

Fallston High School



Student Handbook
2022-23

Table Of Contents

Our Just Cause	3
School Contact Information	4
Bell Schedules	5
A/B Rotation Calendar	6
Attendance Policy	7
Grading Policy	9
Discipline Policy	12
Other School Policies	13
Cell Phone Policy	17
Technology Policies	20
Extracurricular Activities	25
Eligibility Policy	26
Parking Policy	28
HCPS Policies	29



Fallston High School

Joseph M. Collins, Principal

Proud Tradition of Excellence

*Adam C. Milanoski, Assistant Principal
Emily A. Snow, Assistant Principal*

Our Just Cause

Just Cause

All members of our community will feel seen, heard, and valued, in order to develop the skill and courage to care for ourselves and one another.

Our Mission

We empower amazing people who will go and live extraordinary lives.

All members of the Fallston High School community will work collectively to create an environment where everyone feels SEEN, HEARD and VALUED so all can meet their full potential. During this school year we will work to develop what these words mean.

- What does it mean and look like to be **SEEN** as a student, a parent, a staff member, and a visitor to our school?
- What does it mean and look like to be **HEARD** as a student, a parent, a staff member, and a visitor to our school?
- What does it mean and look like to be **VALUED** as a student, a parent, a staff member, and a visitor to our school?

These questions must be answered by all members to ensure we can create the place where everyone feels they are working towards becoming who they are meant to be.

While we work towards this collective goal, we will find ourselves making mistakes all while learning a great deal about ourselves and others.

We look forward to the everyone continuing this journey as we strive towards the idea that every single member of this community, our community, will work every day towards achieving our Just Cause.

Fallston High School Contact Information 2022-23

Administration: 410-638-4120

- Joe Collins, Principal Joseph.collins@hcps.org
- Adam Milanoski, Assistant Principal (grades 10 & 12) Adam.milanoski@hcps.org
- Emily Snow, Assistant Principal (grades 9 & 11) Emily.snow@hcps.org

School Counseling Office: 410-638-3542

- Jessica Piazza Students A – G Jessica.piazza@hcps.org
- Rob Costante Students H – O Robert.costante@hcps.org
- Amber Ellis Students P – Z Amber.ellis@hcps.org
- Brittany Griffin, Administrative Assistant Brittany.griffin@hcps.org

Athletic Director: 410-638-4120

- Christopher Hoover Christopher.hoover@hcps.org

Health Suite: 410-638-4120

- Dawn Higinbothom Dawn.higinbothom@hcps.org
- Marti Pomplon Martha.pomplon@hcps.org

Administrative Assistant Staff: 410-638-4120

- Shelly Smith-Humphrey, main office Lead Shelly.smithhumphrey@hcps.org
- Beth Griffin, main office (grades 10,12) Beth.griffin@hcps.org
- Tina Graf, main office (grade 9, 11) Tina.graf@hcps.org
- Eleanor Baker, main office, Attendance Eleanor.baker@hcps.org

BELL SCHEDULES

Regular Schedule			3 Hour Early Dismissal		
7:00		Building Opens	7:00		Building Opens
7:25		Warning Bell	7:25		Warning Bell
7:30-7:40		Homeroom	7:30-7:35		Homeroom
7:45-9:06		Period 1	7:40-8:40		Period 1
9:11-10:32		Period 2		7:40-8:00	A Brunch
10:37-12:34		Period 3		8:00-8:20	B Brunch
	10:37-11:04	A Lunch		8:20-8:40	C Brunch
	11:07-11:34	B Lunch	8:45-9:10		Period 2
	11:37-12:04	C Lunch	9:15-9:40		Period 3
	12:07-12:34	D Lunch	9:45-10:10		Period 4
12:39-2:00		Period 4	10:15-11:00		PAWS Period
2 Hour Delay Schedule			Friday Schedule		
9:00		Building Opens	7:00		Building Opens
9:25		Warning Bell	7:25		Warning Bell
9:30-9:35		Homeroom	7:30-7:35		Homeroom
9:40-10:25		Period 1	7:40-8:47		Period 1
10:30-11:15		Period 2	8:52-9:59		Period 2
11:20-1:06		Period 3	10:04-11:58		Period 3
	11:20-11:45	A Lunch		10:04-12:29	A Lunch
	11:47-12:12	B Lunch		10:30-10:55	B Lunch
	12:14-12:39	C Lunch		10:57-11:22	C Lunch
	12:41-1:06	D Lunch		11:23-11:58	D Lunch
1:11-2:00		Period 4	12:03-1:10		Period 4
			1:15-2:00		PAWS Period

