

Windsor Knolls Middle School

Be Your Best

Student and Family Handbook 2026-2027



11150 Windsor Road, Ijamsville, MD 21754
Main Office 227-203-2750 Fax 227-203-2751
School Website: <https://wkms.sites.fcps.org/>
School Attendance: WKMS.Attendance@fcps.org

Mission:

"Learning is a lifelong process. In a safe and nurturing environment, the Windsor Knolls Middle School's learning community of students, staff and parents provides educational opportunities ranging from basic skills to complex problem solving. We will offer continual challenges that pique the curiosity and interest of all learners and allow them to expand their intellectual potential. The students' personal and academic growth will reflect high standards set by the community. We will foster an atmosphere of respect that values individuality and diversity. As we achieve these goals, we will be recognized as a harmonious community of learners who take pride in ourselves, one another and our school."

Vision:

"Success for all students through high expectations in academics, character development, & citizenship."

Message to Parents & Students:

We are pleased to have your child as a student at WKMS! We ask that you review the information in this Student and Family Handbook with your child. Our staff will do all we can to help students succeed. We encourage you to contact us any time you have a question, concern, or merely want to communicate with us regarding your child or our school.

This handbook is intended to provide general information about Windsor Knolls Middle School procedures and expectations. In the event of a conflict between this handbook and Frederick County Board of Education policies, FCPS regulations, or the FCPS Student Code of Conduct, the FCPS policies, regulations, and Code of Conduct shall govern.

Important School Contacts

Type of Concern	Who to Contact
Concerns about a student's assignment, grade, workload, class performance, assessment, reassessment, content posted on Schoology	Teacher of specific course - message via Schoology or email is best
Checking out hard copies of books Resources for ebooks/audio books Other online resources	Media Specialist Jennifer Holliday Jennifer.Holliday@fcps.org
Student struggling academically, peer relationships, sense of belonging and/or with social-emotional concerns. Informing the school of a change at home, illness, death in the family or hardship, etc.	School Counseling Department 6th Grade: Leslie Meyer Leslie.Meyer@fcps.org 227-203-2756 7th Grade: Dayna Koshar Dayna.Koshar@fcps.org 227-203-2754 8th Grade: Ruth Travis Ruth.Travis@fcps.org 227-203-2755 Behavior Support Specialist Mac Migliorini William.Migliorini@fcps.org 227-203-2750 EXT 47565
In need of additional academic support in English or Math, please contact the Math and/or Literacy specialist.	Specialists Math Specialist Heather Wurster Heather.Wurster@fcps.org 227-203-2750 EXT 47582 Literacy Specialist Ginny Hines Virginia.Hines@fcps.org 227-203-2750 EXT 47535
Questions about school-wide policies & programs If academic, attendance, behavioral, or interpersonal issues remain unsettled following discussions with the educator, specialist, or school counselor	School Administration Principal Brian Vasquenza Brian.Vasquenza@fcps.org 227-203-2760 Assistant Principal 6th Grade Cortney Krauss 6th Grade Cortney.Krauss@fcps.org 227-203-2762 Assistant Principal 7th Grade Laura Boyer Laura.Boyer@fcps.org 227-203-2761 Assistant Principal 8th Grade Mike Reeves Michael.Reeves@fcps.org 227-203-2763

Enrollment, Registration, Withdrawal, Moving, Change/Update Address/Contact Information	Registrar Amy Burkey Amy.Burkey@fcps.org 227-203-2753
Technology Support For help/support with your technology needs, please complete this form.	User Support Specialist Rob Tully Robert.Tully@fcps.org 227-203-2750 EXT 47617
Health / Nurses Office	Health Technician Pam Shepherd Pamela.Shepherd@fcps.org 227-203-2759 Nurse Kimberly Harrison Kimberly.Harrison@fcps.org or KHarrison@FrederickCountyMD.gov 227-203-2759
Special Education Services	6th Grade Case Manager Jamie Tull Jamie.Tull@fcps.org 7th Grade Case Manager Amanda Sutherland Amanda.Sutherland@fcps.org 8th Grade Case Manager Agnes Daniel Agnes.Daniel@fcps.org Reading Interventions/Case Manager Andrew Siedenbergs Andrew.Siedenbergs@fcps.org
Multi-Language (ML) Services	MEP Teacher Kelly Funk Kelly.Funk@fcps.org
To report student absences or questions about attendance.	Attendance Secretary Chantel James WKMS.Attendance@fcps.org Main Office 227-203-2750

Attendance:

The Windsor Knolls Middle School staff expect students to attend school every day. Absences mean that a student misses skills and concepts essential to academic success. Attendance is one of the largest factors of student achievement and future graduation. Excellent attendance cannot be achieved without family support.

- Parents are asked to notify the school in the event of a student's absence. Parents should call the school at 227-203-2750 before 8:00am and leave a message, or email the attendance secretary at WKMS.Attendance@fcps.org.
- Students who need to leave school early should bring parent notes to the office on the day of the anticipated early departure or parents may email the attendance secretary at WKMS.Attendance@fcps.org.
- Students who arrive at the 8 a.m. bell are considered late to school. Tardies will be excused with a note from a parent/guardian or doctor. Students who arrive at school late without a note will be considered unexcused. After receiving three unexcused tardies, a student will receive a lunch detention. Arriving at school on time is a family priority.

