Pikesville Middle School

Prepared, Respectful, Inclusive, Diverse & Engaged

Twitter: @PikesvilleM

Family Handbook 2020-2021
Table of Contents

SECTION 1: Family Handbook

Welcome Message from Principal .................................................................3
Contact Information, Vision, Mission, & Administrator’s........................4
Department Chairs & Support Staff ..............................................................5
Behavioral Expectations & General Expectations .....................................6
Grading & Reporting Information & Attendance .......................................7-9
Safety & Student Privacy, Meal Distribution, & Cell Phone Expectations ....9
Communication & Special Services ............................................................10
Special Services cont’d & Clubs .................................................................11
PMS Code of Conduct .............................................................................12

SECTION 2: Virtual Learning Playbook

Weekly Student Bell Schedule ....................................................................14-15
Who Can Help Me? ..................................................................................16
Virtual Learning Expectations ....................................................................17
Setting up for Success ...............................................................................18
School Supply List ....................................................................................19
Virtual Learning Technology Support
  Home Internet Access on a BCPS Device ..............................................20-21
  Chromebook Wi-fi Connection Issues ..................................................21
  Using Google Meet ...............................................................................22-23
  Window 10 Microphone .......................................................................24-25
Mindfulness for Emotional Well-being....................................................26
Food Resources for Pikesville Middle Families .......................................27
Dear Students & Parents,

The connection between home and school is critical. When staff and parents collaborate and effectively work together, student educational practices are heightened. Each student’s academic success and their respective personal responsibility at Pikesville Middle School are heavily dependent on a cooperative triangle encompassed with student-teacher-parent/guardian. Through a close and shared partnership with all stakeholders invested with Pikesville Middle School, I am confident our school will continue to be a successful place for our students to learn and grow. Although we are going 100% virtual for the first semester, it is still critical that we continue to have a strong home and school connection.

For our students to be globally competitive, we will continue to prepare students for the 21st century workplace that includes the preparation for jobs that have yet to be created. Additionally, long-term success depends on our student’s ability to think creatively, critically, intuitively, solve real world problems, communicate effectively (verbal & written forms), work in teams, use technology to accelerate learning outcomes, and develop healthy, ethical life-style habits.

This family handbook supports student success at Pikesville Middle School in the form of a quick resource for students and families. As such, the purpose of this handbook is to provide families with answers to commonly and/or frequently asked questions, as well as to provide contact information for staff who can answer those questions. Parents, I implore you to review the family handbook with your child to ensure they understand the structures and procedures for Pikesville Middle School. I invite you to call or e-mail to share your ideas relating to how we can rally to ensure Pikesville Middle School is the best of all places to attend middle school. Please follow us on Twitter @PikesvilleM.

I look forward to a productive and memorable school year for everyone!

Yours in Educational Excellence,

[Signature]

Kalisha S. Miller
Kalisha T. Miller, Principal

**Pikesville Middle School**

School Phone: **443-809-1207**  
School FAX: **443-809-1259**  
Cafeteria: **443-809-1209**  
Health Suite: **443-809-5000**  
School Counseling: **443-809–6725**  
Library Media Center: **443-809-1272**  
Website

**Vision:**

Pikesville Middle School students will develop excellence in academics, character, and habits of mind by participating in student-centered learning experiences that promote 21st century skills.

**Mission:**

Pikesville Middle School aims to promote a safe, equitable, learner-centered environment for all students. In order to prepare our students for high school, college, and careers, we will:

- Provide rigorous, relevant and responsive instruction to all students.
- Establish supportive respectful relationships that encourage responsive behaviors
- Instill healthy habits to support positive social, emotional, physical, and academic development
- Establish strong values and citizenship within and beyond the school community

**Administration**

Mrs. Kalisha Miller - Principal  
Ms. Sheila Luechtefeld - Assistant Principal: Grade 6  
Mrs. Anne Hammel - Assistant Principal: Grade 7  
Mr. Matthew Sullivan - Assistant Principal: Grade 8

**The PTA at Pikesville Middle School**

President – president.pikesvillemiddlepta@gmail.com  
General Inquiries – pikesvillemiddlepta@gmail.com

The Pikesville Middle School PTA exists to serve as a bridge between our school's educators and families, as well as a source of support to our school community as a whole. Throughout this academic year, the PTA at Pikesville Middle School will be virtually present at various school events and will reach out to you via e-mail to communicate upcoming PTA meeting dates, keep you abreast of our overall efforts, and, of course, to request your support.
Thank you in advance for your partnership!

