



**Middle School  
Family Handbook**

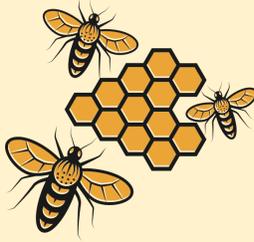
**2025-2026**

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## Welcome to the Hive



Sabillasville Environmental School represents a partnership among the students, parents, and faculty. Our hive is united in the commitment to the objectives outlined in our mission statement and will be successful when open lines of communication are established and implemented.

The Principal, with the Board of Directors of Sabillasville Environmental School, guides the school in alignment with the mission statement and policies in accordance with Frederick County Public Schools.

Middle school is an opportunity to grow and develop life long habits to transition into high school. Students are expected to gain more independence and serve as role models for the younger honeybees. Virtues should be modeled at all times and our middle schoolers are thought of as leaders in the building. The FCPS Code of Conduct is expected to be followed and students also should be engaged in their learning as they take greater responsibility for themselves. Because we are unique in being a combined K-8 campus, our middle school students need the opportunity to gain their independence as they continue their educational journey. Students will experience:

Less of...	More of...
Teachers checking in with students to make sure assignments are completed.	Students asking teachers when they need to make up work.
Students being reminded of the SES way and expectations..	Students following the SES way and demonstrating self discipline.
Teacher Direction	Autonomy and Student Leadership Opportunities



### SCHOOL MASCOT

The mascot of Sabillasville Environmental School is the honeybee. The honeybee is critical to healthy ecosystems and sustaining life on earth.

### SCHOOL COLORS

The school colors are green, yellow and black.

## **Mission Statement**

### **Sabillasville Environmental School- A Classical Charter**

The mission of the Sabillasville Environmental School (SES) is to provide elementary and middle school-aged children in Frederick County with a well-rounded, college and career focused instructional program that develops students' knowledge, reason, and self-expression. In addition, the school will have a focused curriculum on environmental learning. The long term vision of the SES is to be a high-achieving model providing environmental science and a traditional, rigorous liberal arts education using well-researched instructional approaches and hands-on environmental learning.

Through in-service training, the school will provide teachers with professional development in subject matter content, cognitive science, and research-based pedagogy. The principal, staff, and school improvement team will look first to data and evidence to better school performance, with the guiding criteria that each enhancement should be specific, replicable, and monitored to validate the achievement of its intended results. SES will serve students from all demographics and socioeconomic backgrounds, including diverse cultural, ethnic, or racial backgrounds, students with advanced learning capabilities and students with disabilities, as well as assisting military families as they transition into our community.

## **CLASSICAL PEDAGOGY**

**“Learn the True, Do the Good, See the Beautiful.”**

“At the end of life, what matters is not what we bought but what we built; not what we got but what we shared; not competence but our character; and not our success but our significance. Live a life that matters - Live a Life of Love” - author unknown

Sabillasville Environmental School will focus on the following principles of classical education:

**Festina Lente** - Make haste slowly

**Multum non Multa** - Much; not many- Less is More

**Repetitio Mater Memoriae** - Repetition, the mother of memory

**Songs, Chants & Jingles** - Use of chants and songs to make connections

**Wonder & Curiosity** - Inspire a sense of wonder for truth, goodness and beauty

**Educational Virtues**- Cultivate virtues for life

**Embodied Education** - Enjoyment for studying; appealing the senses

**Scholé** - Contemplation and restful engagement

**Docendo Discimus** - By teaching we learn

**Optimus Magister Bonus Liber Est** - The best teacher is a good book

Video : [▶ The Eight Essential Principles of Classical Pedagogy](#)

### **THE CLASSICAL APPROACH**

The classical approach to education follows the trivium, which divides the twelve years of education into three phases: grammar, logic, and rhetoric. While these phases may be typically thought of in specific grade bands, **we do not limit students to only the phase in the grade band.** Teachers and students will move between the stages as needed.

Phase	Emphasis
<b>Grammar</b>	Fundamental knowledge and skills (or “grammar”) of all subjects—not just English grammar. Emphasized in K-4
<b>Logic</b>	Building on existing knowledge and skills, use reasoning to learn more and to understand previous learning more deeply. Emphasized in 5-8
<b>Rhetoric</b>	Reflect on knowledge and reason to persuade others and express the student's own views. Emphasized in 9-12

### **VIRTUES**

Sabillasville Environmental School works to cultivate virtues in our students. Virtues are universal and recognized by all cultures as basic qualities necessary for our well-being and happiness. We focus on explicitly teaching and modeling the virtues. As we learn about history and read various pieces of literature, we will identify the virtues that the historical figures and characters displayed and the many ways of how those virtues helped them. We encourage families to become familiar with the guiding virtues of our school. The focused virtues for SES include:

- Love
- Courage
- Patience
- Respect
- Responsibility
- Integrity
- Perseverance

These virtues are the foundation for how students receive recognitions such as Top of the Hive, Golden Hive, Bee Bucks, and virtue awards. These are celebrated daily and recognized monthly and per semester.

## **CLASSROOM GREETING AND MANNERS**

In order to instill a focus for learning, students will participate in a simple classroom greeting when they enter a classroom from a transition. Students will be greeted by their teacher while standing by their desks. They will then greet their teacher and be invited to sit. Students will also be encouraged to use polite language when addressing each other and staff, using such language as “yes ma’am, no ma’am, yes sir, no sir, please, thank you.” Students will receive recognition for their manners and demonstrating virtues.

## **BOARD OF DIRECTORS**

The Board meets monthly to share information in a community forum setting; inviting parents, faculty and community members who wish to attend. In collaboration with the Principal, they share decisions and support the mission and vision of the school. This is a public meeting that occurs on the 2nd Monday of each month at 6 P.M. Attendance can be virtual or in-person.

## **COMMUNICATION**

School-Wide Communications:

- School Messenger
- [SESClassical.org](http://SESClassical.org)
- Whole School SMORE News- will be published weekly
- Teacher SMORE News - will be published via a link within the whole school SMORE News on a monthly basis..
- Facebook Group: <https://www.facebook.com/groups/sesclassical/>
- Remind

## **POLICIES AND PROCEDURES**

The policies, rules, and procedures of Sabillasville Environmental School have been developed in accordance with our community as well as FCPS policies.

## **ATTENDANCE & ABSENCES**

SES follows the **FCPS Policies and Regulations**. The building opens at 8:00 A.M. for arrival and dismissal begins at 3:00 P.M.. All students are expected to be in the building and present for attendance by 8:30 A.M.. Any late arriving students should report to the front office. Late arrivals miss valuable instructional time and this may impact their grades.