- If the child has a doctor/dentist/orthodontist appointment, please present the appointment card or other verification of the appointment in place of a note from the parent upon returning to school.
- Students who have 5 or more unexcused absences in any term may be assigned a failing grade in those missed classes. When a student has received 3 days or classes of unlawful absence in any marking period, the principal will mail a letter to the parents or guardians alerting them of the potential for impending failure.
- Attendance procedures and lawful/unlawful absence determinations are governed by [FCPS Policy 430](#). Families should submit documentation for absences as soon as possible. Additional documentation may be requested by the school when patterns of absenteeism are identified.
- Students who are absent from school may not participate in after-school activities.
- When students are absent from school they have the responsibility to request make-up work within 2 days of their return. Students will have one day for each day that they were absent to make up the work.

For additional information, please visit the FCPS website to review the [FCPS Policy 430](#).

School Communication:

- **School Messenger** – This is the essential platform for delivering critical notifications to our community via phone, SMS, and email. We utilize this tool to broadcast urgent news regarding school activities, inclement weather alerts, busing updates, safety emergencies, and daily attendance records to ensure families remain well-informed.
- **Talking Points** – This platform facilitates seamless dialogue between our staff and families via mobile notifications and web-based messaging. To foster inclusive communication, TalkingPoints features automated translation into over 150 languages, ensuring that all community members receive vital school updates in their native tongue.
- **The Back Pocket** – This is our school-wide newsletter that is sent home electronically every month. Check it out for calendar dates, upcoming events, photos of school happenings and important information and updates.
- **The WKMS website** – <https://wkms.sites.fcps.org/>
- **Facebook** - Windsor Knolls Middle School FCPS
- **[WINDSOR "KNEWS"](#)** - Windsor "Knews" is a "live" document that is updated in real time. It contains daily announcements, birthdays, reminders and helpful information for students and their families. This is linked for all students on their Homepage pages on Schoology.
- **[Bus Status Information](#)**- This link will provide information regarding late buses