**Department Chairs**

ENGLISH/LANGUAGE ARTS: Mrs. Traci Grogin  
SCHOOL COUNSELING: Mrs. Venetia Banks  
MATHEMATICS: Ms. Joanne Quayhackx  
PHYSICAL EDUCATION and RELATED ARTS: Ms. Mary-Jean Britt  
SCIENCE: Mrs. Christian Felton Woolcock  
SOCIAL STUDIES: Mr. Jeffrey Walters  
WORLD LANGUAGES: Mrs. Michelle Scott  
SPECIAL EDUCATION: Mrs. Monique Owens

**Support Staff**

**OFFICE PROFESSIONALS**  
Ms. Lisa Silverman - Administrative Secretary  
Ms. Nina Dennard - School Counseling Secretary  
Mrs. Renee Byrd - Front Office Secretary  
Ms. Cheryl Lightner - Front Office Secretary

**HEALTH SUITE**  
Mrs. Jennie Limmer, R.N. (School Nurse)  
Mrs. June Johnson-Parrish (Health Assistant)

**LIBRARY MEDIA CENTER**  
Ms. Laura Getty, Library Media Specialist

**CAFETERIA MANAGER**  
Ms. Ashley White

**BUILDING OPERATIONS**  
Ms. Dawn Carter

**SCHOOL RESOURCE OFFICERS (SRO)**  
Officer Alexandros Mellos

**SCHOOL SOCIAL WORKER**  
Mrs. Marquita Wilson

**SOCIAL EMOTIONAL LEARNING TEACHER**  
Mr. Kevin Mays

**SCHOOL PSYCHOLOGIST**  
Dr. Betty Gladstein

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Behavioral Expectations

We are committed to having a school that is physically and emotionally safe for all children. While we understand that these expectations may look different in a virtual setting, we will continue to hold students accountable for their behaviors and actions. To this end we are describing behaviors that are unacceptable at Pikesville Middle School.

These behaviors can be classified into the following categories:

1. Behavior that shows a lack of respect to self and others:
   - Calling attention to another's personal characteristics in a derogatory manner
   - Group isolation or ostracism
   - Inappropriate dress displayed on video during virtual classes
   - Intimidation (bullying, threatening)
   - Insubordination (refusing to follow directions)

2. Other behaviors that are designed to devalue or hurt another human being:
   - Foul/Inappropriate language
   - Inappropriate use of social media (Instagram, Snapchat, TikTok, etc.)

3. Behavior that will damage, destroy, or misuse personal or school property:
   - Irresponsible use of materials (school issued devices, supplies, etc.)
   - Destruction, defacement, or graffiti including but not limited to: drawing on, writing on, putting stickers on school issued devices and materials
   - Theft

4. Behavior that interrupts the educational program:
   - Excessive attention-getting or calling out – interruptions of instruction through chat and/or microphone
   - Frequent tardiness
   - Unexcused absences
   - Deliberately skipping specific classes

5. Behavior that interferes with academic progress and growth:
   - Copying another student's work
   - Plagiarism of online resources
   - Cheating
   - Refusing to submit work

General Expectations

APPROPRIATE DRESS
The middle school is the workplace for students and teachers. Although Pikesville Middle School is holding virtual classes during the first semester, there are general expectations for student and teacher dress. Students who display themselves on video will be asked to attend virtual classes and meetings in proper attire. The following guidelines should be kept in mind in a virtual setting:
• Halters, tube tops, crop tops/belly shirts or excessively revealing clothing, including baggie pants revealing undergarments, are prohibited.
• Tee shirts must be free of pictures and slogans that are inappropriate, suggestive, or offensive to community standards.

**ELECTRONIC DEVICES**
All PMS students will be issued an electronic device to use for instructional purposes only. For that reason, parents are asked to monitor student usage of device when possible. Games, music, and other non-instructional tasks are not permitted on the students' school issued electronic device. Additionally, there is a greater risk of the device malfunctioning or getting viruses when used for non-instructional tasks. In the event that a student does not follow guidelines for appropriate device usage, the students grade level administrator will contact the parent.

**RESPECT**
Good citizenship starts with respect for yourself and others. It is easy to fall into a habit of disrespecting yourself, friends, and teachers by using inappropriate language, responding without thinking, and intentionally trying to be hurtful. Each student is required to exhibit respectful behavior and be a "zone of civility." Respect should extend to the comments made through social media, text messages, and virtual classes and meetings.

Students and parents are strongly encouraged to report problems/concerns immediately to the administrative team, school counselors, or a teacher.