If your student is absent, please send a note or email explaining their absence upon their return. This note is required **within two school days** of the student’s return, or the absence is

automatically classified as unlawful.

A student is considered “absent” if the student is not physically present on school grounds or is participating in approved instruction or instruction-related activities at an approved off-grounds location for less than 10% of the school day. Information is also available in *Student Attendance Regulation No. 400-98*.

### **Procedures for Monitoring Attendance:**

SES follows the **FCPS attendance policy and regulations**. The building opens at 8:00 A.M. for arrival and dismissal begins at 3:00 P.M. All students are expected to be in the building and present for attendance at 8:30 A.M.. Any late arriving students should report to the front office. Late arrivals miss valuable instructional time and this may impact their grades.

If your student is absent, please send a note or email explaining their absence upon their return. This note is required **within two school days** of the student’s return, or the absence is automatically classified as unlawful.

School staff will also review, at least quarterly, the attendance of students who are in danger of being chronically absent. Concerns will be communicated to parents/guardians.

1. **Parent Notification - 3 days:** When a student has accumulated 3 days of unlawful absence in any marking period, administration must notify parents/guardians, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The secondary letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.

2. **Parent Notification - 5 days:** When a student has accumulated 5 days of unlawful absence in any marking period, administration must notify parents/guardians, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The secondary letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.

3. **Parent Notification - 10 days:** When a student accumulates 10 absences, lawful or unlawful, administration must notify parents, either by mail or electronically. This letter will include an explanation of the attendance policy and procedures. The secondary letter will also include an explanation of the educational impact of being absent from school. Students need to be present to learn.

4. **Parent Notification - 20 days:** When a student accumulates 20 absences, lawful or unlawful, administration will notify parents, either by mail or electronically. Parents of secondary students shall be informed that the student may fail or lose credit if unlawful absences exceed 10 days in a semester

or 20 days in the entire school year.

5. **Parent Notification – Chronic Absence** following the quarterly review, administration will notify parents/guardians, either by mail or electronically, when students have missed 10% of school days completed.

**Phone calls are not acceptable ways of sharing absences. A document must be provided.**

Alternatively, you may email Ianna Little, Administrative Secretary, within two school days of the student's return regarding the absence at [ses.attendance@fcps.org](mailto:ses.attendance@fcps.org).

Absences considered lawful and therefore excused, as described in the Public School Laws and Code of Bylaws of the Maryland State Board of Education, are as follows:

- Illness of the **student** (doctor's verification may be required)
- Death in the immediate family (an obituary may be requested to include with the parent note)
- Court summons for the **student**
- Hazardous weather condition
- Work or activity accepted by the school authorities
- Observance of religious holiday
- State emergency
- Suspension
- Health exclusion
- Other emergency (judgment of Superintendent or designee)

### **GRADES and MAKE-UP WORK**

As described in [FCPS Regulation 416-01](#), Grading, Reporting, and Intervention, grades are a reflection of student progress towards mastering essential curriculum standards. In FCPS, grades do not reflect Habits of Work such as participation or effort. Teachers use Schoology to maintain their gradebooks and communicate progress to students and their parents/guardians.

Below are some highlights and areas of focus for FCPS middle and high schools in 2024-25:

- **Reassessment**: Students are strongly encouraged to do their best work the first time. For some assessments in each course, students may have the opportunity to reassess if they have not achieved proficiency on the first attempt (typically a C or lower). These assignments are typically summative in nature. The specific reassessment opportunities and criteria for doing

so are determined by the department or course team.

- Late Work (Due Dates and Deadlines): Students are strongly encouraged to use their class time to complete assignments and assessments. To ensure greater consistency with the handling of late work, teachers may distinguish between due dates and deadlines. Due dates are the planned dates that an assignment is required to be completed to receive full credit. Deadlines are the final dates an assignment is eligible for credit (reduced by no more than one letter grade). Sometimes due dates and deadlines are the same, while other assignments lend themselves to an extended deadline as determined by the teacher.
- Homework assignments are generally assigned for practice and preparation and count no more than ten percent of the grade, as described in FCPS Regulation 416-03, Homework Guidelines.
- Habits of Work: Although grades do not factor in Habits of Work such as participation or effort, they are an important factor in student learning and future success in college and careers. This year, some teachers will begin reporting Habits of Work to students and parents/guardians in Schoology, on a 4-point scale separate from the grade (see example of 4-point scale below). This is optional for teachers and not calculated as part of the grade.

Students who were absent have the right to make up class work missed and to have this work reviewed and evaluated by the teacher to be included in the grade. Students/Parents have the responsibility to request and complete missed work.

For extended absences (3 days or more) parents may request assignments from the teacher. When possible, please notify the teacher a week in advance to give teachers the needed time to prepare the make-up materials.” It is the student’s responsibility to request and complete the missing work after they return back to school. Receiving work ahead of time is a courtesy that we can try to honor when advance notice is provided. **In the event of any (planned or unplanned) extended absence, upon return, the student shall be given the essential make up work. This will be determined by individual teachers and alternate assignments may be provided.**

Arrangements for making up work for absences of six days or longer should be coordinated with the teacher of each subject. Teachers will provide essential work and assignments may be an alternative to what is done in the classroom. There will be no late penalty for work made up due to absence.

### **ACADEMIC YEAR**

SES follows the [FCPS academic calendar](#). The calendar may be adjusted based on inclement weather. Any system wide changes will be announced via Find Out First.

**SES 2-hour Early Dismissal dates for the 2025-2026 calendar year:**

September 26                      December 2                      January 16  
February 13                      March 19                      May 1  
June 9th\* tentative last day of school

**SES 3.5-hour Early Dismissal dates for the 2025-2026 calendar year:**

September 19                      October 15

**SES 4-hour Delayed Opening dates for the 2025-2026 calendar year:**

October 13                      October 14

**HOURS, ARRIVAL AND DISMISSAL**

Front Office Open: 8:00 A.M. - 3:30 P.M.

Student Arrival Window: 8:00 A.M. - 8:30 A.M.

Student Dismissal Window: 3:00 P.M. - 3:30 P.M.

\*\*Students may not be dropped off before 8:00 A.M. (unless enrolled in Clubhouse Kids).