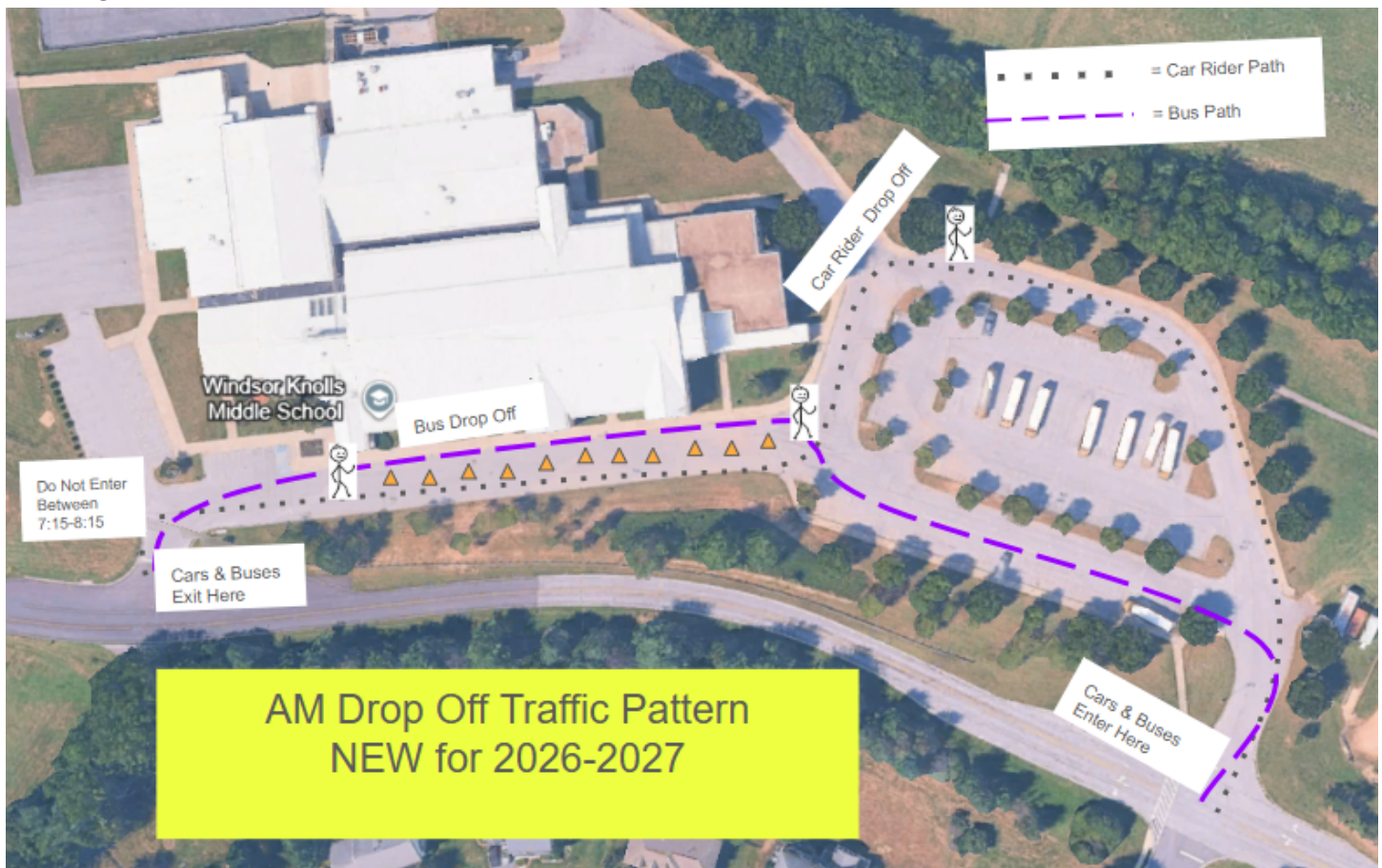
School Day Procedures

Morning Arrival - The school doors open to students at 7:30 AM. Students report to the following areas until they are dismissed beginning at 7:52 AM:

- Grade 6 - Cafeteria
- Grade 7 - Gymnasium
- Grade 8 - Gymnasium

Any student who wants breakfast should report promptly to the cafeteria upon arrival. First period begins at 8:00 AM.

Morning Bus and Car Traffic Pattern -



Hallways/Bathrooms - Students must have a pass when they are out of class or their assigned area.

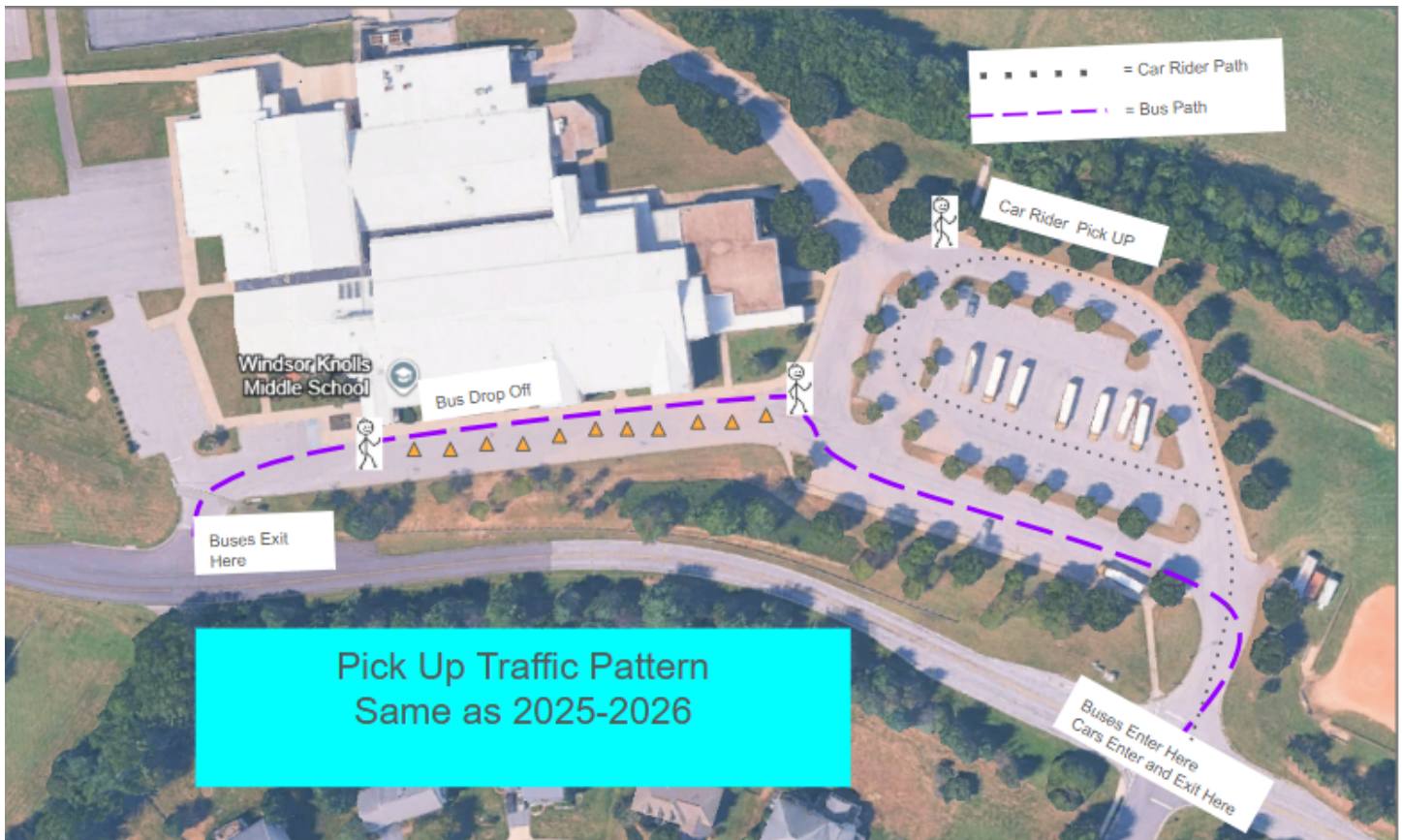
Cafeteria Procedures -

- Parents may prepay for their child's meals by sending in a check/cash/money order or visiting [LINQ Connect](#) to set up an account.
- Students will need to know their student ID number to purchase items.
- Form and keep a single line at each service area. Only 5 students are permitted in the serving area at a time.
- Remain seated unless given permission by a staff member to leave your table to throw food away or use the bathroom.
- Refrain from pushing, throwing things and asking other students for money or food.
- Loud and boisterous talking, yelling, screaming, etc. are not acceptable.
- Keep all food and drinks in the cafeteria. No food or drinks outside.
- Students must clean up after themselves.
- Students should remain seated until they are dismissed from the cafeteria.
- Students are encouraged to go outside for recess, weather permitting.
- Chromebooks must be put in lockers before all lunch periods.
- [Menus and additional FCPS nutritional information](#)

Afternoon Dismissal -

- At 3:00 PM, students will be dismissed to board their buses. Students are responsible for finding their own bus.