**BCPSOne**
BCPSOne is an online environment with integrated tools and resources for all BCPS students, staff, and parents. It is accessible anytime. BCPSOne houses six major subsystems which include the Learning Management, Student Information, Digital Content, Employee Effectiveness, Reporting and Professional Learning Systems. The purpose of BCPSOne is to promote user access, collaboration and productivity while streamlining administrative processes. Check out the Parents tab on the BCPS Website and scroll down to Parent University. If you need help setting up your BCPSOne account, please email Mrs. Renee Byrd: rbyrd@bcps.org or Ms. Lisa Silverman: lsilverman2@bcps.org.

**Grading and Reporting**
During virtual learning we will adhere to traditional grading and reporting procedures as outlined in the BCPS Grading and Reporting Procedures Manual. Grading and reporting information including the [BCPS Grading and Reporting Procedures Manual](#).

**INTERIM, REPORT CARD, & CONFERENCE NIGHT DATES**
1st marking period interim distribution: October 13, 2020
1st marking period conference night: October 22, 2020
1st marking period ends: November 13, 2020
1st marking period report cards distributed: November 30, 2020
2nd marking period interim distribution: December 16, 2020
2nd marking period conference night: *January 7, 2021*
2nd marking period ends: *January 29, 2021*
2nd marking period report card distribution: *February 11, 2021*

3rd marking period interim distribution: *March 3, 2021*
3rd marking period conference night: *March 11, 2021*
3rd marking period ends: *April 16, 2021*
3rd marking period report card distribution: *April 29, 2021*

4th marking period interim distribution: *May 19, 2021*
4th marking period report card distribution: *Mailed home*

## Attendance

Throughout virtual learning, Pikesville Middle school will follow the BCPS attendance guidelines. Pikesville Middle School teachers will take attendance using the BCPS Student Information System (SIS). Attendance is defined as presence in virtual classes and will be recorded for official reporting purposes and for identification of additional student supports. In addition to daily attendance, teachers will continue to take period attendance and record student presence in SIS.

### ARRIVAL

Online classes will begin promptly at 8:00 AM for all students and students are expected to be logged in at this time. Students should attend virtual classes and meetings daily and punctually. Attendance will be monitored as if we are inside of the school building.

### ABSENCE NOTIFICATION PROCEDURES

We understand the stress on students and families during this global pandemic. Students should continue to attend virtual classes and attendance will be monitored regularly to ensure students are meeting with academic success. To the best of your ability your student should be sure to log into each virtual session on time to limit disruption to instruction.

If your student and/or family is dealing with hardship or illness that prevents your student from attending virtual classes and meetings, please be sure to contact your students school counselor. Schoolwork may be requested whenever a student will miss two or more days, to arrange this please contact your student's counselor and allow 24 hours for teachers to gather the work.

Once the student can participate in virtual classes and meetings, the parent/guardian must email a note to the appropriate school counselor. The note must include the student's name, date(s) of absence(s), reason for absence, and parent/guardian signature.

6th grade - Mrs. V. Banks: vbanks2@bcps.org
7th grade - Mr. Hess: mhess@bcps.org
8th grade - Mrs. Daeschner: ddaeschner@bcps.org

### LAWFUL ABSENCES
Illness, bereavement, religious observation, court summons, suspensions, and family emergencies are excused absences. Absent notes must be turned in within five (5) days of the student's return. The student is responsible for gathering and turning in missed assignments.

**UNLAWFUL ABSENCES**

It is disruptive to your child's education to schedule vacations, appointments, or extra-curricular activities during the school day. Please refer to the school calendar when making your family plans. When students and parents choose to not participate in online learning for any length of time, other than lawful absences, it is the responsibility of the student to get the missed assignments from the teacher. Although faculty members post materials online, depending on the instructional day, time on task, and other factors, additional resources or materials may have been covered.

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**Safety & Student Privacy**

**VIRTUAL PARENT VISITATION**

Parents are encouraged to keep in close contact with teachers through email, Schoology messages, or other resources. For student privacy precautions, parents are not permitted to log into virtual classes with their student. Parents should not be displayed in video with students during instructional classes and are not permitted to record the instructional classes with their personal devices. If a parent wishes to speak with or have a conference with a teacher, they should set up an appointment with that teacher outside of class time.

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**Meal Distribution**

For families that are in need of school issued meals, BCPS will continue to provide nutritious meals to families at designated locations. Students will be provided with a scheduled lunchtime during the virtual schedule that will allow them to go to designated meal distribution locations and pick up a meal. These meals are provided at no cost to the student.

For up to date locations for meal distribution please visit the following [site](#) and enter your address.

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**Cell Phone Expectations**

For your student to be successful and completely engaged in online learning, Pikesville Middle School's administrators and staff **strongly** encourage students to not use their cell phones during their virtual classes and meetings. Cell phones can become distractors that take away from your child's attention and focus on instructional tasks. Pikesville Middle School recommends that parents discuss these expectations with their child in order to avoid distractions and to support their academic growth. Parents, please support this policy.