**\*\*All students must be picked up by 3:30 P.M.** (unless enrolled in Clubhouse kids).

Chronic lateness for pick-up is not permissible and students should be enrolled in Clubhouse Kids or alternative transportation arranged. **Staff are not on duty after 3:30 P.M. as their work day is over.**

**WEATHER-RELATED DELAYS, CANCELLATIONS, AND EARLY CLOSURES**

Delayed openings and school day cancellations are generally announced by 6:00 a.m. on local radio and television stations. Parents who have signed up for the FIND OUT FIRST (FOF) service will be notified by email and/or text. Sabillasville Environmental School follows FCPS school system's inclement weather announcements.

<b>2 hour delay</b>	<b>4 hour delay</b>	<b>2 hour early dismissal</b>	<b>3 ½ hour early dismissal</b>
Arrival time 10:00 A.M.	Arrival time 12:00 P.M.	Dismissal at 1:00 P.M.	Dismissal at 11:30 A.M.

**LATE ARRIVAL**

If a student is a late arrival to school, a parent or guardian must accompany the student to the school office and sign him/her in. Late arrivals will be considered excused for the following:

- Dr. Appointments

Chronic late arrivals disrupt the learning of students and may impact grades.

## **EARLY DEPARTURE**

For a planned early departure, please send a note to school with your child. All students leaving early must be signed out by the parent/guardian.

If a note is provided regarding a doctor's or dental appointment, the early dismissal will be recorded as excused. Otherwise, the early dismissal will be unexcused.

## **STUDENT ILLNESS**

*Families are requested to keep students at home under the following conditions:*

- has a fever of 100.0 or above without medication, or has had a fever of 100.0 or above within the past 24 hours without medication
- is significantly nauseous, has had diarrhea or has vomited within the past 24 hours

Students are encouraged to attend school and remain in school throughout the day whenever they are well enough to do so; however, in the event your child shows signs of illness, we ask that they be kept at home in order to ensure the health of the staff and classmates.

In the event your child becomes ill during the school day, our health room staff will determine if the student needs to be picked up early. Please make every effort to pick up your child promptly. Please make sure emergency contacts are updated throughout the year.

## **CAR LINE (Morning Drop-off and Afternoon Pick-up)**

**\*\*\*Please note during the first few weeks of school this process may take a bit longer. We appreciate your patience.**

Each SES family will be registered for **Car Line** and is assigned a family number. This family **Car Line** number must be displayed for easy view and displayed on the passenger side visor. If you are part of a carpool you can be assigned a **Car Pool Car Line Number**. (This number will be shared amongst the families who are a part of the group). Any changes to the car pool should be shared with Ianna Little in the front office. At any time parents may be asked to show identification and /or wait while school records are checked for confirmation.

Car Line is a busy time, please remain attentive and please note it is illegal to use your cell phone while operating a motor vehicle. It is imperative for the safety of our students that the Car Line remains orderly and free of distractions.

### Safety Protocols:

- Help ensure your child knows his/her Car Line number.
- Display the number in the requested location in your car and keep it visible until all children are in the car.
- Stay in your car at all times and place your car in park when stopped.
- If your child is delayed from leaving the building, you may be asked to park in the front lot. Your number will be called again.

- **Passing in a car line or driving out of line or around cars that are still loading or unloading is very dangerous and not permitted– students may run in front of your car accidentally.**
- Allow space between vehicles to ensure safety of students, volunteers and staff while loading and unloading students and their belongings.
- Cellphones are not to be used when operating a motor vehicle.
- For families with young students, please ensure that they can buckle and unbuckle seat belts on their own.
- Students should not be loading items into the trunk of their car. This could cause the student to be pinned between vehicles.
- Students should load into the car from the side closest to the school.
- **If you need to change who is picking up your child (other than parent/legal guardian), a written note or email is REQUIRED in order to release your child.**

**Morning Car Line Drop-Off (8:00 A.M. - 8:30 A.M.) SINGLE LINE**

The **Morning Car Line** will begin each morning at **8:00 A.M.** and end each day at **8:30 A.M.**

Parents will arrive each morning at the front of the school. Please pull up along the front sidewalk as far as possible to allow others behind you to unload as well. Please only load and unload when you are between the cones. **All students will enter through the front doors. This will be a single file line. Please do not drive past other vehicles in line. Wait your turn to leave.**

In the event that it is necessary for you to come into the building with your child, parents should speak with the staff on duty outside of the building prior to entry. Should you need to escort your child inside, please park and be prepared to show identification as well as state your reason for entering.