	A/B Schedule Rotation 2022-23																										
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F		
AUG																				25 New Teachers on Duty	26 New Teachers on Duty	29 All Teachers on Duty	30 All Teachers on Duty	31 All Teachers on Duty			AUG
SEPT				1 All Teachers on Duty	2 All Teachers on Duty	5 Labor Day H	6	7	8	9 A	12	13	14	15	16 B	19	20	21	22 B	23 A	26 Rosh Hashanah	27 B	28 A	29 B	30 B		SEPT
OCT	3 A	4 B	5 Yom Kippur H	6 B	7 A	10 A	11 B	12 A	13 B	14 A	17 A	18 B	19 A	20 B	21 PD	24 A	25 B	26 A	27 B	28 A	31 A						OCT
NOV		1 B	2 A	3 B	4 B	7 A	8 Election Day H	9 A	10 B	11 A	14 A	15 B	16 A	17 B	18 B	21 A	22 B	23 A	24 Thanksgiving H	25 Thanksgiving H	28 A	29 B	30 A				NOV
DEC				1 B	2 A	5 A	6 B	7 A	8 B	9 B	12 A	13 B	14 A	15 B	16 A	19 A	20 B	21 A	22 B	23 A	26 Winter Break H	27 Winter Break H	28 Winter Break H	29 Winter Break H	30 Winter Break H		DEC
JAN	2 New Year H	3 B	4 A	5 B	6 A	9 A	10 B	11 A	12 B	13 B	16 Martin L. King H	17 B	18 A	19 B	20 A	23 A	24 B	25 A	26 B	27 B	30 A	31 B				JAN	
FEB				1 A	2 B	3 A	6 A	7 B	8 A	9 B	10 B	13 A	14 B	15 A	16 B	17 PD	20 Presidents Day H	21 B	22 A	23 B	24 A	27 A	28 B				FEB
MAR				1 A	2 B	3 B	6 A	7 B	8 A	9 B	10 A	13 A	14 B	15 A	16 B	17 B	20 A	21 B	22 A	23 B	24 A	27 A	28 B	29 A	30 B	31 B	MAR
APR	3 PD	4 PD	5 Spring Break H	6 Spring Break H	7 Spring Break H	10 Spring Break H	11 B	12 A	13 B	14 A	17 A	18 B	19 A	20 B	21 B	24 A	25 B	26 A	27 B	28 A							APR
MAY	1 A	2 B	3 A	4 B	5 B	8 A	9 B	10 A	11 B	12 A	15 A	16 B	17 A	18 B	19 B	22 A	23 B	24 A	25 B	26 A	29 Memorial Day H	30 B	31 A				MAY
JUNE				1 B	2 B	5 A	6 B	7 A	8 B	9 A	12 A	13 B	14 A	15 PD MAKE UP DAY 1	16 MAKE UP DAY 2	19 Juneteenth H	20 MAKE UP DAY 3	21 MAKE UP DAY 4	22 MAKE UP DAY 5	23 MAKE UP DAY 6	26 PD MAKE UP DAY	27	28	29	30		JUNE

KEY: RED Week "P" – PROFESSIONAL DEVELOPMENT DAY-NO SCHOOL FOR STUDENTS; "EQ" – End Quarter; "H" – Holiday; "J" – Early Dismissal; "I" – Early Dismissal-Schools & Offices

- ☐ Monday, September 5, 2022 – Labor Day, Schools and Offices Closed
- ☐ Monday, September 26, 2022 – Rosh Hashana - Schools and Offices Closed
- ☐ Wednesday, October 5, 2022 – Yom Kippur – Schools and Offices Closed
- ☐ Friday, October 21, 2022 – Professional Development – Schools Closed
- ☐ Tuesday, November 8, 2022 – Election Day - Schools and Offices Closed
- ☐ Friday, November 11, 2022 – First Quarter Ends
- ☐ Thursday & Friday, November 24 & 25, 2022 – Thanksgiving Holiday - Schools & Offices Closed
- ☐ Friday, December 23, 2022 – 3 Hr. Early Dismissal-Winter Break Begins – Schools & Offices Closed
- ☐ Monday-Friday, Dec. 26-30, 2022 – Winter Break-Schools Closed
- ☐ Monday-Tuesday, December 26 & 27, 2022, Offices Closed
- ☐ Monday, January 2, 2023 – New Year's - Schools & Offices Closed