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**Communication**
Everyone at Pikesville Middle School cares deeply about children and their education. In a school, as in a family, concerns and challenges arise which need a voice and a response. As we approach one another, let us honestly and openly share our opinions and convictions, while respecting the people and the efforts of our school.

The success of our school is based in part on the effective forms and channels of communication we establish between parents and faculty. Your first and most important contact within the school is the teacher. Your child's classroom teachers are the best resources for information and advice concerning your child and his/her classes, relationships, homework, and individual development. Our teachers welcome your communication and will return your calls/emails as soon as they are free to do so. Please allow teachers up to 48 hours to respond to requests.

Parents/Guardians should feel free to contact teachers and staff during the school day through Schoology or email. Specific communications about parental concerns or student needs are too important to be made "on the run." Please make an appointment for a virtual meeting or phone conference to discuss these issues and to develop a plan of action.

When problems arise, please work through your student's counselor or assistant principal to quickly resolve the issue. Of course, at any time, parents may contact the principal directly. The goal of effective parent-school communication is to provide the best education for our children in a professional and supportive setting.

SCHOOL NEWSLETTER/SCHOOL MESSENGER
The school newsletter will be available via the school's website. The newsletter contains important information for each upcoming month. Important messages and reminders may also be sent to student homes via School Messenger, a phone call-out system. Please make sure your phone number and email address are properly connected to receive important information and updates from the school.

Special Services

SCHOOL COUNSELING
School Counseling services are provided to all Pikesville Middle School students. Counselors are available to provide a variety of academic, social, and behavioral services. Counselors work with students providing individual counseling, group counseling, scheduling, and future planning. Counselors are also available to provide information for outside services to parents. For further information, parents may contact their grade level counselor Mrs. Banks (6th), Mr. Hess (7th), and Mrs. Daeschner (8th) by email or at 443-809-6725.

SPECIAL EDUCATION SERVICES
The Special Education Department provides screening and diagnostic assessment services to students experiencing academic and/or behavioral/emotional needs that affect educational performance. The IEP Team and the Pupil Services Team meet with parents as needed to review students’ strengths and needs in order to determine what services are needed based upon each student's unique learning style and personality.
Students can be referred for team review by parents and by faculty. The types of diagnostic and educational services provided are determined by the team and then provided during the school day as part of the BCPS curriculum. The services that are available are varied. IEPs and behavior management plans are often used to provide a wide variety of services (i.e. educational interventions in reading, writing, math, speech/language, occupational therapy, physical therapy, services for hearing impaired and visually impaired, etc).

For further information parents may contact Mrs. Monique Owens, Department Chair, 443-809-1207.

SCHOOL RESOURCE OFFICER PROGRAM
Pikesville Middle School has an exceptional School Resource Officer, Officer Alexandros Mellos. Students and parents should be aware that he is a Baltimore County Police Officer first and foremost. We are fortunate that our SRO provides exceptional modeling and counseling for students. His pro-active work helps most students work through their problems. Students are encouraged to seek the support of our SRO when confronted with a difficult choice.

STUDENT SUPPORT TEAM (SST)
The Instructional Support Program of Baltimore County Public Schools provides support for students at risk (academically, behaviorally, socially, and emotionally) within the regular education program. Instructional Support personnel believe that the teacher is not solely responsible for resolving student difficulties. The program instructor works with teachers, administrators, support personnel, and parents/guardians to develop effective instructional practices and coordinate needed services so that children can be successful. For further information, parents may contact Mrs. Anne Hammel, Assistant Principal, at 443-809-1207.

Clubs

Clubs are a wonderful opportunity for students to increase their school spirit, make new friends, and participate in activities of interest. Specific club and information on virtual meeting times or participation will be communicated with families once approved. Examples of clubs held at Pikesville Middle include the following, but will be offered in a virtual format this year:

Clubs*:  
• Chess Club  
• Student Council  
• National Junior Honor Society  
• Forensics  
• Theatre  
• Art Club  
• Drama Club  
• Jazz Band  
• Quiz Bowl  

*This list is subject to change based on student interest, sponsorship, and restrictions due to the virtual setting.
At PMS, we follow the Python Path with **PRIDE:**

**I AM **PREPARED** to learn.**
- I am on time for all classes.
- I have all the necessary materials.
- I make sure all cell phones and other electronic devices are only used for instructional purposes.
- I complete all assignments.

**I AM **RESPECTFUL** to myself, of others and other people's property.**
- I follow directions of all staff members.
- I use appropriate school language, volume and tone.
- I avoid causing or reacting to disruptions.