- At 3:00 PM, walkers or car riders will exit and find their rides or begin walking home. There is a bike rack for students who ride their bikes, scooters, etc... to school. Students should be wearing a helmet at all times when riding on school property. Students are to use the crosswalks and sidewalks at all times, and should always follow the directions of staff, including the crossing guard. Students should not be cutting across the parking lot to find their rides. (Follow the morning arrival map above.)
- Students who ride buses that arrive late, will report to the cafeteria until their bus arrives.



Regular Bell Schedule

Grade 6			Grade 7			Grade 8		
Period	Arrival	Dismissal	Period	Arrival	Dismissal	Period	Arrival	Dismissal
1	8:00	8:49	1	8:00	8:49	1	8:00	8:49
2	8:53	9:40	2	8:53	9:40	2	8:53	9:40
Homebase	9:44	10:14	Homebase	9:44	10:14	Homebase	9:44	10:14
3	10:18	11:05	3	10:18	11:05	3	10:18	11:05
Lunch	11:08	11:38	4	11:09	11:56	4	11:09	11:56
4	11:41	12:28	Lunch	11:59	12:29	5	12:00	12:47
5	12:32	1:19	5	12:32	1:19	Lunch	12:50	1:20
6	1:23	2:10	6	1:23	2:10	6	1:23	2:10
7	2:13	3:00	7	2:13	3:00	7	2:13	3:00

2 Hour Early Dismissal Schedule

Grade 6			Grade 7			Grade 8		
Period	Arrival	Dismissal	Period	Arrival	Dismissal	Period	Arrival	Dismissal
1	8:00	8:36	1	8:00	8:36	1	8:00	8:36
2	8:40	9:14	2	8:40	9:14	2	8:40	9:14
3	9:18	9:52	3	9:18	9:52	3	9:18	9:52
Lunch	9:56	10:26	4	9:56	10:30	4	9:56	10:30
4	10:30	11:04	Lunch	10:34	11:04	5	10:34	11:08
5	11:08	11:42	5	11:08	11:42	Lunch	11:12	11:42
6	11:46	12:20	6	11:46	12:20	6	11:46	12:20
7	12:24	1:00	7	12:24	1:00	7	12:24	1:00

2 Hour Late Arrival Schedule

2 - Hour Delay								
Grade 6			Grade 7			Grade 8		
Period	Arrival	Dismissal	Period	Arrival	Dismissal	Period	Arrival	Dismissal
1	10:00	10:38	1	10:00	10:38	1	10:00	10:38
2	10:42	11:16	2	10:42	11:16	2	10:42	11:16
3	11:20	11:54	3	11:20	11:54	3	11:20	11:54
Lunch	11:58	12:28	4	11:58	12:32	4	11:58	12:32
4	12:32	1:06	Lunch	12:36	1:06	5	12:36	1:10
5	1:10	1:44	5	1:10	1:44	Lunch	1:14	1:44
6	1:48	2:22	6	1:48	2:22	6	1:48	2:22
7	2:26	3:00	7	2:26	3:00	7	2:26	3:00

School Culture, Climate and Safety:

Our goal at WKMS is to create a safe and welcoming environment for each of our students so they can focus on their academic, social, and emotional growth and well-being. We believe in the importance of fostering positive relationships with our students and families. We establish high expectations for performance and behavior and we develop high-interest lessons that engage students in learning.

Windsor Knolls Middle School is a MTSS (Multi-Tiered System of Supports) school. MTSS is a framework to support all students based on multiple tiers of support. Teams of staff regularly meet to address specific student needs using various data points to determine and implement appropriate supports and interventions needed for that specific student. The WKMS staff works collaboratively to ensure all students are receiving the supports, interventions, and/or enrichments needed to provide a safe and supportive environment where all students can succeed.

The Windsor Knolls Middle School Staff believes that it is important to recognize students whose attitude and actions positively demonstrates the guidelines of our MTSS program. We will recognize these students through notes home to parents, Positive Referrals, and celebrations held throughout the year.