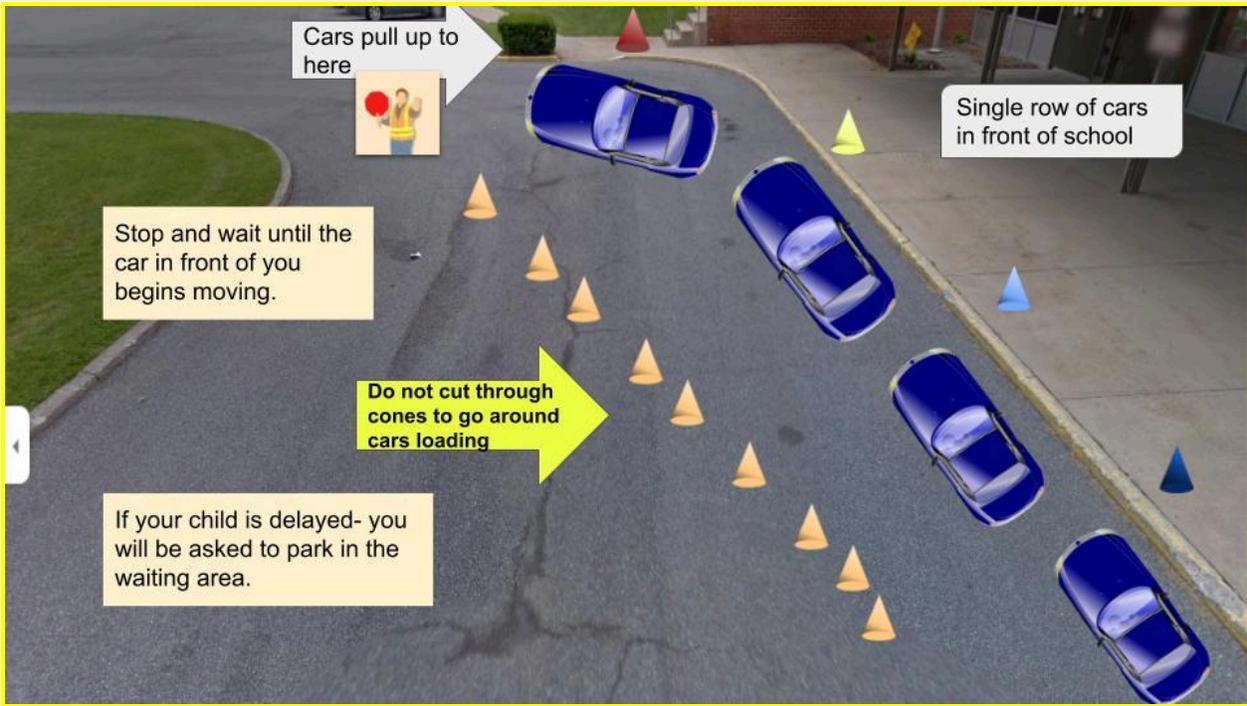


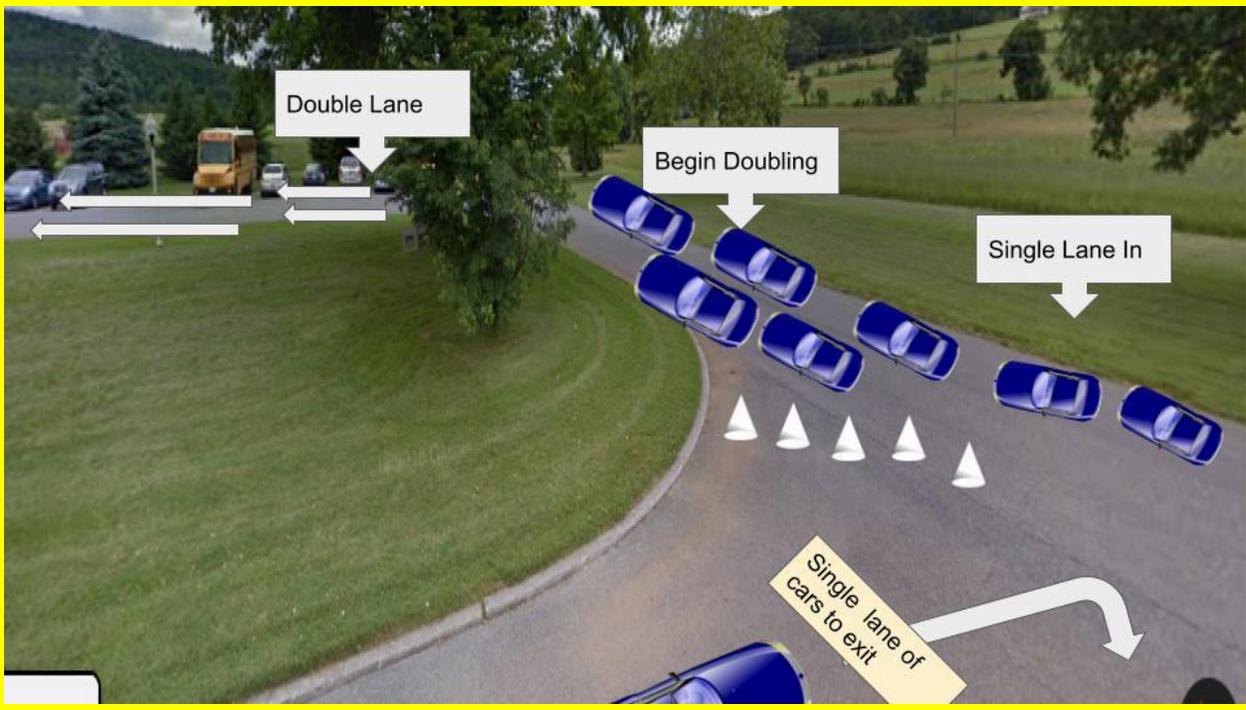
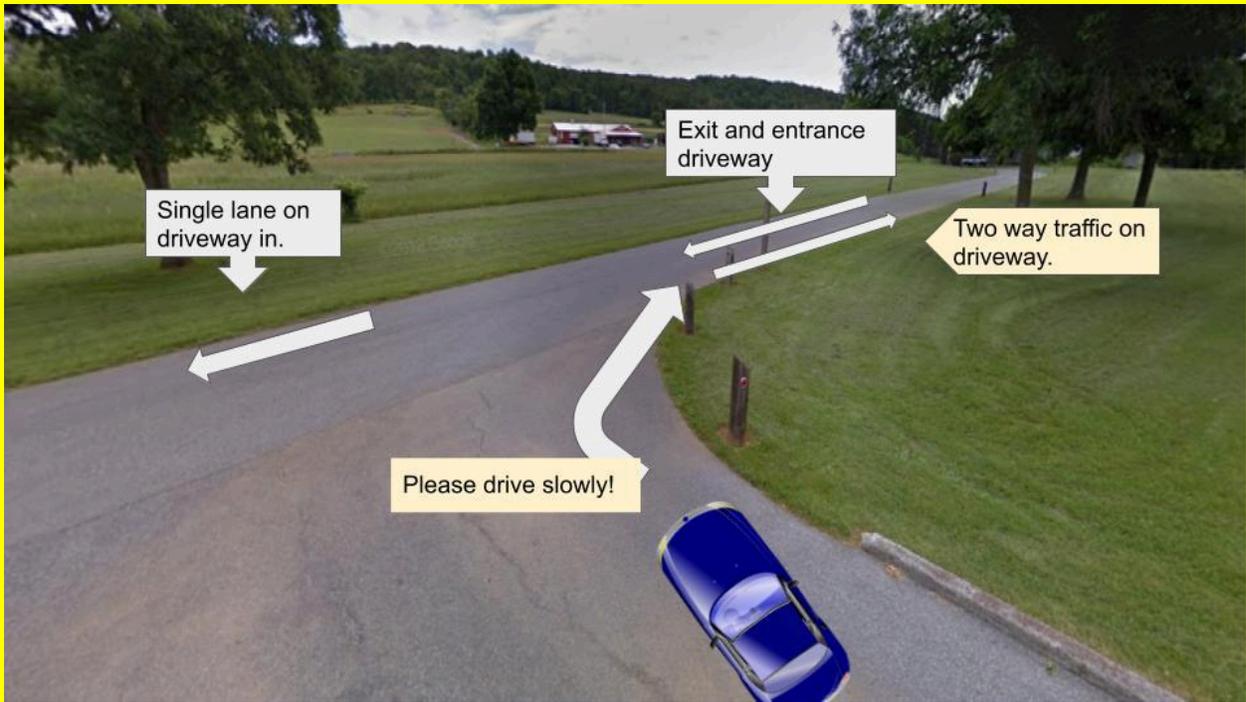
**Afternoon Dismissal Car Line (3:00 P.M. - 3:30 P.M.): DOUBLE LINE to Single**

