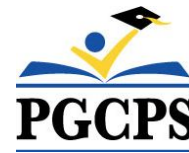




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Chesapeake Math & IT Academy

South-MS/HS

A PGCPS Public Charter School

**PARENT/STUDENT HANDBOOK
2019 – 2020**

**9822 Fallard Ct.,
Upper Marlboro, MD 20772
Main Office: (240) 573-7250**

www.cmitsouth.org

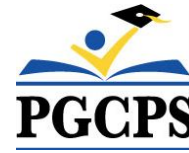
Office Hours: 7:00am – 3:30pm

School Hours: 7:30am - 2:50pm

**Lara Asafa –Principal
Taner Budiyyar, Assistant Principal
Adam Akpinar, Assistant Principal
Tiffawny Green, Assistant Principal**



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MISSION STATEMENT

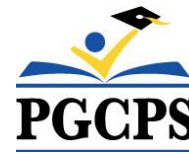
In partnership with students, parents and the community, Chesapeake Math & IT Academy South MS/HS (CMIT South MS/HS) will attain educational excellence by providing a rigorous and technology-integrated education for middle and high school students with an emphasis on Mathematics, Science, and Information technologies.

ABOUT US

Chesapeake Math & IT Academy - South MS/HS (CMIT-South MS/HS) is a Science, Technology Engineering and Mathematics (STEM) focused public charter school in southern Prince George's County that aims to serve grades 6 through 12 with an academic program focused on Mathematics, Science and Information technology. CMIT South MS/HS offers the Prince Georges County community a school of choice for all students eligible to attend Prince Georges' County Public Schools (PGCPS). CMIT South MS/HS has no attendance boundaries hence the only eligibility requirement is to be a Resident of Prince Georges' County.



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STUDENT RIGHTS¹

- A free public education subject to provisions of state law and the bylaws, rules and regulations of the Maryland State Board of Education and the Board of Education of Prince George's County.
- An education in a learning environment that is safe, drug-free and conducive to learning where high standards are stressed.
- Enjoy meaningful freedom of speech, press, assembly and religion.
- Due process for academic, attendance and disciplinary measures, as well as other issues which could impact the student's ability to receive a free and appropriate education.
- Inspect, review and seek to amend educational records.
- Access to prevention and intervention programs.

STUDENT RESPONSIBILITIES²

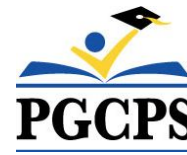
- Maintain a safe and orderly school environment conducive to teaching and learning.
- Know and obey all county and school rules and regulations relating to student conduct and achievement.
- Come to school on time and ready to learn each day.
- Present the school with a parent/guardian note for absences and tardiness.
- Work to your fullest potential in all academic and extracurricular activities.
- Respect school authority, which includes not only obeying school rules and regulations, but also conforming to the laws of the community, state and nation.
- Obey all instructions from all school employees in a positive and respectful manner.
- Dress in accordance with the dress code for school and school functions.
- Utilize school resources to develop appropriate problem solving skills.
- Ask questions to ensure understanding.
- Accept responsibility for actions.
- Maintain and uphold the highest standards of conduct, demeanor and sportsmanship during extracurricular events.
- Show respect and consideration for the personal and property rights of others and understand the need for cooperation with all members of the school community.
- Bring to school only those items and materials which are appropriate for the instructional program.

¹ Source - PGCCP Students' Right and Responsibility Handbook.

² Source - PGCCP Students' Right and Responsibility Handbook.



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ACADEMICS

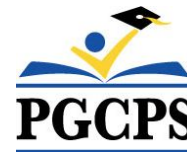
At the middle school level, students have the opportunity of taking classes in Reading, Mathematics, Science and Technology daily. Other subjects such as Social Studies, Spanish, Art, Music, Physical Education and Health while not daily are embedded in student schedules throughout the week. Additionally, students may also enroll in an elective class of choice provided there is no need for academic remediation. Middle school students have the opportunity to take challenging Mathematics courses beyond their grade level provided they demonstrate readiness through multiple conforming data sources. Students in middle school may earn up to 4 high school credits prior to entering high school.