With that, our school culture is based on four expectations: Performance, Accountability, Welcoming and Service (PAWS):

WKMS PAW MATRIX

	Classroom	Bathroom/Hallway	Cafeteria/Recess
Performance	- Stay on task and participate appropriately - Use technology directed by the teacher - Complete all classwork and homework assignments on time	- Use a hall pass and use bathroom closest to classroom - Stay to the right in the hallway and staircase - Prevent disease by washing your hands - Keep your hands and body parts to yourself	- Enter cafeteria, take your seat, and remain seated until dismissed by an adult - Take correct place in lunch line - Keep all food and drink in cafeteria - Keep hands and body parts to yourself
Accountability	- Be on time to class and have necessary materials - Be responsible and have ownership for your learning - Demonstrate academic integrity by completing your own work	- Be expedient by returning to class promptly as to not miss instruction - Respect school and other's property - Limit socializing - Use your own lock and locker	- Be quiet and listen to adults when they are speaking - Remain in designated or assigned areas - Eat only what you bought or brought
Welcoming	- Be kind and respectful to all classmates and the staff - Actively listen and contribute to class activities - Appreciate others' perspectives	- Be considerate of others - Be mindful of others' personal space - Be mindful of your noise level	- Be respectful of peers and staff - Be mindful of your noise level - Include others in lunch/recess conversations and activities
Service	- Leave work area neat and return classroom materials - Cooperate, support, and work with others - Advocate for yourself and others by asking questions	- Report concerns to an adult - Leave hallways and bathrooms clean	- Report lunch line theft to an adult - Throw trash in appropriate bins - Play with recess equipment responsibly and return all recess equipment to the bins

Backpacks and Drawstring Bags - Students must use their lockers to store all materials, including backpacks and drawstring bags. Students may use small crossbody bags, purses and pencil pouches. All personal belongings except for lunch boxes/bags and water bottles are to be placed in student lockers during lunch time.

Bullying/Harassment - Bullying/Harassment of any kind is a serious offense which has disciplinary consequences up to, and including, expulsion. For more information regarding bullying/harassment, please reference FCPS [Regulation 400-48](#). Any student who believes that he/she/they has been bullied and/or harassed should report their concerns to any staff member. Additionally, Bullying and Harassment Incident

forms are available in the Main Office and are also available at [Bullying Prevention](#), under question or concerns. The form can be completed electronically and emailed to the school. The form may be completed by the student, family or other concerned individuals.

Chromebooks - All WKMS students have an assigned FCPS Chromebook or will be given one. Only FCPS issued Chromebooks may be used (no personal computers are allowed to be used at school). Fees for lost or damaged devices will be assessed in accordance with current FCPS technology procedures. FCPS recommends keeping the assigned device in the provided case at all times. **Students are to carry their Chromebook in the original case.** Please refer to the [FCPS technology page](#) for more information, including device usage agreement, repair costs, and technology regulations.

Acceptable Use - All students must follow the rules of computer usage as cited in [Regulation 434-01](#) and [Student Technology Use Policy 434-01](#) of the Frederick County Board of Education. Consequences will be imposed in accordance with FCPS regulations governing student behavior. Students are responsible for their behavior on school computer networks just as they are in a classroom or a school hallway. While using technology, students will use appropriate language and follow the same code of conduct as required by FCPS and the school building policies.

The school system reserves the right to review the content of all FCPS accounts. Network administrators may review files and communications to keep the network working properly and to ensure that users are using the system responsibly. Students should not expect that files or browsing history on their devices will be private. FCPS will not guarantee the availability or access to the internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Computer or printer problems at school or home cannot be used as an acceptable excuse for not meeting an assigned deadline.

The Maryland State Department of Information Technology has instituted a required security upgrade to enhance the protection of student and school system data that would require FCPS to install and maintain software on students' personal tablets and laptops. Since all secondary students are issued a FCPS device to access the instructional program and to avoid any potential privacy concerns, the current FCPS Bring Your Own Device (BYOD) program ended on July 1, 2024. Students will be required to use FCPS issued technology tools for instruction, unless otherwise required and approved by a student's IEP/504.

Personal Mobile Devices - FCPS is committed to assisting students and staff in creating learning environments that provide access to digital learning opportunities that are age appropriate, instructionally sound, and safe.

[FCPS policy](#) and [Regulation 118-01](#) (*updated 7/28/26*) establishes procedures to help maximize the responsible use of technology by students. This policy aligns with the Student Code of Conduct, current practice, and use of an ever-expanding range of devices used by students on school grounds and/or at FCPS-sponsored activities. "Personal Electronic Communication Device" or "Personal Mobile Device" (PMD) is defined to mean any portable electronic device, not provided by FCPS, which is carried or transported by a student to receive, send, or record voice, image, or text content, including cell phones, tablets, laptops, smart watches, wireless earbuds or headphones, and any other device with communication functions. The scope of the regulations cover student use of FCPS-issued technology and personal mobile devices (PMD) used on school grounds or at FCPS-sponsored activities.

PMD use is a privilege, not a right. PMDs are permitted before 7:50 a.m. and after 3 p.m. dismissal bell. Their use is not permitted during the student day unless a staff member authorizes it or the use is based on documented student learning or health-related accommodations.

FCPS recognizes that many students will still bring Personal Mobile Devices (PMDs) with them to school. A PMD is a non-FCPS owned device used to receive data via voice or text, take and share photos, record and watch videos, play games, and/or listen to music. PMDs include but are not limited to: mobile phones, e-readers, tablets, personal computers, smart watches, or other devices capable of network communications. Possession and use of PMDs on school grounds and at FCPS-sponsored activities is a privilege. When using PMDs on school grounds and at FCPS-sponsored activities, students must adhere to the provisions of the Student Code of Conduct and all other applicable FCPS regulations.

