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# Middle School Student Handbook

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2024 | 2025





## General Information

### School Contact Information

Chesapeake Math & IT Academy  
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### Our Mission Statement

In partnership with students, parents and the community, CMIT will provide a rigorous and quality education for 6-8 school students with a special focus on science, math, and technology. By incorporating math and technology in the classroom and encouraging students to participate in an informational society, CMIT Academy North MS students have the skills and experience to advance and excel in higher education and the workforce.

### Our Vision Statement

The vision of CMIT is to provide multiple opportunities for Prince George's County youth to prepare for post secondary education in a variety of fields of study in order to pursue professional careers. CMIT will enable all students to achieve their maximum potential by equipping and empowering them with analytical thinking and quantitative reasoning skills.

With this vision in mind, CMIT Academy will prepare students to become competent, responsible and successful individuals in our globalized and technology-based society through a strong academic program, a school-family-community partnership, and a strong teacher-student relationship. CMIT Academy will inspire and challenge sixth through twelfth grade students in a creative and supportive learning environment with an academic program focusing on mathematics and information technologies to educate its students as responsible citizens.

### Mascot

Tigers

### Colors

Blue and orange

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## Arrival & Dismissal

**School hours for students:** 8:30 am to 2:50pm

**School hours for staff:** 7:30am to 3:00pm

### Arrival

Students are expected to arrive at school between 8:18 (no earlier) and 8:30. Students arriving by car must be dropped off in the back of the building to enter through the cafeteria.

A warning bell will ring at 8:27 am in order to alert students to begin moving toward their first period classes, if they are not already present. Students are expected to be in their seats and ready to learn by 8:30 am.

Students arriving after 8:30 am are considered late and must go to the front office to sign in and obtain a tardy pass to give to their first-period teachers.

Students are not permitted in the hallways before 8:18 am unless they are escorted by staff.

Breakfast Procedures: If students are eating breakfast, the students should do so as soon as they arrive in the cafeteria. When finished, students should make sure to dispose of their trash and go to their locker to gather their things for classes prior to lunch.

### Dismissal

Students will be dismissed beginning at 2:50 pm. When the appropriate dismissal announcement is made, students are to proceed directly to their lockers to pick up their belongings and exit the building or report to their after school activity.

2:50 pm - Car Riders (Rear Exit)

2:55 pm - Bus Riders (South Exit)

3:00 pm - After School Activities

Students participating in clubs, tutoring, enrichment, or athletics are expected to remain with their sponsors, teachers, or coaches until they are picked up. Students who need to use the restroom during after school hours must have a pass and clearly be in route to or from the restroom. Students who are in violation of this procedure may lose the privilege of participating in after school activities.

Time is important. All departures from school at the end of the day (e.g., regular day, clubs, tutoring, enrichment, athletics, etc.) must be on time. No loitering. Otherwise students may face loss of privileges or other consequences.

## Early Dismissal

Parents must come into the building to sign students out. Parents can not sign students out for early dismissal after 2:40. The front office will contact students and call them to the front office. (Parents are not to text students asking them to leave class to meet, wait for, or meet you in the front office. This violates the school's dismissal and cell phone policies).

## Academics & Graduation

Since many of our students take high school courses, we want our students and parents to familiarize themselves with the resources available to them on PGCPs's website. In particular, students should become aware of the information presented on the **Student Resources** page at this link: <http://www1.pgcps.org/students/> Among resources you will find on this page, you will find information on the following:

- Graduation Requirements and Course Planning
- Student Service Learning Hours
- Student Rights and Responsibilities Handbook.

Additionally, students and parents should become familiar with Grading and Reporting policies which can be found on the **Academics** page at this link: <http://www1.pgcps.org/academics/>

## Attendance

All students are expected to attend school regularly in order to ensure they have the opportunity to obtain the best academic results possible. The list of lawful (excused) absences is below. Students who miss school for one of these reasons will be provided an opportunity to make up missed work upon request.

