCPS is excited to provide several pathways to access your child's schedule for the fall:

New to FCPS Students:

- Parents will receive an email from FCPS with your child's schedule. A Schoology Parent Access Code will be available to create a FCPS Schoology parent account if needed or add a new child to your current FCPS Schoology parent account.

Current FCPS students:

- Parents will receive an email from FCPS with your child's schedule.
- Students can log into Schoology and see schedule information on their course dashboard.
Note: Course information is subject to change based on schedule adjustments.

Schoology is the learning management system used by FCPS. This is the platform students will log in to each day to navigate to their course pages, and find instructional materials. It is critical that both students and parents become familiar/comfortable using Schoology.

For more information about Schoology, for both students and parents, please visit the FCPS Schoology page at [Schoology Information](#)

Click here [How to Create Parent Account](#) for a video to help you set up an account.

Troubleshooting Guide for Students, Parents, and Teachers. [Troubleshooting Guide](#)

How to videos: <https://www.youtube.com/playlist?list=PLukX28g2mPZgzBUZuib2lrFECeUeugEm>

How to videos in Spanish:

<https://www.youtube.com/playlist?list=PLukX28g2mPZhFua5QbQNMT9Bn14UfcN4x>

Student Daily Schedule

Students will attend Cadet Class and 7 classes daily, Monday-Friday.

WFMS Bell Schedule

WFMS Student Attendance

Student attendance will be taken every day for every class.

The expectation is that students come to school and attend each of their classes.. However, the staff at WFMS recognizes that there may be circumstances beyond your control which prevent a student from attending class:

An absence for any reason other than those cited as lawful is presumed to be unlawful unless a note stating the reason is submitted and approved by the principal/designee within the same term of the absence.

The following reasons for absence from school are lawful:

- Student illness/illness in the family
- Death in the family
- Court summons
- Lack of authorized transportation
- State-declared emergency
- Family trip (pre-approved by principal, maximum of five days a year)
- Hazardous weather conditions
- Religious holiday

The following reasons for absence from school are considered unlawful:

- Truancy
- Parent indifference
- Student illness without a written note from parent
- Employment

Parents may email the school at wfms.attendance@fcps.org to allow for parents/guardians to document the reason for student absences. Signed parent and physician notes are also still acceptable.

Students wishing to take a vacation/educational trip must submit a request to the school principal. Students may receive five days of vacation per school year.

The Frederick County Public Schools Student Code of Conduct is the official information document for policy related to attendance and discipline.

Cadet Class

Students and teachers will use this time to:

- Develop a sense of community
- Practice and improve social, emotional and academic skills
 - Deliver the Social Emotional Learning (SEL) curriculum
- Create a strong support system with a teacher who will develop positive relationships with them
- Discuss Habits of Work and set goals
- Receive tutoring
- Disseminate school wide information

Although this is a non-graded course, attendance will be taken daily.

What to Expect from Teachers

The teachers at WFMS are committed to meeting the following expectations for Relationship Building, Instruction, Availability, and Communication/Schoolology Set-Up to best serve their students:

Relationship Building:

Teachers are expected to:

- Create ways to get to know students
- Address students social-emotional well being
- Conduct check-ins with students to gauge how they are doing
- Recognize student needs and tailor activities/strategies to accommodate those needs
- Be a resource for students to ask questions, request help/tutoring, and other supports

Instruction

Teachers are expected to:

- Teachers are expected to highly engage students in learning. They make significant contributions to the success of the class through participation in high-level discussions and active involvement in their learning and the learning of others.
- Teacher explanations are clear and invite student intellectual engagement. The teacher's feedback is specific to learning goals and rubrics and offers concrete suggestions for improvement. As a result, students understand their progress in learning the content and can explain the learning goals and what they need to do in order to improve.
- Provide tutoring sessions to students.
- Assign and grade a minimum of one assignment each week on average.

Availability

Teachers are expected to:

- Be available to students between the hours of 8:00-3:00
- Respond to student/parent concerns during those hours, when not engaged in learning or other scheduled events (tutoring, advisory, school-based meetings, etc.)