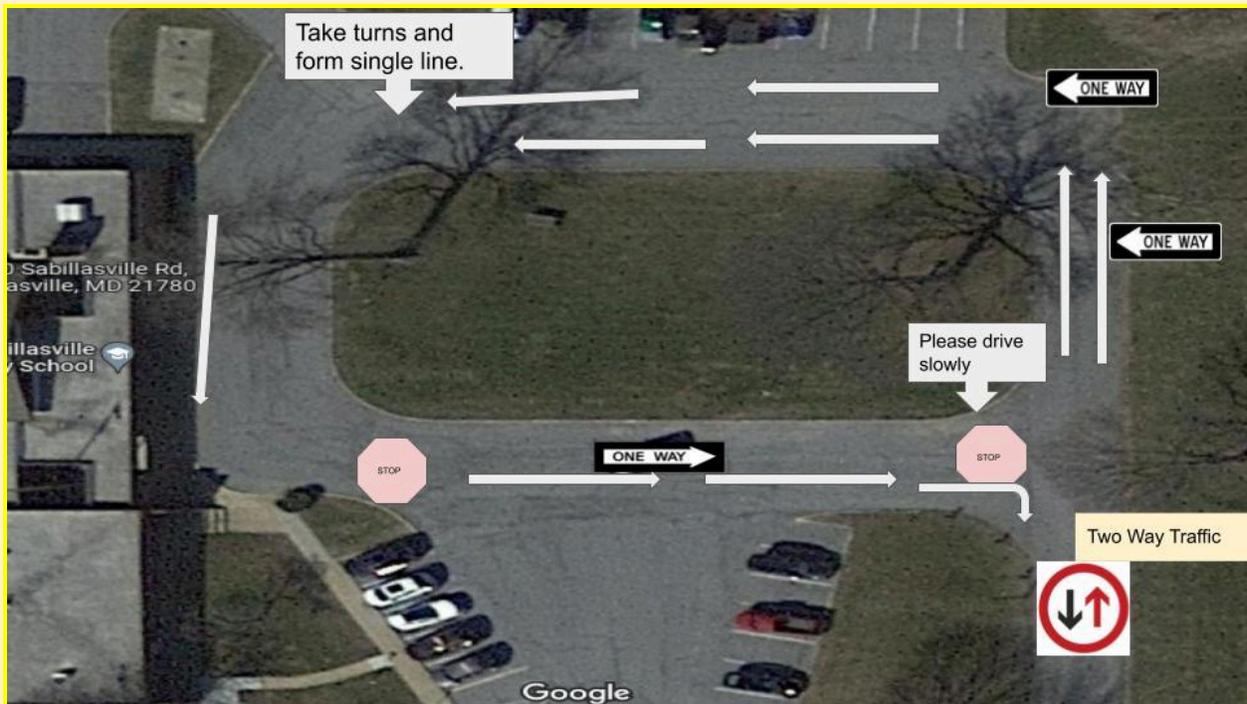
Faculty will release students at the end of each school day when the child's car line number is called.

Parents will follow the orange cones and guiding faculty as they pull up to the front of the school to retrieve their child or children. Cars will be directed by faculty to move forward. Students may only be loaded when the cars are in the designated loading zone. After 3:30 P.M., remaining students will be sent to the front office for pick up. **Students being picked up after 3:30 P.M. must have a parent/guardian come to the front office to sign the student out as a late pick-up.**

The office cannot provide childcare for students after 3:30 P.M as the staff day ends. It is suggested that families have the required forms completed with Clubhouse Kids, our aftercare program, to use in the unexpected event that your child cannot be picked up on time. There is a fee for attending Clubhouse Kids and the enrollment form can be found [here](#).







**BEFORE AND AFTER-SCHOOL CARE PROGRAM**

Clubhouse Kids is an approved, independently owned and operated state-licensed, on-site Before and After-School Care Program available to students in all grades. Enrollment is limited and current enrollees in the program are given enrollment priority for the upcoming year. New applicants are admitted on a first-come, first-served basis. Students attending the After School Care program (Clubhouse Kids) report immediately at 3:00 P.M. when car rider dismissal begins. Contact information for the Before and After Care program operator may be obtained from our front office staff. Clubhouse Kids hours are 6:30 A.M. - 8:00 A.M. and 3:00 P.M. to 6:30 P.M.

**CLUBS**

The Sabillasville Environmental School may provide enriching experiences for SES students by offering a variety of clubs. These clubs may be offered throughout the school year and are provided by SES Staff, volunteers, or community members. Clubs may operate before, during or after the school day. If you are interested in volunteering for a club please let administration know. In the event that a club is cancelled, the club coordinator will post on the parent page and send messages to families involved.

**PROPOSING A CLUB**

Parents, staff, and community members may propose a club. Parents and community members that

wish to start a club should submit a proposal to the principal. A background check would need to be conducted in order to qualify as a club volunteer. Parent volunteers need to complete the [volunteer training](#). Staff members that wish to start a club should submit a proposal to the principal. The proposal should include the following items:

- Name of the club
- Contact Information of Club Leaders
- Description
- Student Eligibility (grade levels or other prerequisites)
- Minimum and Maximum number of students
- Staff and Parent Support Needed
- Corporate and Grant Support (optional)
- Schedule of Meetings
- Logistical Information
- Location
- Needed Equipment and Supplies
- Cost
- Other Logistical Considerations
- Benefits of the club to the students and/or the school
- Additional information to assist in evaluating the proposal

For parent and community proposed clubs, the Board will consult with the Principal about the logistics and schedule of the club prior to making a decision. If the Board approves the club, the leaders of the club will then ask parents to register their children to determine if there is sufficient interest. If the number of interested students and adults is sufficient to start the club, it will begin operation.

### **HIVE HELPERS**

In recognition of their increasing maturity, and to encourage community service, all students in the middle school are encouraged to volunteer as hive helpers throughout the school year. The hive helpers are guided by staff and parent volunteers.. Hive Helpers are expected to demonstrate the virtues. Students not able to conduct themselves as expected, will be coached and given the opportunity to achieve their goals. Continued issues will result in the loss of hive helper privilege. Hive Helpers students will be selected based on their demonstration of understanding and supporting the SES virtues. The hive helpers may be asked to assist with younger students during arrival and dismissal. They may also be asked to work with younger students in understanding school expectations.

### **CODE OF CONDUCT**

All schools in FCPS will utilize the code of conduct policy. Families will have access to review the document and sign off on the student emergency card that they have read the information. Students will be introduced to the code in their classrooms and at assemblies.