Absence from school, including absence for any portion of the day, shall be considered lawful only for the following reasons:

- Illness of the student. The principal shall require a physician's certificate from the parent/guardian of a student reported continuously absent for illness.
- Hazardous weather conditions that would endanger the health or safety of the student.

- Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the Chief Executive Officer or the school principal, or their designees, as reason for excusing the student.
- Death in the immediate family
- Observance of a religious holiday
- Lack of authorized transportation (This shall not include students denied authorized transportation for disciplinary reasons.)
- Other emergency or set of circumstances approved by the Chief Executive Officer or his designee State of Emergency
- Suspension
- Court Summons
- Health Exclusion

Family vacations, visiting relatives out of state/country are NOT lawful reasons for absence.

Upon returning to school after a lawful absence, students must provide the front office with a note explaining their absence. The front office will alert teachers of the absence.

Students with unlawful absences may not be granted an opportunity to make up missed work. Furthermore, an excessive number of unlawful absences in a course will result in students automatically receiving a grade of E.

### **Tardiness**

Students arriving at school after 8:30 am are considered tardy and must enter the building through the front office to sign in and pick up a late pass.

Students who are still in the hallway at 8:30 am are considered tardy and must go to the front office to sign in and pick up a late pass.

Instructional time missed due to a tardy is unexcused and will result in any missed work being graded as a zero.

The following consequences will be applied when students are excessively tardy to class.

6 - 10 tardies in a month = Loss of Casual Day Privilege

10 - 15 tardies in a month = Lunch Detention/Parent Notification

16 - 20 tardies in a month = Saturday Detention/Parent Conference

21 or more tardies in a month = In School Suspension



## Hall Passes

Students will receive 3 virtual hall passes per day which would be approved by teachers and/or staff members through the e-hall pass system. Students who obtain e-hall passes are expected to go directly to their next location. “Taking the long route” is discouraged and being in the hall without pass approval may result in consequences.

## Building Door Use

Students are required to enter and leave the building through designated doors only.

For safety reasons, students are not permitted to open exterior building doors. Also, do not prop exterior doors open for easy access to the building.

## Locker Use

Students are expected to store their belongings in their lockers during the day. The school takes no responsibility for items left unattended outside the lockers.

Backpacks, cell phones, and outerwear must be kept in lockers.

Students can only **use their lockers before school, before lunch, and after school.**

Students should not share their locker combinations with other students.

Students should not place their items in other students’ lockers or allow other students to place items in theirs. Students are held responsible for items found in their lockers.

## Uniforms

CMIT students are required to wear uniforms unless informed otherwise by staff who have received administrative permission to state otherwise. Failure to do so will result in consequences. The entire uniform policy can be found on CMIT's website in the FAQ section. **\*CMIT reserves the right to change this policy at any time.\***