- ☐ Monday, January 3, 2023 – Return from Winter Break
- ☐ Monday, January 16, 2023 – MLK Holiday, Schools & Offices Closed
- ☐ Friday, January 27, 2023 – Second Quarter Ends
- ☐ Friday, February 17, 2023 -Professional Development – Schools Closed
- ☐ Monday, February 20, 2023 – President's Day, Schools & Offices Closed
- ☐ Friday, March 31, 2023 – Third Quarter Ends
- ☐ Monday & Tuesday, April 3 & 4, 2023 – Professional Development – Schools Closed
- ☐ Wednesday, April 5 – Monday, April 10, 2023 – Spring Break, Schools & Offices Closed
- ☐ Monday, May 29, 2023 – Memorial Day, Schools & Offices Closed
- ☐ Friday, June 14, 2023 – Fourth Quarter Ends

* This calendar contains the potential for 191 student days – 11 more than the state minimum requirement of 180 days. If schools are closed more than 11 days due to emergency conditions, weather-related or otherwise, it may be necessary to alter the school calendar. The calendar may be reduced if emergency days are not needed to meet the state mandated minimum required days.

FALLSTON HIGH SCHOOL STUDENT HANDBOOK

The success of anything done by several people depends on cooperation. Therefore, certain expectations must be stated, understood and consistently adhered to by all.

The school rules have four main purposes so that members of the school community feel seen, heard and valued.

1. To make your school experiences more enjoyable and meaningful through clear expectations.
2. To provide opportunities for you to learn as much as possible.
3. To protect your property and that of the school which is provided for your use.
4. To provide an atmosphere which promotes a cooperative and concerned relationship among all members of the school community.

ATTENDANCE POLICY

Follow these procedures if an absence occurs:

A note from the parent/guardian is required to excuse any attendance event (absence, lateness to school) within **three (3) days** of returning to school. Fallston High School will accept up to **five (5) parent notes for up to five (5) absences per semester**. Additional absences will require notes from a physician or health care professional. Parents are to communicate with grade level administrator, school nurse, or school counselor regarding further absences.

Student Responsibilities After an Absence

1. Submit a legitimate note to the homeroom teacher to describe the date and reason for the absence(s) (Refer to HCPS Attendance Policy Statement for a definition of excused/unexcused absences)
2. Proper coding of the absence will be updated by the main office.
3. Communicate with each teacher to arrange for making up missed work and confirm the due date for the work.

Late Arrival/Tardiness

1. Students not in their assigned class at the sound of the bell are tardy.
2. **Any student arriving to school after 7:30 A.M. must sign in at the Main Office AND with the appropriate grade level administrator.**
3. All late arrivals must be explained in a legitimate signed note. The **note must include** the approximate time of arrival as well as the cause of the lateness.
4. Please note the steps that will be followed for **unexcused** tardiness each semester:

First Lateness	Verbal Warning, review of policy, and parental notification via letter and/or email
Second Lateness	Lunch Detention
Third Lateness	After School Detention and meeting with Assistant Principal
Fourth Lateness	Referral to grade level Assistant Principal and Friday Afternoon Detention
Fifth Lateness	Parent conference with the Assistant Principal with progressive discipline.
Subsequent Lateness	Continued tardiness may result in further discipline which may include a behavior contract, attendance contract, doctor's note requirements, and/or referral to the Pupil Personnel Worker.

Early Departure

1. For security and safety reasons, students may not be excused without a legitimate signed note.
2. Notes for early departure from school must be received by 7:25 that morning.
3. When leaving, the student must be signed out by a parent, guardian, or adult listed as an emergency contact or by permission of the principal or his/her designee.
4. Upon returning, the student must sign in at the Main Office.
5. The student is responsible for making up all class work and assignments.

Students who plan to attend any school-sponsored athletic or social event (games, dances, plays, concerts, etc.) must be present all day the day of the event. If the event occurs on a Saturday, students must present all day Friday. Any exception (for an excused absence) must be granted by the principal or his/her designee in advance of the event.

PM Waiver Students

PM Waiver students **must** use the QR code to sign out at the end of their school day.

PM waiver students do not come to school on a two-hour delayed opening day unless it is an exam day.