At SES, our students are expected to be:

- **Safe**
- **Engaged**
- **Self- Motivated**



# Our Expectations

Every student deserves a safe and supportive space to learn and grow. In Frederick County Public Schools, one of our core goals is the safety and well-being of all students. FCPS fosters an environment of respect, responsibility and trustworthiness.

## We will meet these expectations by:

### Understanding the Student Code of Conduct

**How:** All students are expected to understand and demonstrate the appropriate behaviors covered in the Code of Conduct. Families are encouraged to review and reinforce expectations before the start of the school year.



### Utilizing Levels of Responses Aligned to Behavior Intervention Matrix

**How:** Staff are expected to utilize the Levels of Response and the Student Behavior Matrix when determining disciplinary responses. This brings systemic consistency to each school's response, while recognizing the importance of considering a student's individual discipline history.



### Practicing Progressive Discipline

**How:** Discipline is intended to teach and motivate students to demonstrate appropriate behavior. FCPS utilizes progressive discipline as a framework to respond and resolve student disciplinary matters. We have clearly defined the five levels of progressive discipline in the Student Code of Conduct.



### Promoting Restorative Approaches

**How:** Building on FCPS' commitment to support every student, every day, FCPS is continuing its work to embed equity, restorative practices and trauma-informed care and rehabilitation as part of each school's culture, climate, and expectations. Each school strives to ensure each student is seen, heard, known, and supported.



### Providing Support for Students

**How:** FCPS uses a continuum of instructional strategies and behavior intervention responses to support the teaching and learning process.



### Partnering with Parents, Families and Caregivers

**How:** Parents/Caregivers serve as their child's first and most important teacher, and this responsibility continues throughout the rest of their lives. As students grow and mature, families should continue to talk with their children about appropriate conduct.



### Building strong relationships

**How:** Staff serve as caring adults in schools, and they play an important role in building strong relationships with students. This enhances student social and emotional competencies and decreases their likelihood of engaging in disruptive behaviors.



### Setting Clear Student Expectations

**How:** Students are informed and taught appropriate behavioral expectations. When students have clear expectations and are acknowledged for appropriate behavior, they are less likely to demonstrate misbehavior.



Scan to view the  
**Parent/Student  
Handbook and  
Student Code  
of Conduct**

## **DRESS CODE**

Sabillasville Environmental School follows FCPS [policy](#) on dress code. Students are encouraged to wear clothes that are conducive to working outside on a daily basis. Teachers will notify families when a special activity may result in a possibility of permanently soiled clothing/shoes. Students may have an extra pair of shoes/boots to wear in muddy environments that may be left at school. Students may also bring an additional set of clothes.

## **LOST and FOUND**

Clothing and unmarked personal items found on school property will be located inside the cafeteria. All unclaimed, unmarked items will be displayed for reclaiming. **Label all items, so they can be returned easily.** At the end of each quarter unclaimed items will be donated.

## **MEDICATIONS**

**ALL** medicine (including inhalers and over the counter medications, like cough drops) brought to school by students or parents for students to take during the school day must be left in the school nurse's office, accompanied by a form completed by the student's doctor outlining the instructions for dispensation and dosage. Sunscreen must be applied at home.

## **FOOD in the BUILDING [400-06](#)**

Additional information is provided below regarding *Birthday Treats*.

## **ALLERGIES**

The health room will compile a list of students with known allergies. Please be sure to keep the information in your student's file up to date. A confidential file is then shared with teachers. If necessary accommodations such as nut free tables are needed, they will be provided during lunch times. Stock epi-pens are available for use by trained staff should an emergency arise. However, students who have a prescribed epi-pen should have one in the health room.

## **WATER BOTTLES**

Students are allowed to bring water bottles daily to school. They should only contain water due to allergies, stains and sticky spills that encourage pests. Students will be given opportunities throughout the day to refill their bottles when traveling through the main hallway. This is in addition to arrival, dismissal and lunch time.

## **BREAKFAST**

Students may purchase breakfast or apply for Free and Reduced Meals from the serving line in the cafeteria and eat it at the cafeteria table near the serving line. Try to have students eating breakfast dropped off at school as close to 8:00 A.M. as possible, to ensure enough time to eat before the day begins. Students who arrive between 8:25-8:30 A.M. will get their breakfast and then have time to eat in the classroom.

## **LUNCH**

Students may bring lunch from home, purchase a school lunch or apply for [Free and Reduced Meals](#). Lunch choices routinely are a choice of hot entrees, salad, or WOW butter sandwich (peanut-free). The FCPS food and nutrition services post a [menu](#) showing the daily hot entree option. Snack and milk only purchase will also be available. Parents are encouraged to frequently check their child's lunch account for excessive purchases of snacks.

**Students should not share any food items. Students may not purchase snacks for other students. Please do not send energy drinks or bulk candy.**

A peanut free table, as necessary, will be provided during all lunch shifts. This table will be cleaned and sanitized using separate supplies that do not contact other tables.

Visit <https://www.fcpsnutrition.com/> for more information.

## **Parent Lunch Visits**

Family members that desire to come eat lunch with their student may do so with prior notification to the school. Please remember to sign in at the front desk to receive a visitor's pass when visiting your child. You will be required to show your driver's license for verification.

## **BIRTHDAY TREATS**

In compliance with the **FCPS Regulation regarding Wellness [409-01]**, food use for incentive and promotional activities are required to follow these criteria:

- Students are only permitted to bring in food for personal consumption.
- Parents/Guardians are only permitted to bring in food for the consumption of their individual student.
- School-based celebrations involving foods that do not meet Maryland Nutrition Standards for All Foods Sold in Schools (Smart Snacks) are limited to three (3) per school year.
- Schools will notify parents in advance of such celebrations so that parents/guardians may alert their child's teacher of food allergies.
- Schools will designate food items needed for these celebrations.

In order to remain in compliance with the aforementioned regulation, we are unable to have food (cupcakes, cookies, etc.) brought in for birthdays and shared with classmates. We recognize that birthdays are a special day in the lives of our students and their families. Although we are unable to celebrate birthdays with edible treats, items such as a pencil or bookmark could be provided for the homeroom class in celebration of the birthday.