The following progressive discipline steps will be followed when a student violates the Cell Phone policy:

1. Warning
2. Device is confiscated and turned in the front office for the remainder of the school day.
3. A confiscated device requires a parent pick-up at the end of the school day.
4. Loss of privileges to bring the device into the school building.

Please remind your child to keep a PMDs “Off and Away.” Discipline outcomes are best avoided when schools and parents partner together to reinforce the policies put in place by WKMS and FCPS.

***Students will have access to front office phones in the event that students need to contact parents.**

Discipline - WKMS discipline is based on the following philosophy: In order to provide an orderly and safe environment, all students and staff must work together to guarantee an atmosphere of mutual respect and self-discipline where all teachers can teach and all students can learn. All students are expected to follow the “Student Expectations” listed in the [FCPS Code of Conduct](#).

The goal of the Code of Conduct is to assist students in accepting responsibility for their actions and to change and develop behaviors and skills that promote learning and positive interactions. It is a progressive, step-by-step plan, which focuses on restorative practices, problem solving and conflict resolution.

Weapons - Possession of any firearm or other weapons by a student on school property is strictly forbidden. Look-alike or toy weapons are also not allowed on school property and possession of these items will result in disciplinary actions.

Threats - Expressing orally, in writing (can be electronic), or by gestures the intent to do physical harm, when there is a connection to school. Threats can be implicit or explicit. More detailed information can be found in FCPS [Regulation 100-11](#).

Dress Code - The Windsor Knolls Middle School dress code policy is supportive of a positive learning and work environment. A general rule of thumb is to be modest and to dress to be your best at WKMS. Students are restricted from wearing clothing that promotes illegal conduct, supports gang affiliations, or the use of unlawful items (drugs, alcohol, tobacco, weapons). Student dress expectations are governed by [FCPS Policy 439](#). Clothing and accessories that substantially disrupt the educational environment, create safety concerns, or violate FCPS policy may be prohibited.

Drugs, Alcohol, Tobacco, Vaping - The possession, use, being under the influence of and/or distribution/selling of any alcohol, tobacco- including smokeless cigarettes, e-cigarettes, vaporizers, dip, chew, snuff and other drugs is strictly prohibited on all school property.

Hands Off Expectations - Maintaining a safe and respectful school environment requires everyone to respect the personal space and property of others.

Personal Space

Students are expected to:

- Keep their hands, feet, and objects to themselves.
- Respect the personal space of others.
- Avoid unwanted physical contact of any kind.

Respect for Property

Students are expected to respect the personal property of others. Students may not:

- Take or use another person's belongings without permission.
- Damage or destroy school or personal property.
- Throw objects that could damage property or injure others.
- Hide, move, or interfere with another person's belongings.

Fighting and Physical Aggression

FCPS does not tolerate behaviors that threaten the safety of students or staff.

Students may not:

- Engage in physical fights or mutual combat.
- Initiate or retaliate with physical aggression.
- Encourage, instigate, or challenge others to fight.
- Surround, crowd, or block individuals during a conflict.
- Record or post videos of physical altercations.
- Continue a physical confrontation after staff intervention.

Consequences - Incidents involving unwanted physical contact, physical aggression, fighting, or damage to property will be investigated by school administrators. Consequences will be determined in accordance with the FCPS Student Code of Conduct, Board Policy 403, and applicable Maryland law. Depending on the circumstances, disciplinary responses may include restorative practices, parent/guardian notification, counseling or behavioral interventions, detention, suspension, or other appropriate disciplinary action.

Lockers - Teachers will assign all students their own locker to store backpacks, coats, hats, etc. These items are expected to be stored in lockers during the school day. Students will be allowed to visit their lockers during the following times:

1. After morning dismissal from cafeteria/gym
2. Before and after lunch
3. Before and after P.E.
4. After the 3 p.m. dismissal bell

Students are expected to have a lock on their locker. 6th graders will have a lock provided to them for their hallway locker. There will be a replacement fee of \$8 for any lock that is lost or damaged. Teachers will record the combination or collect a second key in case of an emergency. Students should not share lockers or the combinations with others. Teachers will help support students in developing use of their lockers to promote time management and organizational skills. (Students will have two lockers - one in the hallway and another in the PE locker room.) Please note - The smaller luggage locks do not work on our lockers. The dial combination locks work best.

Lost and Found - Personal belongings should only include those materials needed for classwork. Do not bring items that are costly or valuable to school. Windsor Knolls Middle School is not responsible for the loss and damage of personal property. Individuals are responsible for taking care of their own belongings. Please limit the amount of money brought to school. If a student finds items belonging to another student, the items should be taken to the office. If an item is lost, the loss should be reported and the student should check the lost and found in addition to checking with each of the student's classroom teachers. Items in the lost and found that remain unclaimed will be donated to a local charity at the end of each term.

School Buses - Riding the school bus is a privilege. In order that all students are assured a safe ride to and from school, all FCPS Procedures must be adhered to.

- Students may only ride their assigned buses.
- Students are expected to arrive at least five minutes early to their assigned bus stop, and get off the bus at their assigned stop. Please check the [bus status](#) of your child's bus for any changes and/or delays.
- For additional information, please reference the [FCPS transportation information](#).