Students Not Living at Home

Unless a student is declared independent by going through official procedures, all correspondence pertaining to the students will be communicated to and through the student's legal guardian as indicated on school records. This includes students who turn 18 years of age during the school year. If a student is not living with parent/guardian and has been declared independent, the student must meet with a counselor and administrator to establish procedures for verifying absences, lateness, and early dismissals.

GRADING POLICY

1. In grades six through twelve, students receive a grade in all courses except for non-graded courses. The grading scale is listed below.

A = 89.5% - 100%

B = 79.5% - 89.49%

C = 69.5% - 79.49%

D = 59.5% - 69.49%

E = Below 59.5%

2. Attendance may only factor into a student's final grade in the event of excessive unexcused absences. These extended absences may result in a loss of credit for a high school course. For further information, please refer to the HCPS Student Attendance Policy 02-0001-000.

3. In grades nine through twelve, and in any course taken in grades six through eight for which high school credit is awarded, a final examination, performance assessment, comprehensive portfolio, or similar product is required and reported in all courses of study.

4. For high school courses, the final grade will be calculated by determining the letter grade for each quarter using the quality point scale listed in Section I. This calculation will also be used for middle school students enrolled in high school courses.

5. For unweighted courses taught during the entire school year, multiply the quality points for each quarter by 2. The final exam grade will be multiplied by 1. Determine the sum of the points and divide by 9. The quotient will be converted to a letter grade according to the quality point scale listed in Section I.

a. An example of a high school student's final grade calculation is provided below for a year-long, unweighted course:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Final Examination	Final Grade
C	B	A	B	C	B

Calculation: $2(2) + 3(2) + 4(2) + 3(2) + 2(1) = 26/9 = 2.89$

In this example, 2.89 corresponds to a final grade of "B."

6. In grades nine through twelve, the student's cumulative grade point average is calculated using the following weighted and non-weighted grades.

Grade	Quality Points for Weighted Courses	Quality Points for Other Courses
A	5.00	4.00
B	4.00	3.00
C	3.00	2.00
D	1.00	1.00
E	0.00	0.00
I - Incomplete	0.00	0.00

LATE WORK POLICY

- Due dates are set in the best interest of students and serve as guidance for their organization and skill acquisition.
- All assignments should be submitted on time in order to earn full credit.
- Any assignment (Practice, Process, Product) can be turned in late for one letter grade deduction from the grade a student earns on the assignment.
- In order to earn credit for late assignments, students must submit assignments by the end of the day on Wednesday (except for the last week of the quarter) following the designated TAC/HAC updates.
- Students are only able to submit assignments that have an established due date within the grading window before the designated TAC/HAC update.

- Assignments that are turned in for late credit will be identified by a footnote in TAC/HAC to include a statement about the deduction of a letter grade due to the lateness of the assignment.

Grading Window	Designated TAC/HAC Update	Late Work Due Date
September 6 – September 23	September 23	September 28
September 26 – October 13	October 13	October 19
October 17 – October 28	October 28	November 2
October 31 – November 11	November 11	November 16
First Quarter Report Cards November 23		
November 14 – December 2	December 2	December 7
December 5 – December 16	December 16	December 21
December 19 – January 13	January 13	January 18
January 16 – January 27	January 27	February 1
Second Quarter Report Cards February 10		
January 30 – February 10	February 10	February 15
February 13 – March 3	March 3	March 8
March 6 – March 17	March 17	March 22
March 20 – March 31	March 31	April 12
Third Quarter Report Cards April 21		
April 11 – April 28	April 28	May 3
May 1 – May 12	May 12	May 17
May 15 – May 26	May 26	May 31
May 29 – June 14	June 14	Last day of school
Fourth Quarter Report Cards June 28		

*The teacher has discretion to give full credit with administrative support.

Retake and Resubmission Policy

- Students can retake and/or resubmit a **Process** assignment within the resubmission window.

*Correction opportunities for **Product** grades will be at the discretion of the teacher and will be clearly communicated to students.

FINAL EXAMINATIONS

Final course assessments are required for all students in all courses of study. A Final exam for all courses will be given at the conclusion of the course. Final exam grades are separate from quarterly grades.

A student whose absence from a Final Examination Day is unexcused will not be permitted to make up the examination and his/her final grade will reflect an E for the Final Examination.

Prior to the "make-up", the student's final exam grade will be recorded as an E and adjusted accordingly after the exam has been taken. Such arrangements for make-up examination will be made through the principal's office. Failure to make up the examination in the allotted time will result in an E for the Final Examination Grade.