**In the event your child wishes to invite classmates to a birthday celebration *outside of school*, the invitations may be distributed at school only if all students in the homeroom are included. Invitations to only certain students within the homeroom will not be distributed and will be returned home with the student.**

## **VISITORS**

Visitors should ring the doorbell for access to the building. They will be asked to state their purpose and share identification. Once identification and purpose has been verified, entry will be granted. All visitors must report to the front office to sign in, present identification and receive a visitor badge before proceeding anywhere else on campus. Visitors must have a legitimate reason for accessing classroom areas. At times, it may be necessary for an SES employee to escort visitors to their destination. In such cases, visitors will be asked to wait until an SES employee is available to escort them.

## **VOLUNTEERS**

We aim to create an atmosphere that feels like family. As part of our hive, we encourage parents to be involved. Ways to volunteer may include, but are not limited to:

- Chaperone a field trip
- Volunteer in the classroom
- Volunteer at home by cutting out items, etc.
- Be a guest speaker
- Arrange for a guest speaker or a special event
- Volunteer for PTO
- Attend Public Board of Directors Meetings
- Etc.

### **Volunteer Information**

- Prior to volunteering, all parents/guardians who wish to volunteer inside the school must complete a [volunteer training session](#) and acknowledge training on various FCPS/SES regulations.
- The classroom teacher will work with the parent(s) to schedule the volunteer day(s) and time(s).
- Parents that are volunteering in their child's classroom, but become a distraction to his or her child, may be encouraged to volunteer in another location.
- Volunteers and chaperones **should not bring younger children** with them as they are performing the volunteer or chaperone duties.
- Parents that are causing disruptions to the learning environment will be asked to leave.
- All parents must sign into the front office prior to entering classrooms or any other school areas. Please remember to sign out before you leave the building.
- Parents must exit through the front doors only.
- Proper identification (Driver's License or Government ID) is required.
- Volunteers who have been working at school and wish to pick up their child or children at the end of the school day should come to the front office to sign out the student.

## **ACADEMIC INFORMATION**

[SUPPLY LIST-CLICK HERE](#)

**Please check the GREEN folder nightly for papers and assignments.**

All students will have agenda planners. These will provide additional home school communication. Please check agendas nightly. Schoology should be checked a minimum of weekly with parents to ensure that families are aware of current grades and missing assignments.

### **WHAT TO EXPECT FROM TEACHERS**

The teachers at SES are committed to meeting the following expectations for Relationship Building, Instruction, Availability, and Communication/Schoology Set-Up to best serve their students. In addition to the rights and responsibilities outlined in the code of conduct, SES staff would like to highlight the following:

#### **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.
- 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 A.M. - 3:30 P.M.
- Respond to student/parent concerns during those hours, when not engaged in learning or other scheduled events.

## **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:
  - o Current week's folder nearest the top
  - o Folder with learning material for each week for each class
  - o Substitute Information
- Teachers will be able use Schoology to:
  - o maintain a digital gradebook and provide feedback
  - o provide communication for students and parents
  - o create, share and manage content, activities and assignments
  - o 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.
- Use agenda to record homework as well as important information.

### **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.

## CLASSWORK, TESTS AND HOMEWORK 416-03

### Required Heading

Students will be instructed on and required to use a standard heading on all assignments. This not only helps to structure the assignment but provides a context for the assignment.

### Expectations

Educators and parents share one common goal—to help each student in our schools be successful. Each group plays an important role in student achievement. Students learn best when they, their parents, and their schools work together. Parents are encouraged to communicate with teachers should questions arise concerning homework, and teachers should contact parents when the student’s homework or classwork is not satisfactory.

While teachers may strategically assign homework, due to a number of factors impacting homework success, recording a grade for all homework assignments may not be an equitable practice. Grading homework can warp the accuracy of academic progress if students have not worked independently on an assignment. It may perpetuate the achievement gap and reveal biases if some students do not have access to resources that others do, and it could undermine the concept of valuing risk-taking and mistake making in practice towards standards proficiency (Feldman, 2019). **Teachers will consider these factors as they evaluate whether or not to record student evidence of learning on homework in the gradebook and as such, these graded assignments should make up no more than 10% of a student’s grade.**

Assigning homework may be effective, but its effect depends on many factors. In strategically assigning homework, “it is not necessary to assign huge quantities of homework, but it is important that the assignment is systematic and regular, with the aim of instilling work habits and promoting autonomous, self-directed learning. Homework should not exclusively aim for repetition of content, as this type of task is associated with less effort or lower results. When it comes to homework, how is more important than how much.” (Fernandez-Alonso, 2015). In other words, homework should not be assigned for the sake of simply doing more; we should not base assigning homework on the assumption that significant quantities of work is equivalent to academic rigor.

### Guidelines for Homework

Homework will be planned so students:

1. Understand the purpose of and see the relationship to their homework to intended learning objectives.
2. Have a clear understanding of the procedures and due dates.
3. Understand how their homework is evaluated.
4. Understand how they can use feedback on homework to improve understanding.

### Volume and Extent

**Grades 6-8** should have no more than 75 minutes of homework, all subjects combined.

**If you are finding that your student is spending too much time on homework each night or is becoming overly frustrated, please contact the teacher. Homework will be reviewed as necessary by the teacher throughout the week.**

### Projects

Student projects are intended to be a challenging and relevant adjunct to the learning process that takes place in the classroom. Students should be encouraged to work independently on projects, with parental involvement limited to assisting the child in organizing the concept and procuring materials for the assignment. The learning that results from a less-than-perfect product created by the student is far greater than that derived from a near-perfect project executed by the parent.

### Schoology

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](#).

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>

## **AWARD CEREMONIES and Recognition of Students**

It is part of the Sabillasville Environmental School Program to encourage a strong work ethic, perseverance, and striving for excellence. In recognition of outstanding achievers and citizens, an event is held by semester. Academic achievements as well as virtues will be celebrated. Several of our recognition programs include:

- Top of The Hive (Daily)
- Golden Hive Award (Monthly) focused on Virtues
- Semester Goal Ceremonies

## **STUDENT RECOGNITION**

### **Recognition- Top of the Hive**

Students who demonstrate virtues above and beyond expectations will be recognized daily with their name announced over the intercom, a certificate, and bee buck.

### **Recognition- Bee Bucks**

Students will be recognized throughout the day and be given “Bee Bucks” for representing the SES way. Students will have the opportunity to “purchase” items with their funds. Items for purchase will include tangible, as well as non-tangible items. Examples may be: pencils, lunch with teacher, bookmarks, special seating in the classroom, etc...

### **Recognition- Golden Hive**

This award is given monthly to a student in each class who demonstrates the focused virtue for that month. Students will be celebrated at a monthly luncheon with their families and at the semester goal assemblies.