Standard Uniform	PE / Gym Uniform
<ul style="list-style-type: none"> <li>a. Shirt               <ul style="list-style-type: none"> <li>a. Must have CMIT logo.</li> <li>b. Polo shirt - blue or orange only.</li> <li>c. CMIT polo must still be worn when wearing a hoodie.</li> </ul> </li> <li>b. Pants/Skirts/Shorts               <ul style="list-style-type: none"> <li>a. Solid navy blue or khaki</li> <li>b. No shorter than fingertips when arms are down to sides.</li> <li>c. Black belt must be worn and visible at all times.</li> </ul> </li> <li>c. Capris/Skorts               <ul style="list-style-type: none"> <li>a. Solid navy blue or khaki</li> <li>b. No shorter than fingertips when arms are down to sides.</li> <li>c. Black belt must be worn and visible at all times.</li> <li>d. Worn only during summer months.                   <ul style="list-style-type: none"> <li>o Until October 31st and beginning again on April 1st.</li> </ul> </li> </ul> </li> <li>d. Shoes               <ul style="list-style-type: none"> <li>a. Mostly Black</li> </ul> </li> <li>e. Accessories               <ul style="list-style-type: none"> <li>a. Belts must be a plain, solid color.</li> <li>b. Socks, stockings, tights, or hose may only be solid ( solid black, white, or navy blue). Clear or skin-colored hose are also acceptable.</li> </ul> </li> <li>2. Headwear</li> </ul>	<ul style="list-style-type: none"> <li>1. Shirt               <ul style="list-style-type: none"> <li>a. Must have CMIT logo.</li> <li>b. Must be solid blue or orange.</li> <li>c. Solid black or solid white long sleeve shirt is permitted under CMIT gym shirt to provide an additional layer for warmth.</li> </ul> </li> <li>2. Pants/Shorts               <ul style="list-style-type: none"> <li>a. Solid black with CMIT logo.</li> </ul> </li> <li>3. Shoes               <ul style="list-style-type: none"> <li>a. Any color.</li> <li>b. Athletic style</li> </ul> </li> </ul>
	<b>Formal /Special Event/ Field Trip Uniform</b>
	<ul style="list-style-type: none"> <li>1. White oxford shirt</li> <li>2. Solid blue tie</li> <li>3. Solid navy blue or khaki pants</li> <li>4. Mostly Black shoes</li> <li>5. Belt (optional)</li> </ul>
	<b>Dress Down Days</b>
	<ul style="list-style-type: none"> <li>1. Attire must correspond with PGCPs dress code.</li> </ul>

<ul style="list-style-type: none"> <li>○ Solid color headbands only.</li> <li>○ No headbands that tie, are multi-colored or have a design or logo.</li> </ul> <p>3. Purse/Bags</p> <ul style="list-style-type: none"> <li>a. A purse or clutch may be carried for personal needs. Must be within 6" x 9" in dimension.</li> </ul>	
<p style="text-align: center;"><b>Violations</b></p> <ol style="list-style-type: none"> <li>1. Gross Violations: (i.e. non-uniform tops, bottoms, or shoes) <ul style="list-style-type: none"> <li>a. Students will be removed from class and provided school-issued uniform.</li> </ul> </li> <li>2. Minor violations (i.e. untucked shirts, missing belts) <ul style="list-style-type: none"> <li>a. Loss of PRS points, Repeated loss of PRS points will result in discipline referral.</li> </ul> </li> </ol> <p><b>Repeat violations will be addressed by the PGCPS Student Code of Conduct as insubordination.</b></p>	

## Portable Electronic Device Policy

In accordance with AP 5132, students assume full responsibility for their PEDs. The school system may not assume liability for theft, loss, damage or unauthorized use of PEDs possessed by students on school property.

“Cell phone” includes, and is not limited to, iPhones, “smart” phones, smart watches (i.e., Apple Watch, Samsung Galaxy Watch), internet enabled phones and other PEDs that are capable of placing and/or receiving telephone calls (including personal listening devices such as earphones, earbuds, AirPods, “Bluetooth”, etc.), text messages, browsing the internet, creating and distributing videos, taking photographs, and the like.

Cell phones must be turned off before entering the hallways in the morning.

Earbuds / headphones must be removed when you enter into the building unless permission is received from a faculty member to use. Wired headphones are not to be worn around the school, unless being used for educational purposes outlined by the classroom teacher.

During the regular school day, portable electronic devices must be turned off and placed in lockers.



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Administrators, faculty, and staff may request at any time that students must turn off and put away PEDs, unless the PED is permitted or required under an IEP or 504 Plan. Failure to do so may result in disciplinary action and possible confiscation by the school principal or designee.

Students who are caught with their cellphones will be subject to the following consequences

1st Offense - Cell Phone will be confiscated and given back at the end of the school day.

2nd Offense - Cell Phone will be confiscated and need to be picked up by a parent/guardian

3rd offense - Student will receive Saturday detention and the cellphone will need to be picked up by a parent/guardian.

## Bags / Purses / Backpacks

Bags, purses, and backpacks must be stowed in the student locker during the school day. Clear backpacks are optional. **A small purse/clutch may be carried for personal needs.** The dimensions of the purse/clutch can not exceed 6" x 9" dimensions.