Students taking AP examinations have the option of being exempt from the final exam in the AP course.

INTERIMS AND REPORT CARDS

Interim Reports will be available to parents via the Home Access Center (HAC).

Report cards are available at the end of each marking period through HAC. Letter grades and comments are used to designate student progress.

Parents may request a paper copy through administration or the Counseling Office.

FALLSTON CODE OF ACADEMIC INTEGRITY

At Fallston High School the qualities of honesty and integrity are important in our educational endeavors. Students are expected to present work reflecting their own effort. Any violation of this expectation shall constitute academic dishonesty. There are several ways in which students can be considered in violation of the Fallston Code of Academic Integrity, which may include, but may not be limited to, the following:

Cheating: using or attempting to use, in an academic endeavor, any unauthorized materials, devices, information, or study aids as defined by the instructor

Fabricating: intentionally, and without authorization, falsifying or inventing any information or citation in a graded assignment

Facilitating academic dishonesty: willingly receiving help from or providing help to another to commit an act of academic dishonesty

Plagiarizing: purposefully, or by omission, representing the work of another as one's own

Adapted from Harford Community College Student Handbook

Failure to maintain academic integrity will result in disciplinary action. Consequences may include, but are not limited to, a zero for the work, parent notification and referral to the office. Repeated violations will result in progressive discipline.

ACADEMIC LETTERS

This award will be presented to students for outstanding academic achievement. The criteria for earning an academic award are based entirely upon grade point average. Awards will be given for the following semesters with the following unweighted grade point average. 3rd semester - GPA 3.7 5th semester - GPA 3.6 7th semester - GPA 3.5

The award shall consist of a letter with a different style pin. Pins will be given for succeeding years.

STUDENT SERVICES TEAM

The Student Services Team (SST) exists to identify students whose behavior, attendance, or academic performance may indicate a problem with substance abuse. Its goal is to refer students to a professional counselor outside the school setting or to put them in touch with other community services that may help.

Students, teachers, counselors, administrators, or other staff members may make referrals to CSAT. If a student believes a friend may be involved in substance abuse and wishes to help, he/she should obtain a CSAT referral form from the school counseling office or media center where the referral boxes are located and return the completed form to the box. Referrals are completely confidential.

DISCIPLINE POLICIES

Student Behavior

Students are to refrain from using abusive language, eating, or drinking outside the cafeteria, running in the building or rowdy behavior, and being present in unauthorized or unsupervised areas of the building or property.

Upon arrival at school (by bus or other means of transportation) **students may not** leave the school grounds without permission.

Among serious violations, the following may result in a recommendation for suspension and/or expulsion: vandalism, disrespect, profanity, disruption, insubordination, receipt, sale or possession of stolen property, possession, distribution, or use of any type of fireworks, the unauthorized possession or distribution of another student's personal property, verbal/physical assault on another student, or participating in or inciting a disturbance, or throwing objects over the balcony, smoking, vaping, etc.

Examples of disrespect/insubordination include

1. The failure of a student to comply with a reasonable request of a teacher or other member of school staff.
2. Refusal to give a staff member your correct name or other information when asked.
3. A verbal or nonverbal expression of disrespect toward school personnel.

Problems can arise if students bring articles which are hazardous to the safety of others or interfere with the orderly conduct of the teaching-learning process. Students are not to bring large sums of money, audio devices, Frisbees, and skateboards to school. **Students should expect to have such items confiscated and returned to parents at a later time.** In the event of repeated incidents, items may be held until the end of the school year. Items such as cigarette lighters, matches, water pistols, bandanas and other gang related material, and laser pens will be impounded and may result in disciplinary action.

Fighting

Fighting is prohibited. Disputes can be settled in ways other than fighting, and students should make every effort to use other alternatives. Students who provoke, are in a fight, or are involved in any type of physical altercation should expect the consequences to include a conference with an administrator and disciplinary action to include out-of-school suspension.

Truancy

Truancy will be cause for disciplinary action including parent conference, after school detention, Friday Afternoon Detention, and/or referral to Pupil Personnel Worker or legal action.

Examples of truancy include leaving school without being signed out in the office, being absent from classes without permission (skipping), obtaining a pass to go to a specified place and not reporting there, being ill and going home or staying in the restroom instead of reporting to the nurse's office, reporting to school but not attending scheduled class, participating in any planned or organized group absence, and absence without a parental note of explanation.