**I AM **INCLUSIVE** of others.**
- I include others in all activities, opportunities and experiences

**I AM **DIVERSE** in my thinking.**
- I show respect for those that are different from me.
- I am open to meet new people and make new friends.
- I try new clubs or activities, even if they seem challenging.
- I remember that we are all one community working together.

**I AM **ENGAGED** in learning.**
- I wait until instruction is finished before leaving the classroom, unless it is an emergency.
- I make an honest effort to do my work.
- I ask questions to clarify my assignments.
- I am persistent, even if I do not know the answer immediately.
- I work carefully to avoid making careless mistakes and check over my work at least two times.
Section 2: Python Virtual Learning Playbook

Prepared, Respectful, Inclusive, Diverse & Engaged
<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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</thead>
<tbody>
<tr>
<td>8:00-9:20</td>
<td>8:00-8:50 Period 1 Synchronous Learning (Live)</td>
<td>8:50-9:20 Independent Student Work Time</td>
<td>Asynchronous Learning (Independent), and/or Small Group Instruction</td>
<td>Period 1 Synchronous Learning (Live)</td>
<td>Period 1 Synchronous Learning (Live)</td>
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<tr>
<td>1st Period</td>
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<tr>
<td>9:30-10:50</td>
<td>9:30-10:20 Period 2 Synchronous Learning (Live)</td>
<td>10:20-10:50 Independent Student Work Time</td>
<td>School Counseling and SEL Lessons</td>
<td>Period 2 Synchronous Learning (Live)</td>
<td>Period 2 Synchronous Learning (Live)</td>
</tr>
<tr>
<td>2nd Period</td>
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<tr>
<td>10:50-11:35</td>
<td>LUNCH</td>
<td></td>
<td></td>
<td>LUNCH</td>
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<tr>
<td>3rd Period</td>
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<td>4th Period</td>
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<tr>
<td>2:25-3:00</td>
<td>2:25-3:00 Teacher Office Hours/Meetings for Clubs and Student Organizations/SEL Check In</td>
<td></td>
<td></td>
<td>Teacher Office Hours/Meetings for Clubs and Student Organizations/SEL Check In</td>
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<tr>
<td>Advisory</td>
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# Pikesville Middle School
## 2020-2021 Student Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:45</td>
<td>Class Meeting, Attendance, Asynchronous Learning (independent) and/or Small Group Instruction for Period 1 Class</td>
</tr>
<tr>
<td>8:45-9:30</td>
<td>Class Meeting, Attendance, Asynchronous Learning (independent) and/or Small Group Instruction for Period 2 Class</td>
</tr>
<tr>
<td>9:30-10:15</td>
<td>Class Meeting, Attendance, Asynchronous Learning (independent) and/or Small Group Instruction for Period 3 Class</td>
</tr>
<tr>
<td>10:15-11:00</td>
<td>Class Meeting, Attendance, Asynchronous Learning (independent) and/or Small Group Instruction for Period 4 Class</td>
</tr>
<tr>
<td>11:00-12:00</td>
<td><strong>LUNCH</strong></td>
</tr>
<tr>
<td>12:00-3:00</td>
<td>Students will work independently on assignments, long-term projects and practicing skills for mastery that have been provided to them throughout the week.</td>
</tr>
</tbody>
</table>
Pikesville Middle School staff understands that remote learning can cause significant stress, anxiety, and frustration for families. The following is a list of contact information for the various issues that may arise. General school-wide concerns can be brought to Principal Miller at kmiller2@bcps.org. You may also use our school phone number, 443.809.1207 and leave a message. This line is being monitored, and if you leave a message, the appropriate staff member will return your call. Please be certain to leave the best contact number to reach you, your name, and your student's name in the message so we can support you as quickly as possible.

**Grade Level Support**

For direct support for your student in each individual class, it is always best to reach out directly to the teacher before contacting anyone else. You can either email your students teacher or send them a direct message through Schoology. For more broad grade level concerns, such as overall performance in classes, please seek support from your student's appropriate grade level team members below:

**6th Grade Support**

Administrator: Ms. Sheila Luechtefeld → sluechtefeld@bcps.org  
School Counselor: Mrs. Venetia Banks → vbanks2@bcps.org  
Team Leader: Mr. Chad Koehler → ekoehler@bcps.org  
Team Leader: Mr. Laurent Lavallee → llavallee@bcps.org

**7th Grade Support**

Administrator: Mrs. Anne Hammel → ahammel@bcps.org  
School Counselor: Mr. Michael Hess → mhess@bcps.org  
Team Leader: Mr. Bradley Long → blong3@bcps.org

**8th Grade Support**

Administrator: Mr. Matthew Sullivan → msullivan2@bcps.org  
School Counselor: Mrs. Dorsey Daeschner → ddaeschner@bcps.org  
Team Leader: Mr. Jason Laraia → ilaraia@bcps.org  
Team Leader: Mr. Brandon Thompson → bthompson6@bcps.org

**Special Education Support**

The Special Education team is ready to respond to any concerns or issues regarding services on a students' Individualized Education Plan (IEP). Please reach out to your student's case manager as your first line of support. For any general concerns, please contact Mrs. Monique Owens, Special Education Department Chair: mowens7@bcps.org or Mrs. Marissa Hart, IEP Chair: mhart2@bcps.org.