At the high school level, students who have not already, begin to earn credits towards graduation. Student will need to earn at least 21 high school credits and pass four assessments in Mathematics, English, Science and Government to graduate . Additionally, although more is encouraged, students will also need at least twenty-four Service Learning Hours to graduate. High school classes meet every other day for a total of 225 minutes per week. Based on CMIT South MS/HS bell schedule, students have an opportunity to earn seven high school credits every school year. At this rate, students are positioned to complete most of their credit requirements by the end of their junior year. This allows students to pursue other interests such as Dual Enrollment, Advanced Placement courses, Internship etc at little or no cost.

ASSIGNMENTS: During the course of instruction and beyond, students are provided opportunities to practice current or previously taught skills. Students receive feedback/review on these assignments from teachers collectively or individually. Some of these assignments are entered into PGCPS student information system known as Schoolmax as grades. Teachers have the responsibility of entering graded assignments in Schoolmax weekly. These assignments may be entered as homework, classwork or assessments. Students and parents can access Schoolmax anytime to review student grades and attendance records. All assignments are expected to be submitted by due date specified. Late assignments will not receive credit. Students can expect to have 2 to 3 hours worth of homework daily. Homework assignments for any class should not exceed 30 minutes a day. Students/parents may appeal to their teacher if they find that homework is routinely exceeding this time allotment. If unsuccessful in this appeal, such can be escalated to the grade level administrator. Homework assignments will be posted on Edmodo or provided to students in class. Homework posted on Edmodo will be posted by 3:00pm if due the next day. If there are no homework assignments on any given day, teachers will post such announcement on



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Edmodo as well. Student are expected to check Edmodo daily for assignments and announcements. All students must join the Edmodo groups for all courses they are enrolled. Student may request Edmodo code from their teachers to join. Parents are also expected to follow their students on Edmodo by joining Edmodo using the code found on the student page.

GRADES: The amount of grades required weekly depends on the number of times each class meets weekly. The table below summarises the grade entry requirements per week.

Meeting Frequency (number of sessions per week)	Minimum number of grades to be recorded per week
5 Days	3
4 Days	2
3 Days	2
2 Days	1
1 Day	1

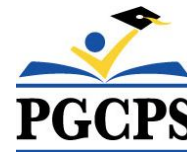
Twice a quarter, students receive a progress report and report cards providing information of student grades. Additionally, CMIT South MS/HS send grade reports to parents via email frequently.

GRADE APPEALS: Students and parents may appeal grades entered on Schoolmax or assigned to students for assignments completed online or on paper. Appeals occurring during a marking period should be sent to the teacher via email. This can be resolved by changing the assigned grade on Schoolmax. If unresolved at the teacher level, appeals can also be sent to the grade level administrator for review. Grade appeals occurring outside of the marking period must be submitted within the grade appeals windows for each quarter. These windows can be found listed on the school calendar located on PGCPS website - www.pgcps.org.