CONSEQUENCES FOR IRRESPONSIBLE BEHAVIOR

Verbal Reprimand

Counseling or warning about behavior, alternative choices, and potential further discipline.

Conference

A meeting involving at least three people. Participants might include teachers, staff, parents, the student, an administrator, and/or a counselor.

Detention

Students may be required to spend additional time after school hours in a supervised detention.

PAWS

PAWS exists for the placement of students by teachers for the purpose of making up work due to absence(s) or for minor behavior problems warranting a student taking a break from class to regain their focus.

Friday Evening Detention

Students will be placed in Friday Evening Detention by administrators as a consequence for an infraction of school rules. Failure to attend Friday Evening Detention may result in an out-of-school suspension.

Suspension (Out of School)

The principal of a public school may, by law, suspend a student for ten days or less. Students suspended from school may not be on the property of any HCPS and may not participate in school activities during the time of the suspension. According to the state of Maryland, suspensions must be considered lawful absences.

Long Term Suspension and Expulsion

A student may be suspended for up to ten days by the principal and referred to the Superintendent for additional consequences. The Superintendent may add to the ten days or expel a student from school.

Loss of Privileges

A student may become ineligible to participate in extracurricular activities, holding elected office, sports or other school-sponsored events. Privileges which can be lost include (but are not limited to) participation in field trips, assemblies, class trips, dances, prom, and parking on school property.

For more information regarding discipline policies and consequences, please visit <http://www.hcps.org>

OTHER SCHOOL POLICIES**Cougar Fans**

Attending events as fans to support fellow cougar students is highly encouraged. Fans are expected to cheer for the team they always support and display good sportsmanship and respectful behavior. Inappropriate behaviors at events may result in removal from the event (refunds for entry fees will not be provided), school discipline, and/or banning from future events. Examples of inappropriate fan behaviors include, but are not limited to: using abusive language, negatively addressing individual participants and/or officials in the event, throwing items, using artificial noisemakers, unsafe actions in the stands, or violating any other school or HCPS policies. Students as fans will not be permitted to bring backpacks into the stadium for any after school event. Athletes should follow the direction of their coaches.

Dances

The school's student behavior and student dress will apply to dances and all approved school sponsored activities. The students are reminded that dances are a school sponsored events and as such, there is an expectation of appropriate behavior. Therefore, "mashing," "sandwich dancing," "grinding," and dancing that replicates sexual contact are inappropriate. Additional information is also covered in other topics of the handbook.

1. Dress Code*
2. Public Displays of Affection
3. School Attendance & Participation in Student Activities
4. Sexual Harassment
5. Each dance has published rules and expectations.

*Sleeveless and strapless gowns are appropriate so long as they do not bare the midriff or are otherwise overly revealing. It is not appropriate for participants to remove their shirts.

Students will not be permitted to bring backpacks or overnight bags into school events.

CAFETERIA

The cafeteria provides a service to students of the school. **Students may not eat in classrooms or leave the school grounds during lunch. Students are to report directly to and remain in the cafeteria during their lunch shift.**

Presence in other areas of the building or property without a pass from an administrator is prohibited. Seating must be limited to each table's capacity due to crowding and to maintain access to all areas. Students who abuse cafeteria privileges or procedures will be assigned appropriate clean-up duties and/or disciplinary action. Students may go outside during their lunch shift but must remain in the courtyard area adjacent to the cafeteria.

Food and beverages may only be consumed in the cafeteria. Resealable beverage containers are permitted only during lunch. Water bottles may be carried and consumed by students during the school day from clear plastic bottles ONLY.

- Goods purchased from the cafeteria must be placed on a tray or made visible to cafeteria staff at checkout.
- Theft from cafeteria may result in a suspension and referral to the School Resource Officer.

EMERGENCY/EVACUATION DRILLS

At regular intervals evacuation drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys instructions promptly and clears the building by the prescribed route as quickly as possible. The teacher in each class will give the student instructions. **Emergency stairwells are to be used only during evacuation drills. They are not to be used during the lunch hour.**

Other drill situations such as lockdowns, ACERT, severe weather and shelter-in-place will also be practiced throughout the school year. Teachers will provide specific instructions for each type of drill. Students should be attentive to these drills and follow teacher directions at all times for the safety of themselves and others.

Students involved in tampering with the fire alarm boxes and/or causing false alarm will be referred to the Superintendent of Schools for long-term suspensions and/or expulsion and reported to the Fire Marshal's office for prosecution.