**Technology Support**

General technology troubleshooting information is discussed in detail on the following pages. If you need technology support, our Tech. Liaison, Ms. Laura Getty: lgetty@bcps.org directly or contact the BCPS Help Desk at 443.809.4672. It is important to note, PMS does not issue replacement devices – requests must go through the BCPS Help Desk after submitting a ticket.
PMS Virtual Learning Expectations

Virtual Classroom Conduct

Although we are not physically in the building, all BCPS Student Handbook Rules still apply to student behavior and decorum in an online environment. PMS has the expectation that students will conduct themselves appropriately, as if they were physically present in the classroom.

Expectations

1. Show Pikesville P.R.I.D.E. by being respectful….EVERYDAY!
2. Keep your cell phone during class and avoid using it so you can focus on the lesson.
3. Be on time for virtual class sessions and meetings
4. Use appropriate language
5. Participate in class using your microphone and/or through the chat
6. Complete your work on time
7. Do your personal best 😊

Please remember the staff at PMS is here to support you!

Communicate clearly with your teacher if you need help.

Attendance Expectations

Attendance will be taken daily and in each class period. Please ensure you are logging into each of your Google Meet sessions for each of your classes, following your regular schedule. Your schedule will be live in Schoology on or around August 21st.

Grading Expectations

Grading practices are aligned with the current BCPS grading policy. All grades will count the same as if school were physically in session.

**More detailed information is available in Section 1: The Family Handbook**
Here are a few virtual learning best practices that your student may find helpful:

**SET UP A DESIGNATED LEARNING SPACE**
If possible, find a space that your student can use for virtual learning that is free from distractions and near an electrical outlet (for keeping device charged). The space can be a small table, dining room table, desk, etc. that can be cleared and used as a learning space. If possible, it is also helpful to be away from distractions and noise such as TV’s, cell phones, other siblings who are attending class. Consider tri-fold poster boards for privacy if multiple students are using the same space. Students can personalize and decorate their boards like they would lockers.

**SCHOOL SUPPLIES**
Although students are learning at home, students will need general learning supplies such as pens, pencils, and paper. If possible, have your student pick their school supplies; if they like their supplies they are more inclined to use them. A small shoebox or Tupperware container can be used to house supplies for your student. Allow them to decorate them to personalize.

**TIMERS**
Timers can be used in a variety of ways and can be found online or set using household items (oven, microwave, cellphone, etc.). Timers can help your student stay on track and focused. You may also use a timer as a motivation tool during independent work – ex. "Set your timer for 20 minutes. After working for 20 minutes, you can take a 10 minute break." Giving an allotted time helps with routines and structures, like in a school building.

**ROUTINES & CONSISTENCY**
The more consistent the student can be with keeping a structured schedule and routines, the more likely the student will become independent during virtual learning. Here are some ideas to support your student: stick to a normal school schedule that includes wake up times and bedtime. Follow a morning routine – stick to any normal actions that you would have in place if we were in the school building. Schedule a weekly check in – choose one day and time each week that you and your student can check-in with one another, and you can see their progress on assignments and grades on Schoology.

**POSITIVE REINFORCEMENT & POSITIVE ATTITUDE**
Virtual learning comes with its own challenges and stressors for educators, students, and their families. Keep in mind that your student will most likely mirror the actions and feelings they see and hear at home. Keep your yearly school traditions – first day pictures, first day outfit, special breakfast, etc. Get your students input regarding the routines put in place and the designated learning space they will use. Allow them to decorate their space, supplies, and help them make it special and personal. Your positive attitude and excitement can motivate your student! Another way to encourage a positive attitude is by giving your student a lot of praise when you see them doing something well (getting up on time, working hard, following directions, staying focused, sticking to routines, asking questions in class).

If your student or family needs support with any of these learning tips, please reach out to Pikesville staff. We understand this is a new experience for students AND parents!