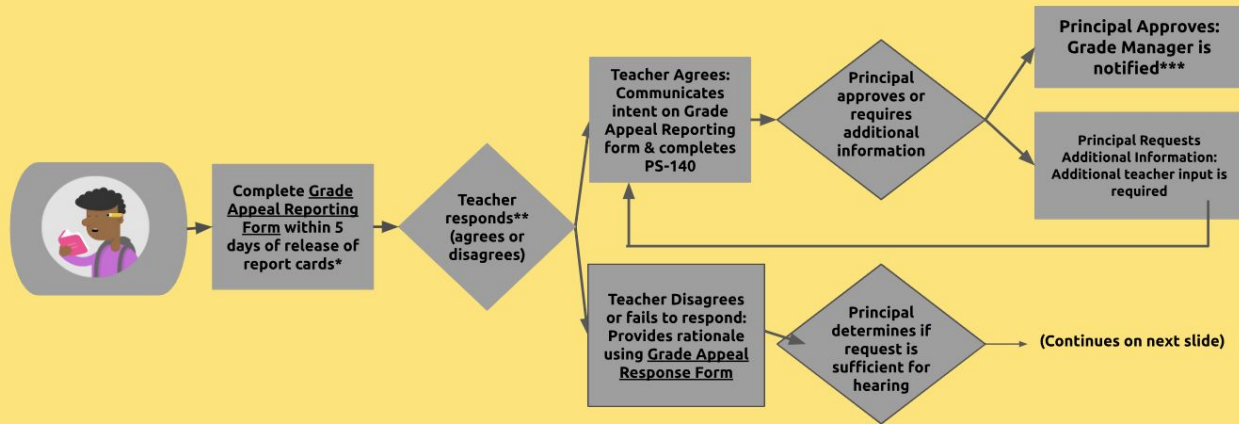
All appeals must be submitted in writing using the appropriate grade appeals form also available on PGCPS website. The forms can also be requested from school personnel. All appeals must fall into one of these categories to be considered:

- Completion of makeup work
- Error in grade entry or calculation
- Others - Medical Reasons, Student transfer from outside jurisdiction or Compliance IEP/504

Grade appeals should be submitted **via email** to the teacher with the principal in cc. Flow chart showing the grade appeals process is below.

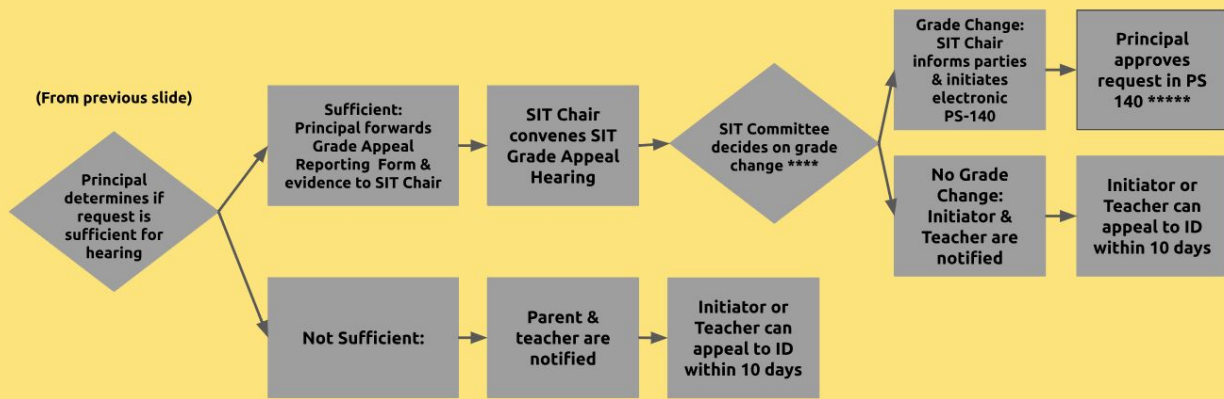


Appeal Initiated by the Parent/Guardian/Student



*Teacher and Principal must be notified upon submission
 ** Teacher must respond on Grade Appeal Reporting Form within 2 school days
 *** Transcript Manager is alerted if the grade change affects the final grade

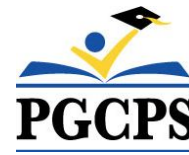
Appeal Initiated by the Parent/Guardian/Student (Part 2)



**** SIT decision is documented on the Grade Appeal Response Form (Attachment C)
 *****Once the Principal approves the PS-140, the Grade Manager will be notified.
 Parent and teacher are notified of the decision using the Grade Appeal Decision Form (Attachment D)



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SCHOOL SUPPLIES

All students attending CMIT South MS/HS are required to have access to the following:

- Uninterrupted Internet Access at home
- Full access to a Desktop or Laptop computer
- Calculator
- Wired earbuds (no headphone or bluetooth please)
- Journals and writing supplies
- Any other supplies as communicated by individual teachers

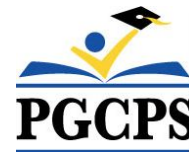
TECHNOLOGY USE POLICY

CMIT South MS/HS is pleased to offer students safe and secure email accounts using Google Apps for Education. Google offers their Google Apps product free for educational institutions. Google apps allows our students and teachers to develop advanced 21st century skills by providing email, spreadsheets, documents, presentations, and sites.

Google accounts are accessible from any computer with internet access. Students can only receive emails from CMIT South staff and students and students can only send emails to CMIT South staff and students. In rare cases, for educational purposes only, students may be permitted to receive emails from outside entities. Additionally, CMIT South MS/HS utilizes Edmodo Learning Management System to collaborate, communicate and complete assignments. Students complete assignments on Edmodo. Teachers use Edmodo to post notes, assignments and announcements. All instructional technology resources provided by CMIT South MS/HS are for instructional use only. Students are expected to abide by the Acceptable Use Policy of CMIT South MS/HS. Students who do not abide by CMIT South MS/HS Acceptable Use Policies provided at registration may lose the opportunity to utilize CMIT South MS/HS's Instructional Technology Resources. Parents should check Schoolmax, CLFPortal and the weekly newsletter to stay informed on all aspects of the student's journey at CMIT South MS/HS. In instances where a listening device is required, students may utilize a wired earbud in the classroom, no headphones or bluetooth listening devices are necessary or allowed. The use of cell phones and other handheld devices in the classroom is prohibited. Students do not need their cell phones for any instructional reasons at CMIT South MS/HS. All cell phones and other handheld devices should be kept in students' lockers. CMIT South MS/HS will not dedicate resources nor time to help in locating cell phones or other electronic devices misplaced as a result of not leaving them secured in lockers.



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ATTENDANCE POLICY

CMIT South MS/HS policies and procedures related to students' attendance are aligned with related PGCPs policies and procedures. Students' punctual and consistent attendance at school is a critical ingredient for academic success. Student absences may be excused or unexcused depending on the reason for absence. Students are considered chronically absent from school if they are absent for 10% (18) or more days out of the school year. It does not matter whether these absences are excused or unexcused. Parents/students must notify the school of all absences as they occur. Parent/student can email secretary@cmitouth.org to advise of absences and their reason. Parent/student should also notify the student's teacher via email of such absences. Please use the link below to access the full Administrative Policy 5113 related to attendance -

file:///Users/laraadewoye/Downloads/Administrative%20Procedure%205113%20Student%20Attendance,%20Absence%20and%20Truancy%20(07.05.18)%20(8)%20(1).pdf

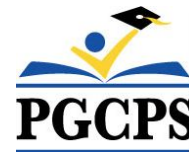
Excused Absences: These absences include those for reasons such as:

- Death in the immediate family
- Illness of student
- Observance of a religious holiday
- Hazardous weather conditions
- Court summons
- State of emergency
- Suspension
- Lack of authorized transportation (This shall not include students denied authorized transportation for disciplinary reasons.)
- Health Exclusion

Student absent from school for these reasons will be allowed an opportunity to make up work missed. It is the student's responsibility to request make up assignments upon return to school. Students must do this **in writing via email** to their teachers. Student will have the same amount of excused absence days to make up missed assignments. Makeup days are counted from the first day of student's return back to school. If there is a delay on the teacher's part in providing requested assignments, days will be counted from the time the student receives such assignments. Late work submission is not allowed and late assignments will not be accepted. Students are expected to adhere to due dates communicated by their teachers.



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Unexcused Absences/Truancy: Absences other than those enumerated above are considered unexcused and unlawful. In the event of an unexcused absence, students will not be afforded an opportunity to make up missed assignments. Teachers are not required to provide makeup assignments in these cases. A student is considered truant is unlawfully absent from school 8 days or more in a quarter, 15 days in a semester and 20 days in the school year.