School Safety - WKMS conducts all safety drills required by Maryland law and FCPS regulations. These guidelines include regular ongoing training and the practice of safety drills with staff and students. Safety drills include the following: evacuation, fire, severe weather, shelter in place, reverse evacuation, & active assailant. In the event that there is an emergency, WKMS will communicate directly with parents and the school community through School Messenger. Please reference [FCPS Safety and Emergency Management](#) for more information.

Search and Seizure - Under Maryland law, a principal or assistant principal may make a reasonable search of a student based on a reasonable belief that the student possesses an item 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 Regulation 400-59](#)).

Selling Items and Fundraising - Students soliciting other students to purchase/sell/buy items during the school day is not permitted. This includes students soliciting other students to purchase items during the school day that are not associated with school club related activities as this is also prohibited. All fundraising activities by school-sponsored groups are required to have an FCPS staff sponsor and approved by the principal. Fundraising activities are required to follow the instructions provided by [FCPS Regulation 426-01](#).

Student Service Learning - Student Service Learning links academic learning with student service that benefits the community. Middle school students who accumulate 25 service-learning hours are eligible to receive the Meritorious Service Award given in the 8th grade. Students are responsible for completing the appropriate documentation and submitting it to the guidance office. Please see the school counselor for more information.

Textbooks and School Materials - Depending on the course, students may be assigned a textbook and/or materials for classroom and/or home use. Each student is responsible for the book(s)/materials assigned to them and it should be kept in a safe location. Books and materials must be cared for properly. If a textbook or material is lost or damaged, the student will be charged a replacement cost per [FCPS Regulation 500-05](#).

Visitors - For security purposes, all visitors must ring the doorbell and be prepared to state the purpose of your visit and show a photo ID. Once inside, all visitors are required to register in our Front Office using the Raptor system by scanning his/her photo ID to obtain a visitor's pass before going to any other sections of our school. To minimize instructional disruptions, school-aged visitors from other institutions are generally not permitted

during the school day. Volunteers must have completed the yearly FCPS volunteer training at least 3 business days ahead of time. Please refer to the [Family and Community Involvement](#) section of FCPS.org for more information. It is the responsibility of the volunteer to have this completed in time.

Water Bottles -Water bottles must contain only water and have secure lids to prevent spills. Water bottles cannot be used in the gym. Students will have access to the water fountains throughout the day.

Curriculum, Instruction, and Assessment:

Secondary Curriculum Information

Purpose and Rationale for Grades -

- Grades provide feedback to students, parents, and educators about student performance and achievement in school courses of study.
- Grades inform teachers, students, and parents about the academic areas in which students meet or exceed expectations, need additional challenge, or require substantial support to be academically successful.
- Grades are assigned during and at the end of the report card term as a formal grade on the report card to represent achievement for the entire marking term.

Equity in Grading -

- Feedback
 - Teachers are expected to provide frequent opportunities for students to demonstrate progress towards achieving grade-level and content-area standards, including both formative activities and summative assessments.
 - Formative activities should be evaluated with descriptive feedback and returned to the student in a timely manner. This feedback should be received by the student prior to any summative assessment as the feedback is a focal point for learning.
 - Teachers should provide multiple formative assessment activities per week that engage students in rigorous and meaningful learning. These activities should be aligned to content standards.
 - One grade per week must be entered into the teacher's gradebook.
 - Teachers should monitor and informally evaluate student work daily and provide ongoing, descriptive feedback throughout the learning process. Teachers shall maintain a formal record using the electronic grade book in Schoology of each student's progress towards achieving grade-level and content-area standards.
 - Teachers should communicate with parents when students' performance is below grade level and/or unsatisfactory.
 - Schoology should not be used to replace phone calls and/or e-mails that create a dialogue between the teacher and parents.
- Due Dates and Deadlines
 - Due dates are the dates that students will be expected to submit assignments. If an assignment is not submitted by the due date, this assignment will be noted as "missing" in the gradebook and will be calculated as a 0% at that time.
 - Deadlines are the final dates that a student can submit an assignment for a grade. The teacher will accept work until the deadline which is the end of the current instructional unit, teaching cycle, and/or summative assessment. A grade of 50% will replace the "missing" assignment. All

“missing” assignments must be converted to 50% by the mid-term and/or end of term. Students will not have zeros calculated into their mid-term and/or end of term grades.

- Students who turn in assignments after the due date but before the deadline may have 10% deducted from their grade.
- Please contact the teacher to discuss options for submitting late work.

- **Corrections and Re-Assessments for Summative Assessments**

- Students who do not demonstrate proficiency, growth, and/or perform below expectations on summative assessments will receive feedback, re-teaching, and/or tutoring from their teacher and will be given an opportunity to complete corrections and/or a new assessment.
- Students may only have one opportunity to complete corrections and/or a new assessment. Teachers have the option to re-assess specific skills, concepts, or a student’s specific area(s) of need.
- In order to have the opportunity to complete corrections and/or a new assessment, students must have completed their school work in a timely manner, made a genuine first attempt on the original assignment, self-advocated, and engaged in relearning. They must have attempted to complete the formative activities assigned prior to the stated deadline which is the end of the current instructional unit, teaching cycle, and/or summative assessment.
- Students have 5 school days to request a re-assessment on a summative from the date the score is posted.
- When students complete the corrections and/or a new assessment, the student will receive the highest grade achieved.
- Please contact the teacher to discuss options for completing corrections and re-assessments.