Communication & Schoology Set Up

Teachers are expected to:

- Post a syllabus on each course page with common language and specifics about their course
- Maintain a Schoology page for each course containing:
 - Current week's folder nearest the top
 - Folder with learning material for each week for each class
 - Substitute Information
- Teachers will be able use Schoology to:
 - maintain a digital gradebook and provide feedback
 - provide day-to-day communication for students and parents
 - create, share and manage content, activities and assignments
 - collect online assignments

What is Expected from Students

Schoology Access

Students will be able to complete the following tasks in Schoology:

- Log on
- Navigate and use the student dashboard and notification system
- Access course content, activities and assignments
- Submit assignments
- Review feedback and grades
- Send messages

Prepare for Learning

- Be prepared for class and bring necessary materials/resources.
- Establish daily routines for learning.

Engage in Learning

- Carefully review all learning materials and expectations for assignments.
- Follow your daily schedule provided by your school.
- Complete assignments and activities according to the timeline given by teachers.
- Read and apply feedback from teachers and ask for clarification as needed.

Demonstrate Ownership of Learning

- Complete assignments with integrity and academic honesty.
- Show positive and appropriate interactions with others in the learning environment.
- Demonstrate good digital citizenship skills.
- Work independently when appropriate and ask for help as needed.
- Communicate with your teacher, school counselor, and caregivers if you lack the resources to engage in learning and/or if you are feeling overwhelmed.

Grading Guidelines

Grading

Grading will be based on various formal and summative assessments. Points will be entered into Schoology and then converted to percentages.

90-100%	A
80-89%	B
70-79%	C
60-69%	D
59% and below	F

For the 2023-24 school year, we will continue to have a no “zero” policy:

- A recorded score of 50% (on a 100 point scale) in the gradebook communicates to students and families that work has not yet been submitted.
- Work submitted after the assignment deadline can be used to inform instruction but will not count for credit and will be recorded in the gradebook at 55% on a 100 point scale.

Tutoring

Students who are receiving an overall grade of D or F will receive support/tutoring. Students may also request support/tutoring as needed throughout the year. All students also have access to free online tutors 24 hours a day using the TutorMe link in Schoology or through the Clever Portal in your child's FCPS Bookmarks. If you have questions or concerns, please contact your child's teacher

Due Dates and Deadlines

Teachers are expected to communicate both due dates and deadlines for assignments as agreed upon by each department.

Due Dates	Planned dates that an assignment is required to be completed to receive full credit.
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Deadlines	The final date an assignment is accepted for credit unless special permission is granted by the teacher.
Formatives	Due dates and deadlines for formative assignments , such as classwork, exit tickets, and homework may be determined by teachers or departments and can range from the same day the assignment is given to the time of the summative assessment.
Summatives	Deadlines for summative assignments , such as essays, tests, and projects, should be no more than 5 school days after the due date, excluding students with a legal absence, and should be communicated when the summative is assigned. The deadline should not be extended into the next term.

What happens if work is submitted after the assignment deadline?
Work submitted after the deadline can be used to inform instruction but will not count for credit and will be recorded in the gradebook at 55% on a 100 point scale.

Reassessment Policy

Students should be allowed to **reassess summative assessments** under the following circumstances:

Genuine First Attempts	Students made a genuine first attempt at the summative assessment. If a student does not demonstrate reasonable effort and is depending on a reassessment opportunity in the future, a teacher may use their discretion to deny reassessment. When a student is denied the opportunity to reassess, teachers need to share their decision with the student and parent.
Timely Work Completion	Students have completed the formative assignments that prepared them to demonstrate learning on that summative prior to the deadline for those formative assessments.
Self-Advocacy	Students may need some support, at first, in owning the process of requesting and preparing for reassessment. We encourage students to talk with their teachers/counselors about academic concerns.
Relearning	Teachers may share with students appropriate options for relearning and demonstrating readiness for reassessment, but it is up to the student to assume responsibility for relearning and providing evidence of readiness by the date designated by the teacher.
Reassess Areas of Need	Students should have an opportunity to reassess on summatives assessments if they meet the criteria for reassessment. The reassessment does not need to be lengthy or formal and may focus on

	specific areas of need. Teachers will follow county guidance on local assessments.
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What happens after the student completes the reassessment?