THE SCHOOL DAY

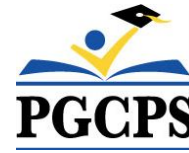
Student school day begins at 8:20am daily. Middle School students arrive and depart through the designated middle school entrance, high school students through the designated high school entrance. Students report to lockers to get ready for their day. Student will place all food items, jackets/coats, cell phones and any other belongings not needed for the class periods preceding lunch in their lockers. Students will then report to their first period class. Students wishing to purchase breakfast from the cafeteria will obtain a breakfast pass and proceed to the cafeteria. Student will bring their breakfast back to their first period class to consume. All breakfast must be finished by 8:45am when first period begins. No eating or drinking is permitted in the classroom from 8:45am until the end of the school day.

Students follow their scheduled day until lunch time. At lunch time, students have an opportunity to access their lockers, retrieve materials needed for the class periods after lunch and proceed to the cafeteria. Students who bring packed lunches can retrieve their lunches during this time. At the conclusion of lunch, middle school students are picked up by their teachers from the cafeteria, high school students are released to proceed to their next classes. Students with food containers and bags are expected to drop these items in the bin provided in the cafeteria as they are not allowed in the classroom. Students who do not wish to drop their lunch bags in bin may leave lunch bags and containers in their lockers. This will mean taking the food out of the bags. Food items may be prepackaged in a ziploc or paper bag prior to putting them in lunch bags. This allows them to be carried easily.

Dismissal begins at 2:49pm with 6th grade and high school students. At 2:54pm, 7th and 8th grade students are dismissed. All students report to their lockers at dismissal to retrieve all belongings, then they proceed outside to go home. All students are expected to be picked up by 3:00pm. CMIT South MS/HS gives a 15 minutes grace period due to unforeseen traffic issues. Students who are not picked up on time will remain outside under the canopy to wait for their rides. Students participating in after school enrichment will report to the cafeteria. Students participating in after school clubs will report to their club sponsors. No students must remain in the building unsupervised after dismissal.



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VISITING THE SCHOOL

For various reasons, parents and guardians wish to visit the school house. CMIT South MS/HS's doors are open and welcoming. All visitors are asked to enter the building through the main entrance facing the street. Visitors are asked to have their government issued photo identification with them during the visit. The photo ID will be utilized to check visitors in and provide visitors with a badge. This badge must be worn and displayed throughout the visit. Upon concluding business, visitors are to exit the building through the front desk so they may be signed out.

Classroom Shadow/Visit: CMIT South MS/HS encourages classroom visits. Families wishing to visit the classroom during instructional time are asked to advise the school 24 hours prior to the date of visit. Please send an email to secretary@cmitsouth.org advising of the impending visit, date, time and classes you wish to visit. If this time is not conducive for visits, you will be advised via email.

Teacher/Parent Conferences: A critical element of student success at school is communication between home and school. CMIT South MS/HS encourages parents to reach out to the teachers/staff via email to request a conference should the need arise. Such staff will communicate their availability to schedule a conference. Parents/guardians are discouraged from showing up at school without an appointment to speak to any staff member. While CMIT South MS/HS will try to accommodate this unscheduled visit, it may take some time.

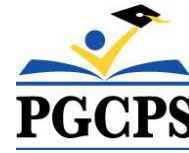
UNIFORM POLICY

CMIT South MS/HS is a mandatory uniform school. All students are expected to wear their complete uniform to school daily. In addition, students are expected to wear PE uniforms on days they have PE and oxford shirts and ties on days we have assemblies, field trips and any other special events.