- **Explanation of Grades**

- Students receive letter term grades on the report card evaluating success in meeting curriculum standards and requirements.
- The percentage scale that guides the awarding of letter grades is listed below (teachers have discretion to consider a variety of performance factors before awarding the letter grade, and exceptions to the percentage scale may be made with principal approval).

90-100 A	Exemplary performance consistently meets and/or exceeds curriculum standards and class requirements.
80-89 B	Skilled performance frequently meets and/or exceeds curriculum standards and class requirements.
70-79 C	Satisfactory performance generally meets curriculum standards and class requirements, though some curriculum standards and class requirements may remain as yet unmet.
60-69 D	Minimally acceptable performance meets some curriculum standards and class requirements, though many curriculum standards and class requirements remain as yet unmet.
50-59 F	Unacceptable performance meets few, if any, curriculum standards and class requirements.

Homebase (During Extended Learning Time) -

- Thirty minutes of Homebase time is integrated within the daily academic schedule and occurs for 30 minutes after 2nd period.

- Tutoring is offered during Homebase to any student who has a specific skill gap and/or is having difficulty mastering content knowledge. Teachers will share sign-up procedures with students during class. Tutoring will be assigned for students who are not meeting grade level academic expectations. Students may also be assigned tutoring for completing re-assessments and/or for acceleration activities.
- Students may self-select tutoring if they desire a need for academic support and/or for acceleration.
- It is the responsibility of the student to check the tutoring list to see if they have been pulled for tutoring which is located in Schoology.

Services, Programs, and Resources:

Behavior Support Specialist (BSS) - The Behavior Support Specialist provides students with social emotional support. The BSS provides direct behavioral interventions for students, responds to behavioral crises, develops individualized Behavior Support Plans, supports students and teachers in the classroom, collaborates with families and outside agencies, and promotes a positive school climate.

Counseling Department - Counselors intervene to help students cope successfully with any developmental task or crisis. Counselors meet individually, in small groups and/or with families to address a crisis or problem specific to an individual or group. They can conduct classroom sessions to provide developmentally appropriate programs. School counselors continually monitor students' social, emotional and academic progress. They help students develop short term and long term goals related to future education and career development. School counselors also provide school support services for identified students. The school support program is designed to help students who are experiencing academic and/or behavioral difficulties. Students, parents and teachers work as a team to set and accomplish goals to help ensure progress and success.

Special Education Services - Special education teachers are responsible for ensuring that students with disabilities receive specially designed instruction and the supports they need to access the general education curriculum and make meaningful progress toward their Individualized Education Program (IEP) goals.

Multilingual Education Program - Our MEP teacher provides our non-native English speaking students with ME Program services and language acquisition support.

<https://sites.google.com/fcps.org/englishlearnerdept/home>

School Nurse and Health Tech - Procedures for utilizing the school health services are as follows:

- "Authorization to Administer Medication" form must be completed. The parent is responsible for submitting a new form to the school each time there is a change in dosage or time of administration.
- Only parents may deliver properly labeled medication to the school.
- The first full day's dosage of any prescription will not be given in school.
- One week after expiration of the physician's order, the parent must collect any unused portion of the medication. Unclaimed medicine will be destroyed.
- FCPS is not responsible for non-medically prescribed medication administered by the student.
- Students must have a pass to enter the Health Room.
- If a child is sick at school, a parent/guardian must take necessary steps to pick up their child in a timely manner.
- Parents must register over-the-counter medications (i.e. Tylenol) with the Health Room.
- Students may carry and self-administer medications only when authorized through appropriate FCPS health procedures and documentation.

Specialists -

- **Math Specialist** - The Math Specialist actively monitors student performance at the school level in mathematics and works with the school-based math staff to design an effective plan to affect student achievement. The Math Specialist also oversees the mathematics intervention program within the building.
- **Literacy Specialist** - The Literacy Specialist provides students, parents and teachers with assistance in promoting the skills of reading. The Literacy Specialist can assess a student's reading, diagnose skills strengths and weaknesses and prescribe and diagnose appropriate interventions.
- **Media Specialist** - The purpose of the media center is to provide services that encompass the philosophy, goals and objectives of the Frederick County Essential Curriculum and the Frederick County School Library Media program. The Media Specialist will provide services that reflect the needs and interests of the WKMS middle school population.

Community Agency and School Services (CASS) - The CASS Coordinator facilitates collaboration among schools, private and public agencies, communities and families. The CASS program emphasizes prevention and early intervention to improve the lives of families in the Linganore High School and Urbana High School Feeder Patterns. For more information, contact heather.yeo@fcps.org

Pupil Personnel Worker (PPW) - The PPW serves as the school's expert on student attendance, educational access, family engagement, and barriers to learning. PPWs work at the intersection of education, social services, and legal requirements, partnering with schools, families, and community agencies to ensure students attend school regularly and receive the support they need to be successful. For more information, contact aldo.manino@fcps.org

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.

- 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: 988
- 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
- If a student is experiencing a mental health emergency or is at immediate risk of harm, call 911 or go to the nearest emergency room.

For more information, visit:

https://www.fcps.org/families_students/student_services