Want more tips for a successful remote learning experience? The above tips were provided by: Baltimore County Public Schools and Child Mind Institute.
Suggested Supply List
2020 – 2021

Pikeville Middle School understands that although we are starting the first semester virtually, it is important for students to continue to feel a sense of normalcy and consistency regarding the school day. We have provided some recommendations and tips for your student to be successful in a virtual setting.

Some recommendations we have for your family is to treat this school year like you would any normal year given the unusual circumstances. If your family makes a special breakfast on the first day of school and you take pictures of your student on the first day of school, continue those important yearly traditions. The staff at Pikesville Middle is here to support you and your student!

Given the virtual setting, here are some suggested supplies to help your student be successful.

GENERAL SUPPLIES:
• Folders and/or notebooks for each class
  ○ Loose-leaf notebook paper (for folders)
• Pencils
• Pens
• Highlighters
• Colored pencils or markers
• Post-it Notes
• Mouse for device
• Headphones or earbuds w/microphone to limit outside noise

OTHER RECOMMENDED MATERIALS:
• Graph Paper for math
• Ruler
• Athletic clothing for participation in Phys. Ed. activities and dance
• Planner/Agenda or a desk calendar
➢ Feel free to purchase anything additional that you think your child needs to be successful and organized. Example: Pencil case, agenda, individual sharpener, erasers, etc.

Optional Math Calculators:
6th & 7th Grade – 4 function (TI – 108)
8th Grade – TI – 30XS
Algebra 1 & Geometry – TI 83 or higher

Tips to Support Students for Virtual Learning
• Have student restart their computer daily as soon as they wake up
• If possible, have a designated work area for students away from distractors such as the television, cell phones, or other areas and items that make noise
• Keep a consistent structured school schedule as you have done in previous years – bedtime, wake up time, designated homework time, designated moving breaks, etc.
• Do a practice run before the first day of school – make sure your students computer connects to wi-fi, they know their username and password, they know how to access Schoology
• Take care of you, too! Your wellbeing is just as important – communicate with teachers, counselors and administrators as needed. Your student’s education and happiness are our priority and we are here to help!
During virtual learning sessions and meetings, students will need to rely heavily on their device and two important tools: Schoology and Google Meet. Below we have included several "How-To's" and other helpful technology information.

**Technology Support**

BCPS Students and Parents will be able to access technology support from trained support professionals in the following ways for BCPS issued equipment:

- Seek help from the teacher first if the student is trying to access a resource or has questions on the assigned work.
- Use Self Help resources to answer basic technology questions.
- Call the Technology Help Desk at 443.809.4672 between the hours of 7:00 AM and 4:15 PM on regularly scheduled school days.
  - Parents must accompany students when calling for support.
  - For security reasons, parents will be asked to confirm their identity.
- Request support online here. Support tickets are resolved between the hours of 7:00 AM and 4:15 PM on regularly scheduled school days.
- Please allow a minimum of 24 hours for a response to a support ticket.

Technology support personnel can access a student's device remotely but only with student or parent permission and only for the purpose of providing technology support. All remote access software used by BCPS will require electronic acknowledgement from the parent and student before viewing the student's device.

**Technology Troubleshooting**

*HOME INTERNET ACCESS ON A BCPS DEVICE*

(Source: BCPS Dept. of Innovative Learning)

1. Log into your computer with your BCPS credentials. The student MUST have logged into the computer for the first time while on a BCPS network.

2. Click on the "Wireless" icon in the system tray near the clock.

3. A list of available networks will appear. Click on the name of your home network. You may need to contact your Internet Service Provider (ISP) if you do not know the name of your home network.

4. After clicking on the name of your home network select the "Connect automatically" check box (1) and then click "Connect." (2)
5. If prompted, enter your network password (1) and click "Next" (2). If you do not know your network password, you will need to contact your ISP for support.

6. If prompted, click "NO" to allow your device to be discoverable.

7. That's it! You are connected to the internet. You will notice the wireless icon now indicates the connection.

**CHROMEBOOK WI-FI CONNECTION ISSUES**
(Source: BCPS Dept. of Innovative Learning)

When used off the BCPS network, users must connect to a public or private network to use a Chromebook. Users that have already signed into a specific Chromebook can log in without connecting to a wireless network, however, functionality will be very limited.

1. Re-start the Chromebook if needed.

2. When off network the following screen will appear to indicate that no network is available. Note the different icons for "Open" vs. "Private" networks. Touch the name of the network that you wish to connect to. "Open" (top) networks do not require a password, while "Private" (bottom) networks will require a password.

3. If connecting to a private network, the password will need to be provided (1). The shown default Security setting (PSK (WPA or RSN)) (2) should be enough. There are other choices if home routers are set up differently. Finally click Connect (3) to access the wireless.