The student's most recent performance should be recorded in the gradebook, replacing the previous score. If the student's most recent performance was lower than the original score, teachers may decide to use the higher of the two scores, depending on the circumstances. If the summative reassessment is a required local assessment, teachers will follow county guidance on reporting reassessment scores.
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Can students reassess on formatives and summatives?
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Teachers may reassign formative assessments, but it is not expected. Formative assessments are part of the learning journey and give the teacher information about what students know and can do throughout the learning process.

If teachers feel the learning demonstrated by the student on a formative is incomplete or inaccurate to the extent that it interferes with the learning progression and needs to be addressed before the student takes a summative assessment, they may reassign that work to be completed or corrected.
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How can students request to reassess?
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Teachers will establish the timeline for reassessment. The timeline does not need to adhere to the 5 day deadline guidance given for the original submission of the summative.
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Students should request to reassess an assignment by either speaking with their teacher or sending their teacher a message on Schoology.
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West Frederick Middle School Practices PRIDE!

<i>I will..</i>	<i>Preparation</i>	Respect	Integrity	Determination	Excellence
Classroom	<p>Arrive to class on time and prepare myself to work.</p> <p>Arrive to class with all materials and a charged Chromebook..</p>	<p>Use appropriate tone of voice and kind language.</p> <p>Not disrupt my own learning or the learning of others.</p> <p>Treat all people, school property and materials with respect.</p>	<p>Be responsible for my actions and do the right thing even when nobody's watching.</p>	<p>Ask for help when I need it.</p> <p>Apply feedback and make corrections</p> <p>Take risks to push my learning to the next level.</p> <p>Use technology appropriately.</p> <p>Seek and identify resources I need..</p>	<p>Complete all assigned tasks</p> <p>Be a leader.</p> <p>Practice new skills to help me learn and improve.</p> <p>Give my best effort from start to finish.</p>
Chromebook	<p>Charge my chromebook before school.</p>	<p>Take care of my device and avoid damaging it.</p>	<p>Use my device for education purposes only.</p>	<p>Focus on the activities the teacher assigns me.</p>	<p>Use my device to help me achieve the goals I set for myself.</p>
Hallway	<p>Have a pass when in the hall during class time.</p> <p>Go to my locker for the items I need at appropriate times.</p> <p>Go directly to my scheduled class.</p> <p>Remove any headwear and headphones/earbuds as I leave class.</p>	<p>Keep hands, feet and the rest of my body to myself.</p> <p>Use appropriate tone of voice and kind language.</p> <p>Show my pass to a staff member when I am asked.</p>	<p>Go directly to my requested location.</p> <p>Use my time wisely.</p> <p>Identify myself to adults when asked</p>	<p>Transition quickly to class within the four minutes provided.</p>	<p>Get to class on time.</p> <p>Be kind to everyone.</p> <p>Pick up any litter and keep my school clean.</p>

Restroom	<p>Go after the first 10 minutes or before last 10 minutes of class.</p> <p>Find the least disruptive time to go.</p>	<p>Respect the privacy of everyone in the restroom</p> <p>Respect the property of the school and others.</p>	<p>Follow school rules, including no cell phone use.</p>	<p>Use my time effectively and only go when I need to go.</p>	<p>Keep the bathroom clean.</p> <p>Let an adult know if the bathroom needs attention.</p>
Cafeteria	<p>Go directly to the cafeteria and either get in line or sit down at a table.</p>	<p>Be kind to both my classmates and school staff.</p> <p>Use appropriate tone of voice and kind language.</p>	<p>Wait my turn in the lunch line.</p> <p>Give my ID number for all items I purchase.</p>	<p>Find my seat quickly and remain there</p> <p>Leave my seat only when given permission.</p>	<p>Cleanup after myself.</p> <p>Use kind words and actions and keep the cafeteria a positive, safe space.</p>
Recess	<p>Wear clothing that is appropriate for the weather and bring everything I need outside.</p>	<p>Keep my hands, feet and all body parts to myself</p> <p>Respect everyone's personal space</p> <p>Use appropriate tone of voice and kind language</p>	<p>Use good sportsmanship</p> <p>Be responsible for my actions and do the right thing even when nobody's watching</p> <p>Leave all food and drinks in the cafeteria</p>	<p>Line up when the whistle sounds</p> <p>Report to my next class on time</p>	<p>Pick up any recess equipment and return it to the bag.</p> <p>Keep our campus clean and free of trash.</p>
Bus	<p>Arrive to my bus stop on time with everything I need for the day.</p>	<p>Remain in my seat at all times.</p> <p>Use appropriate tone of voice and kind language.</p> <p>Keep hands, feet and the rest of my body to myself.</p>	<p>Do the right thing when no one is looking and keep my hands off other people's property.</p>	<p>Follow all bus driver directions, so the bus can safely arrive at school or to the bus stop.</p>	<p>Take responsibility for my actions and work to solve conflicts peacefully.</p>