### **Recognition -Honeycomb Award**

Each day during specials, classes will earn up to 3 points for following the SES way and demonstrating virtues. At the end of each month, the class with the highest number of points will have the Honeycomb Award on display in their classroom.

### **Recognition- Semester Goal Ceremonies**

Each semester students will join in a school wide assembly to honor those students who were selected for an award.

## **SCHOOL SUPPLIES**

Each year, students are responsible for bringing certain supplies to school for use in their classes. A list of required supplies is provided to families prior to the beginning of the school year and is available.

## **BOOKS**

### **Library Books**

Students will have the opportunity to self select books from the media center weekly.

If materials are lost or damaged, this information must be reported in writing to the teacher. The parent is responsible for the replacement cost.

## **PARENT/TEACHER CONFERENCES**

During days and times designated by FCPS, Parent/Teacher Conferences are held. Conference dates are published in the FCPS School Calendar. At conference times, parents sign up to meet with their child's academic teachers as needed. Sign-up information will be provided as conference times approach. In addition, parents or teachers may request a conference at any time.

## **PARENT CONCERNS**

In an effort to address concerns as quickly as possible, parental concerns about a student's academic progress or social experience at school should immediately be addressed to the **relevant classroom teacher**. If a concern remains after contacting the child's teacher, parents may contact administration. **Keeping up to date weekly on student progress should occur through Schoology.**

## **GRADING**

As described in FCPS Regulation 416-01, Grading, Reporting, and Intervention, grades are a reflection of student progress towards mastering essential curriculum standards. In FCPS, grades do not reflect Habits of Work such as participation or effort. Teachers use Schoology to maintain their gradebooks and communicate progress to students and their parents/guardians.

Teachers are expected to review their assignment of grades for student work and tests on a regular basis. Assigning a grade of "0" when averaging grades on a percentage scale (0-100), has a significant negative impact on the overall student grade; therefore, teachers are discouraged from entering a grade lower than 50% for any assignment while using a percentage scale. When teachers assign grades on a proficiency scale, the impact of the "0" is less detrimental and may effectively be used to communicate that students have submitted no evidence towards standard proficiency. As FCPS transitions to a standards-based teaching, learning, and grading system, systemic direction will be provided at each school level to gradually replace the "0" with a "50" as the lowest grade of "F" in subsection H below.

Students who score a D or F on a test, will be given an opportunity for reteaching and then retest for an adjusted grade.

Students in grades 6-8 receive letter grades on their report cards evaluating success in meeting curriculum standards and requirements.

## **Letter Grades**

The percentages for each letter grade are as follows:

A – 90% - 100%

B – 80% - 89%

C – 70% - 79%

D – 60% - 69%

F – 59% - lower

Teachers are using an FCPS provided online grade book and reporting system, Schoology. Parents can access this system from home. Directions for access are provided on the FCPS website and by SES teachers. **It is an expectation that families should review schoology together at least once a week to monitor grades and missing assignments.**

**Students are encouraged to complete all assignments and are provided with accommodations if specified in a 504 or IEP. If a student continues to struggle with their work, a parent conference may be requested by the parent or teacher.**

## **PROGRESS UPDATES**

### Report Cards

Evaluation of progress is issued regularly following the FCPS distribution and grading term calendar for all students.

### Interims

Progress Reports (Interims) are reports which are sent home halfway through each grading period to **all** students in grades 6-8.

Interim reports are to be used whenever any of the following conditions exist:

1. A student's performance has dropped two (2) or more letter grades.
2. A student's performance is not satisfactory.
3. A student is failing.

★ NOTE: No student shall receive a failing mark without prior notification to student and parent. If a student's failing status occurs after the normal date for issuance of interim reports, notification should be made as soon as possible.

Families are encouraged to contact teachers at any time they are concerned with their student's progress.

## **STUDENT TECHNOLOGY**

All students at SES are issued a chromebook. FCPS-issued technology must be used for educational purposes and returned in good condition when requested to do so. The destruction or theft of technology as the result of negligence or misuse will be the financial responsibility of the responsible individual(s). Technology access and use will occur in a responsible manner as described in the Student Code of Conduct. Violations of this regulation may result in discipline in accordance with

the Student Code of Conduct which may include confiscation and/or denial of access to FCPS-issued technology and acceptable PMDs.

### **Cell Phones and personal devices**

SES follow FCPS personal device policy. Violations of this regulation may result in discipline in accordance with the student code of conduct.

1. Students at SES should not be on their phones during dismissal.
2. **Middle school students are not permitted to use acceptable PMDs during instructional periods, lunch periods, or between classes, or between/during transitional times.**
3. During the school day, acceptable PMDs must be silenced and kept out of sight as directed by school staff.
4. School staff may grant permission, on an individual basis, for a student to have their cell phone on, for approved instructional purposes, medical necessity, or other exigent situations.
5. Students may wear smartwatches or similar devices, but during school hours these devices must be set to “Airplane Mode” or “Schooltime Mode” to prevent distractions.

### **FIELD TRIPS**

Field trips comprise an important aspect of the learning program at Sabillasville Environmental School. They are curriculum-related or cultural in nature. All FCPS and SES rules and policies, including electronic device guidelines, apply for all school sponsored events and trips. Please remember that cell phones are not permitted on field trips. Volunteers for field trips must complete [FCPS training](#) and follow all rules set by the staff. **Younger siblings may not attend field trips with volunteers.**

### **SCHOOL SAFETY**

Safety is a top priority for all students and staff at SES. We follow all recommended policies and procedures outlined by FCPS. Drills will be conducted to ensure that students and staff are familiar with the procedures.

In the event of an evacuation, either on or off site, please know that we will have a secure area for students and a location we will ask parents to report to. The location will be separate from where the students are secured. This will allow us to identify individuals picking up students and complete the process as quickly as possible. Once a parent or emergency contact is verified, the student will be released into their custody.

**Please make sure emergency contacts are updated at all times. Include all individuals that are part of your carpool process in your emergency contacts.**

### **SUPPORTS FOR MENTAL HEALTH**

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

- For students struggling with the social-emotional issues:
  - [https://fcps.ss5.sharpschool.com/families\\_students/health\\_council\\_wellness\\_resources/counseling\\_psychological\\_social\\_services](https://fcps.ss5.sharpschool.com/families_students/health_council_wellness_resources/counseling_psychological_social_services)
- To report or get help with physical, sexual, emotional abuse or neglect:
  - Child Protective Services (CPS): 1-800-917-7383
- 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: 1-866-756-2587

For more information, visit:

<https://fcps.ss5.sharpschool.com/cms/one.aspx?portalId=74633453&pageId=74720999>