4. Last step – log into the Chromebook with your BCPS username and password.
USING GOOGLE MEET
(Source: BCPS Dept. of Innovative Learning)
How to Access Google Meet

**GOOGLE MEET**

1. **OPEN GOOGLE MEET.**
   - In Google Chrome, go to [meet.google.com](http://meet.google.com).
   - Then you will see 1 of 2 possible screens.

   Screen 1: In the top right hand corner you see Sign In.
   - Click Sign In.

   Screen 2: In the top right hand corner you see a letter.
   - Click the letter to see if you are signed into your BCPS account. It will end with @bcps.org.
   - If you are logged into your BCPS account, skip to Step 3.
   - If not, select Switch Account.
   - You will be taken to the Google sign in page.
   - If you have previously logged into Google with your BCPS information, choose that account and skip to Step 3.
   - If not click add another account. And continue to step 2.

2. **LOG INTO GOOGLE USING BCPS CREDENTIALS.**
   - Your email address will be your BCPS username, followed by @bcps.org.
   - (ex. abc123@bcps.org)
   - Click next.
   - Enter your BCPS Password.
   - Click next.
   - If you do not know your child’s username and password, please contact their homeroom teacher.

3. **USE A MEETING CODE.**
   - You will then arrive back at the Google Meet homepage.
   - Click Use a Meeting Code.

4. **ENTER THE MEETING CODE.**
   - Enter the nickname given to you by your teacher. (ex. amiletomath)
   - Then click continue.

   **This nickname will always stay the same!**

5. **JOIN THE MEETING.**
   - Click Join Now and you will be in the meeting!

Make sure this matches the nickname given to you by your teacher!
When using the built-in or an external microphone in Windows 10 sometimes the signal may be muted. This will give an error that the application cannot "hear" or see activity from the microphone. Or there will simply be nothing recorded in an application.

1. **Right-click** the speaker icon in the bottom right-hand side of the system tray.
2. Select "**Recording Devices**" from the menu options.
3. **Double-click** the microphone or recording device in use. The example below shows the internal microphone.
4. Click the "**Levels Tab**" (1) and then make sure that there is not a mute indication on the small speaker icon (2).
5. Click the icon to remove the muting.

6. Click the OK button to save the changes.

For other technology issues or troubleshooting help:
- Use Self Help resources to answer basic technology questions.
- Call the Technology Help Desk at 443.809.4672
Mindfulness for Emotional Well-being

The Middle School years can be a difficult period of time for adolescents. So much change (new school, friends, teachers, hormones and other physical changes) occur in such a short period of time! In addition to the anticipated stressors that are normally associated with the Middle School years, students are also coping with trying to understand and navigate the news, discussions, and social media postings about the global pandemic and social justice issues.

How can you help your child as they try to navigate these unprecedented times? You may want to consider encouraging the use of mindfulness practices. Outcomes from research studies show that the regular use of mindfulness practices can lead to an increased sense of calmness and well-being.

You can also provide support by modeling self-care, talking to your child about self-care activities (proper hand-washing techniques, getting enough sleep, exercising, talking with friends or a trusted adult, etc.), and sticking with routines like a regular bedtime.

For more information about the concept of mindfulness and additional activities, you can visit this website link from Psychology Today.

Mindfulness/Meditation Apps

5 Minute Guided Meditation (on YouTube)

Grounding Skills Game Source: www.ibiblio.org/rcip//copingskills.html
5-4-3-2-1 Game
• Name 5 things you can see in the room with you.
• Name 4 things you can feel ("feet on floor")
• Name 3 things you can hear right now ("fingers tapping on keyboard" or "tv")
• Name 2 things you can smell right now (or, 2 things you like the smell of)
• Name 1 good thing about yourself

Book Resources (available through the Baltimore County Public Library)
The Anxiety Survival Guide for Teens: CBT Skills to Overcome Fear, Worry, and Panic
by Jennifer Shannon and Doug Shannon
The Anxiety Workbook for Teens: Activities to Help You Deal with Anxiety and Worry
by Lisa Schab LCSW
by Michael Tompkins and Katherine Martinez

Remember to reach out to any Pikesville Middle School support staff for additional help. Additional resources can be found here!

Food Resources for Pikesville Families

Students receive a breakfast, lunch, and snack Monday through Wednesday. On Thursdays,
students receive two breakfasts, two lunches, and two snacks for Thursday and Friday. Meals are not being distributed on Fridays.

If you would like to see the full listing of Baltimore County meal sites, please go to the BCPS website.

Additional food distribution is available in the Pikesville area. For up to date locations for meal distribution please visit the following site and enter your address:
Stay Connected to Pikesville Middle School
Teachers & Events:

Twitter: @PikesvilleM

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