Appropriate Student Conduct in School

ECPS STUDENT CODE OF CONDUCT

Students are expected to demonstrate polite, positive, and productive behaviors during virtual learning. Teachers maintain program consistency so that we send a unified message of expectations for our students. At WFMS, we follow PRIDE: Prepared, Respect, Integrity, Determination, Excellence. This theme is consistent and is implemented school-wide through:

- Clearly defined, positively framed rules.
- Explicitly taught behavior expectations both in and outside of classroom settings
- Consistently enforced rules and consequences
- Opportunities for student reflection and redirection
- Opportunities for recognition and praise
- Examples of these behaviors can be found on our School Culture PRIDE Matrix.

Classroom MTSS Steps

1. Warning, call home
2. Classroom reflection with teacher, parent contact
3. Classroom reflection with teacher, contact parent, lunch detention or similar teacher administered consequence
4. Reflection with teacher, contact parent, after school detention or similar teacher administered consequence
5. Office referral, contact parent

School Bus Rules and Regulations

Students must understand that riding the school bus is a privilege, not a right. That privilege can be taken away for failing to follow bus rules and regulations. Safety is the primary concern for bus drivers and FCPS officials. Here are the rules and regulations that students are expected to follow:

1. Keep arms, legs and head inside the bus window.
2. Remain seated while the bus is in motion. Do not move from seat to seat or sit on the floor. Remain seated until the bus comes to a stop.
3. Ride only the bus to which you are assigned.
4. Follow the bus driver's directions. The bus driver is in charge of the bus.
5. Do not throw items in the bus or out the bus windows.
6. Follow the hands-off policy.
7. Use the bus stop assigned by the transportation office.
8. Do not eat or drink on the bus.
9. You must wear your mask while on the bus.

Cafeteria Expectations

- Students should remain seated unless throwing away trash.
- After 15 minutes, students may go outside to the designated area. Students are permitted to visit the media center when open.
- Students are not to leave the cafeteria without permission from a staff member
- Students should wear their masks when they are not eating.

- During inclement weather there will be no outside recess. No trash, drinks, or food should leave the cafeteria. All items should be eaten or disposed of before leaving.

Backpacks/Bags

- Students may use a backpack to transport their belongings to and from school.
- During the school day backpacks should be stored in the student's locker.
- Students may visit their lockers at assigned times during the day to retrieve items needed for coming classes.
- A small bag or string bag is permitted for carrying personal items or gym clothes.

Locks/Lockers

Lockers are the property of West Frederick Middle School and are assigned to each student the first day of school. Students must use their assigned locker and may not change lockers without permission from an administrator. Students may not share lockers. Students should understand that lockers offer minimal security and items of value should not be brought to school. Periodic locker clean-outs will be conducted.

- Students will be assigned a locker and combination lock.
- Students will be expected to use a locker this school year.
- WFMS is not responsible for items stolen from the locker or any materials left in the locker.
- Students are not permitted to share or switch lockers once assigned.
- **DO NOT SHARE** locker combinations with anyone except your Cadet Class Teacher.

On Time to Class

- Students are expected to arrive to classes on time so that instructional time is maximized. .
- Students who demonstrate a pattern of tardiness will be issued consequences that range from warning and reflection to classroom referral.

The "Hands Off" Policy

The "Hands Off" policy states, "Hands off other people and their property". This rule protects the health and safety of others, and the property of others. All students are required to abide by this rule

Search and Seizure

A principal or assistant principal may make a reasonable search of a student if he/she has a reasonable belief that the student has in his/her possession an item, the possession of which is a criminal offense under the laws of this state, or a violation of any other state law or a rule or regulation of Frederick County Public Schools (FCPS).

Cell Phone Policy

In an effort to work together to ensure appropriate use of cell phones for students, we wish to take this opportunity to remind parents and students of the rules for having a cell phone at school. Our FCPS Regulation is linked if you would like to review it. [Regulation 400-18 Electronic Devices - Student Use](#).