Daily uniform includes polo shirts, tan or navy blue khaki pants and **all black shoes**. Please be sure shoes are without any color insignias but black. PE uniform includes CMIT gym t-shirt and all black sweatpants, track pants or basketball short bottoms. All shorts and skirts must be knee length, no biker shorts or other form fighting shorts/skirts are allowed. All insignia must be **all black**. Students not wearing required PE attire will not be able to participate in PE activities. This will impact their grades negatively. All accessories such as headbands, socks etc must be white, black or the colors of the student's polo uniform shirt. Book bags, purses are not allowed in the classroom. Food and drink containers are not allowed in the classroom.



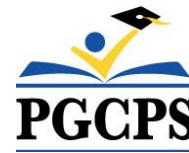
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- Pants or shorts must be khaki or solid navy blue in color. All pants and shorts must have belt loops, and a black solid belt must be worn through all the loops and fastened appropriately. Shirts must be tucked in at all times. No cargo pants allowed.
- Skirts, skorts and shorts must also be solid navy blue or khaki in color, no shorter than knee length.
- Shorts may be worn ONLY during Summer dates: from the first day of school through October 31st and from April 1st through the last day of school.
- Shoes must be all black with no other colors. Any black shoe type (not just tennis shoes) with no more than 2 inch heel is allowed. On PE or dress down days, students may have any color tennis shoes/shoes.
- Socks: Plain colors - uniform top colors, white, or black.
- Uniform tops must be polo with embroidered CMIT school logo
- Regular School days: Royal Blue and Kelly green polos for middle school; Gold and Purple polos for high school.
- PE days: Students must wear Kelly green or Gold CMIT South PE T-shirt and all black (including insignia) shorts/sweatpants/track pants. High school PE shirt color is gold.
- Field trip/assembly days: CMIT's white oxford shirts and tie with Khaki or Navy Blue bottoms.
- Casual days: On the pre-announced casual days, eligible students may wear any clothing that is in compliance with the PGCPS uniform code. Eligibility emails include description of acceptable apparel.
- Bandanas, scarves and other head covers are not allowed except for religious reasons. Students with long hair may wear headband to hold hair in place. Students with short hair do not wear headbands. Headbands should not be more than 2 inches in width.
- Earring should not exceed the size of a quarter.



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UNIFORM POLICY - SHIRTS

Daily Wear

- Kelly Green Polo
- Blue Polo
- CMIT South Emblem



Gym Wear

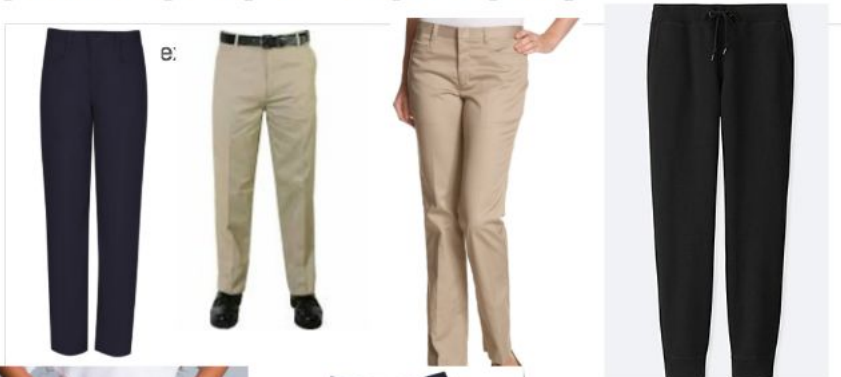
- Green T-Shirt
- CMIT South Emblem



UNIFORM POLICY - BOTTOMS

Everyday Bottoms

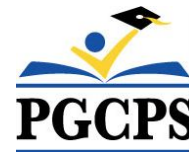
- Shorts/Pant Khaki
- Skorts/Skirts
- Tan or navy blue in color
- No pockets
- No jean materials
- Knee length skirts



Gym Bottoms

- Sweatpant
- Solid Black color
- No piping/logo





UNIFORM POLICY - SHOES

Non PE School Days

- Closed-toed shoes
- Athletic shoes
- Solid black in color

PE School Days

- Closed-toed shoes
- Athletic shoes
- No color specified

Socks are white, black and polo shirt colors.