## Lunch & Cafeteria

Students may only eat lunch during their designated lunch periods.

When students are dismissed from class, they should report to the cafeteria after retrieving their lunch box and materials from their locker.

Students who report to lunch late may be unable to receive lunch.

Students must remain seated at their tables unless they are getting lunch, or when called to throw away trash or put their lunch box in their locker. Students need to ask permission to use the restroom.

Students are expected to clean up after themselves in the cafeteria. Students found leaving messes will be called back to the cafeteria to clean up. Additional consequences may be applied.

Students should use calm, inside voices at lunch.

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When called, students should line up in an orderly fashion and patiently wait their turn in line.

Students are not permitted to order food for delivery to the school. On special occasions, teachers and other staff may choose to do so as a reward. On these occasions, teachers and staff **MUST** be the ones to place the orders and pick up the food.

## Clubs & Athletics

CMIT encourages students to participate in clubs, athletics, and extracurricular activities to support the development of well-rounded students. This comes with the understanding that academic success is the priority. Students must maintain a GPA of 2.0 in order to participate in extracurricular activities.

**Fall Athletics** (September-November): Boys Baseball, Girls Softball, & Cheerleading

**Winter Athletics** (November-January) Boys Basketball, Girls Basketball, & Cheerleading

**Spring Athletics** (March-May) Boys Soccer & Girls Soccer

Please read the section in this handbook on **Dismissal**.

## Fire Drill

Students are expected to follow these procedures during fire drills. Failure to do so will result in consequences that are more severe than those applied during non-emergency-related situations.

- Walk **SILENTLY** and quickly and remain calm.
- Remain silent during the entire drill.
- Line up with your class and teacher in the designated area.
- Be prepared to answer when your teacher calls your name for attendance once outside.
- If you are away from your class when the alarm rings, go out with the class that is nearest the area where you are.
- Do not stop by classrooms or lockers to collect items to take outside with you.

- Failure to follow these procedures.

## Lockdown Drill

Students who are in the hallway when a lockdown drill begins should go to the nearest classroom as soon as the drill is announced.

Students must remain still and silent during the entire drill.

All cellular devices must be muted or turned off.

## Doors

Students are NEVER to open external doors to allow others access to the building.

## Internet Usage/Email Accounts

All students receive a CMIT email account that is monitored by CMIT staff, in addition to their PGCPs account. Students are responsible for all material connected to their accounts, including email, Canvas, and assignments.

Students should not send mass emails to all students or all staff.

Students need to log off of their account when they are finished using their chromebook or desktop.

Internet access is a privilege offered each academic year to students.

While online, each user is expected to act in a responsible, ethical, and legal manner according to the guidelines listed below:

1. Uses the Internet for legitimate school related information gathering and communication, including email to classmates and faculty. It is important for students and faculty to bear in mind that electronic mail cannot necessarily be considered private communication.
2. Maintain the integrity of the school's computer software, hardware, and electronic mail system. Deliberate introduction of viruses into the system, hacking, vandalism, and commercial use of the system is strictly prohibited.

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3. Maintain their own and others' confidentiality by not posting personal information such as name, address, twitter, youtube or phone number over the Internet or any other online service.

4. Honor the copyrights of those who have posted material on the Internet. Copyrighted material is not to be used and distributed freely without the consent of the author. All information accessible via the network should be assumed to be intellectual property of the creator and requires appropriate citing.

Violating this code of conduct will result in the loss of access privileges and will be treated as a disciplinary matter per the Student Rights and Responsibilities Handbook.

## **STEAM FAIR**

CMIT's Science, Technology, Engineering, Art, and Mathematics (STEAM) Fair is our annual keynote event. The date of the event is announced in September. Intermediate dates will be set by the Science Department at the beginning of the academic year and will be announced to students and parents. This is a mandatory event, and calendars should be marked early to ensure attendance.