Cell phones **MUST** be OFF and AWAY during the instructional day. Students are NOT permitted to text, take photos or videos, or access social media while at school. If a student needs to contact their guardians through text, they may visit the office to do so.

- If a student violates this cell phone or earbud policy, for the first offense, the student will be asked to bring the device to the front office where they can sign for and retrieve it at the end

of the day. If a student violates the policy more than once, they will be asked to bring the device to the front office, and a parent/guardian will need to sign for and retrieve the device. If a student violates the policy more than twice, disciplinary action may be taken by administration.

WFMS is a One-to-One school, meaning that every student has access to a school device. All students will be issued a FCPS Device. Students may not stream content. Students are not permitted to use personal devices to make phone calls, text, take pictures or video, or use any form of social media during the school day.

iPods and Other Recording Devices – The rules governing iPods are the same as for cell phones. Students may not listen to iPods during the Instructional day with the exception of occasions when listening to iPods is a part of a PBIS incentive.

Video Games – The rules governing video games are the same as for other electronic devices.

Laser Pointers – Laser pointers are prohibited at all times.

Students and parents should be aware that expensive personal items such as cell phones or iPods can be the target of theft and accidental loss. The owner assumes all risk for loss of such items.

Bullying and Harassment Policies

While our school has zero tolerance for bullying or harassment of any kind, we cannot resolve conflicts or address issues that are not reported.

Please access this link to report bullying: <http://education.fcps.org/publicforms/bullying>.

Students are encouraged to share what they know regarding bullying, harassment or dangerous activities with an adult. If you or someone you know is being bullied or harassed, please tell a staff member.

Reports of students who bully, intimidate, or harass others will be investigated by the TJMS administration. If bullying is confirmed, it will be entered as a disciplinary referral and will become part of student discipline history within FCPS.

For further information about bullying, intimidation, and harassment, please refer to [Regulation 400-48](#). This regulation defines the procedures to be followed when one is victimized. This form also includes electronic or cyber bullying as a form of harassment. More information can be found on this topic in [Regulation 400-73](#).

Supports for Mental Health

If your student or family is struggling and needs additional support beyond what your child's teachers, counselors, and administrators are able to provide, the resources below are available to you at any time.

- For students struggling with the social-emotional issues:

- <https://www.fcps.org/update/co-mh-resources>
- To report or get help with physical, sexual, emotional abuse or neglect:
 - Child Protective Services (CPS): 301-600-2464
- To get help if you are thinking about suicide.
 - Suicide Prevention Hotline: 1-800-273-8255
- To get help when feeling anxious, depressed or need help feeling safe.
 - Crisis Services: Dial 211
- To report threats or situations that put your safety, or others safety, at risk.
 - Maryland Anonymous Tip Line: 1-833-632-7233

For more information, visit:

<https://www.fcps.org/academics/community-agency-school-services-programs>

Resources to Avoid Plagiarism & Copyright Violation



Image Credit: GCFLearnFree.org

Cheating and Plagiarism (summary of FCPS Regulations & Policy)

The nature of the schooling experience demands the highest standards of integrity on the part of all involved. Cheating is disseminating or receiving answers, data or other information by any means other than those permitted by the teacher as part of any academic exercise. Plagiarism is deliberately presenting work, words, ideas, theories, etc. derived in whole or in part from a source external to the student as though they are the student's own efforts. In addition, any incident of such behavior will be subject to the guidelines of [Regulation 400-08](#).

How to Avoid Plagiarism

<https://fcps.libguides.com/plagiarism>

For assistance properly citing source material

<https://fcps.libguides.com/wmscitationsources>

What you need to know

Teachers use several different online resources to determine if student work has been plagiarized. Additionally, Schoology has features that allow teachers to see the edit history of a document and can identify if submitted assignments have been copied from a fellow student.

Try your best to complete your work based on YOUR understanding of the content. Communicate with your teacher if you are struggling.

If you need help with an assignment, or additional time to turn in work, please reach out to your teacher, counselor or administrator so we can help.

Lost and Found

All articles that are found should be taken to the main office. Unclaimed items will be kept in the lost and found area for a reasonable period of time and then donated to charities.