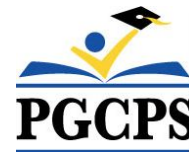


STUDENT LIFE

Students at CMIT South MS/HS enjoy a robust offering of enriching extra-curricular activities. Student can participate in a variety of clubs and athletic activities. Activities occur before school, after school and weekends. Sponsors include staff members and parents. With an offering of over 30 clubs, there is something for everyone. Students compete annually in such competitions as First Lego League, Science Bowl, VEX Robotics etc to name a few. Additionally, students get to participate in athletic activities such as Soccer, Swimming, Basketball, Track and Field with plans to expand athletic offerings to include Volleyball, Golf, Lacrosse and Football in the near future. Finally, student voice is very important to the administration at CMIT South MS/HS, as such, students have multiple avenues to voice their opinion and organize events. These includes Middle and High school Student Government Associations, Class representative for each class and so on. These student groups organize fundraisers for their unique class projects and activities. They also sponsor events throughout the school year. Students may lose their privilege to participate in these activities for continuous failure to abide by the rules and policies governing such activities.



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All after school activities ends by 4:30pm or earlier. Please abide by the sponsor communicated end time. Students not picked up by the specified end time will lose the privilege to continue to participate in the after school activity.

LOCKERS

Each CMIT South MS/HS student is assigned a locker. Students are expected to use assigned lockers. Students are not expected to share lockers. Student may lose locker privileges if locker is shared or locker use is abused. Students are allowed to access their lockers 3 times daily - during arrival, before lunch and at dismissal. Students may not access lockers at any other times of the day unless they have early dismissal. Students who continue to access lockers during unassigned locker times will have their locker privileges revoked or suspended.

LUNCHES

Lunch times are published on CMIT South MS/HS website, embedded in the bell schedule. First lunch begins with 6th grade students around 11:00am. Students receive their lunch code at the beginning of the year and are expected to remember this code throughout the year. Families are encouraged to use the online lunch payment website provided by PGCPs -

www.myschoolbucks.com. Students may also bring lunch from home if they wish. Bins are provided in the cafeteria for lunch bags, food and drink containers not left in the locker. Students who do not wish to leave these items in the bins after lunch may leave them in the locker and not take them to lunchroom. They may decide to just retrieve their food.

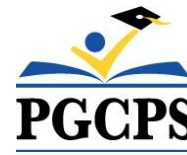
Parents wishing to order food for their scholars may do so. However, CMIT South MS/HS staff will not be able to take delivery of such orders. Parents will be expected to take delivery of the orders on behalf of their student and drop such food at the front desk for their scholars. CMIT South MS/HS scholars are not able to interface with strangers delivering food for security reasons. Please do not instruct students to meet a delivery person for any reason.

Students sometimes celebrate their birthday at school. CMIT South MS/HS encourages such commemorations as long as they do not disrupt the school day. Birthday celebrations occurs during lunch in the cafeteria. Students may not take food or drinks meant for this to classes.

Students may drop such items at the front desk until lunch time when they can retrieve them and take to the cafeteria.



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CLUBS/CLF ENRICHMENT

Chesapeake Lighthouse Foundations (CLF), CMIT South MS/HS charter operator offers before and after school enrichment classes for students who may not have transportation to arrive to school on time or pick up on time. This service is provided for a fee. All CMIT South MS/HS students are eligible. Parents may visit www.cmitsouth.org → CLF → Enrichment to enroll. Students participating in the Enrichment program must arrive through the cafeteria doors in the morning. They must report to the cafeteria immediately following dismissal. In the cafeteria, students may eat the afternoon snacks. They are dismissed to their respective Enrichment group at 3:15pm. Before and after school enrichment program sponsored by CLF is operated and staffed by CLF employees. Any concerns related to this enrichment program should be directed to CLF designee at the school. Such designee will be able to address and resolve all concerns. Student participating in clubs during the morning time must arrive through the front entrance only. Students are allowed in the schoolhouse at 7:35am. Students should not be dropped off before this time. Students participating in AM clubs or tutoring must arrive by 7:45am to be allowed in the building. Students arriving after 7:45am are considered late and will not be able to gain entry. Students who consistently arrive late will be dismissed from the activity. Students participating in afternoon clubs/tutoring must report to the sponsor immediately following dismissal and remain with the sponsor. At the conclusion of the activity, students must be picked up. Students who are consistently picked up late will be dismissed from the activity.

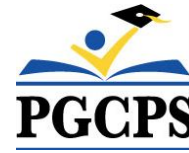
TRANSPORTATION/PM PICKUP

Students attending CMIT South MS/HS are not eligible for PGCPS transportation services. Parents are responsible for ensuring that their child(ren) arrive to school on time daily and is/are picked up from school immediately following dismissal. All students are expected to be picked by 3:00 pm daily. CMIT South MS/HS does not have the supervision necessary for students left unsupervised by their parents after school. Record of students who are consistently picked up late from school will be kept. Parents are expected to enroll students in enrichment if they are unable to pick student up by 3:00pm.

Students who are not picked up will wait for parent under the middle school entrance canopy. In extreme weather below 40 degrees or above 90 degrees, students will be allowed to wait by the door for pickup. Students will not be allowed back in the school building.



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CLF REWARD SYSTEM

CLF Parent Portal gives parents and students access to the Point Reward System (PRS). This allows for constant home-school communication; parent collaboration; and student accountability. Parents are able to login and monitor their child's socio-emotional progress throughout the school year. Students are able to participate in different activities such as field trips, dress down days, ice cream socials, dances and parties throughout the school year based on points earned. To learn more about the CLF reward system, visit our website at www.cmitsouth.org or clfportal.org. All students and their parent have login credentials to access their students' point accumulations.

DISCIPLINE

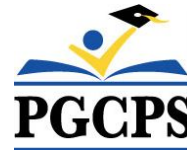
CMIT South MS/HS is guided by the Students Rights and Responsibilities Document for all discipline related matters. Students are expected to comply with reasonable request from CMIT South MS/HS staff. Egregious infractions such as disrespect towards adults or disruption to the learning or school environment will attract serious consequences. Students are expected to abide by classroom, hallways, and cafeteria rules as posted around the building. To increase students awareness of expectations, students are advised on the code of student conduct during assemblies held at the beginning of the school year and quarterly.

RESOLVING PEER ISSUES

CMIT South MS/HS staff stand ready to assist students with resolving problems they may have with peers, academically and emotionally. Students are encouraged to speak with adults in the building in the event of any issues. If they do not feel comfortable, students are encouraged to bring such matters to parents' attention. Our students support team is available to help investigate and resolve issues as they arise. Students are advised to contact us physically or via email.



Tech-savvy Citizens



HOME/SCHOOL ENGAGEMENT

Email is the best way to reach CMIT South MS/HS staff. Please allow 48 hours for response to all communications. If you do not get a response after 48 hours, you may reach out again to staff and include the assistant principal. Any matters unresolved after involving the assistant principal can be brought to the principal's attention.

CMIT South MS/HS communicates and engages families in the learning experience of their students in a variety of ways. Parents are able to follow the instructional program through Edmodo, Schoolmax provide access to grades and attendance records for the students, while CLFPortal allows families to access data regarding student classroom and school behaviors. Students also have access to these portals. In addition to these, CMIT South MS/HS is blessed with a robust parent community who organizes events throughout the school year that brings families together, weekly newsletter is published on the school website and delivered to communities' inboxes. PTO meetings serves as a forum for educating parents on the different facet of school life at CMIT South MS/HS with parent universities. We also hold town hall meetings, parent nights, different classes' parent nights, parent breakfast, etc.