FINANCIAL OBLIGATIONS

1. Students are held financially responsible for any damage to school owned materials, equipment, or property.
2. Students who bring valuables to school are responsible for the security of these items. **Students should never leave money or other valuables in their hall or gym lockers at any time. The school will assume no responsibility for personal items brought by students to the building. Parents and students are further reminded that Fallston High School will not be held responsible for school or personal items that are lost, misplaced, and/or left unattended by students. Students should avoid bringing more than \$10 in cash to school. It is recommended that students bring checks for amounts over \$10.**
3. Failure of students to meet financial obligations could result in withholding report cards, schedules and/or transcripts, graduation tickets and diplomas.
4. Students who acquire an HCPS device will be responsible for the safety, care, and security of that device. Any device that is lost or damage will be handled as a financial obligation.
5. Fines are collected from those students who damage or lose materials issued to them or on loan from the Media Center. Your classroom teacher will determine the cost for replacement of lost books and damaged books, which is the current replacement value.

FUNDRAISING ACTIVITIES

Fundraising activities must be approved and scheduled in advance through administration.

Under no circumstances may student or non-student groups imply or indicate that Fallston High School supports or participates in any fund-raising activities other than those approved by the Harford County Board of Education.

HALLWAY PASS

Students must have a pass signed by the teacher when leaving the classroom during instructional time.

When in the halls, students should remain to the right and allow for an even and uninterrupted flow of traffic. **One- way stairs will be maintained during the change of class.**

NORTH (Gym Side) stairwell (DOWN) AND SOUTH (Auditorium Side) Stairwell (UP) LOST AND FOUND

LOST AND FOUND

A Lost and Found Center is maintained in the Media Center Suite. All lost articles are kept there for not more than a two-week period. Students who have lost personal items are encouraged to check the Lost and Found promptly for missing personal property.

POSTING NOTICES OR POSTERS

Signs and/or posters may only be posted with the permission of an administrator, and only from the tack stripping in the stairwell overhangs and in the cafeteria. No signs and/or posters may be placed on any of the painted surfaces throughout the building.

PUBLIC DISPLAYS OF AFFECTION

Traditionally, certain kinds of behavior have been considered inappropriate in public places. Behaviors considered “public displays of affection” are never appropriate in a public school. Such behavior which includes kissing, romantic hugging, embracing or any form of sexual contact, is prohibited and could result in consequences including suspension. Students who are engaged in inappropriate public displays of affection will be asked to stop. Subsequent violations of this policy will be considered insubordination and will result in a referral to the office.

SCHOOL SERVICES

MEDIA CENTER

The Media Center is open from 7:00 AM to 3:00 PM. Teachers schedule class time in the center with the Media Specialist so that students may obtain materials and conduct research. Students have access to the center at other times throughout the school day provided they have a pass from a teacher.

Students may check out books any time the media center is open and as long as they have no overdues nor fines over \$1. Books are circulated for a three-week period, and magazines may be checked out for one week.

SCHOOL COUNSELING

School counseling services are available to every student in our school. Students wishing to visit a school counselor are to contact the secretary in the counseling office **before school or after school** to arrange for an appointment. Requests for high school transcripts must be made in writing to the school counseling secretary. Twenty-four (24) hour notice is required. Requests for mid-year and final grades must also be requested in writing. There is a \$2.00 charge for each request after the initial request, which is free.

The school counselors are assigned to the student body alphabetically, by last name.

Fallston High School Health Suite

All students have access to the School Nurses in the Health Suite. Unless it is a medical emergency, students are required to have the teacher call the Health Suite at 9-411 or 9-430 to determine availability. The School Nurse will advise the teacher which Health Suite the student should go to be seen.

Medical Emergency: If a student is experiencing a medical emergency, he/she should let a teacher or adult know so the Health Suite can be called to either come to the student or give further direction. The teacher/adult should remain with the student.

If a student is directed to the Health Suite, he/she will be directed to either Health Suite 1 or Health Suite 2.

Health Suite 1 is the door on the Main Hall beside the Main Office. This office is used for students who are not sick, but need to be seen for some of the following reasons:

- Medications
- Injuries/Wounds - new or old
- Headache with no other symptoms
- Menstrual Cramps
- Stomach ache with no other symptoms
- Eye issues such as contact lens care
- Skin Concerns
- Healthcare Provider Notes/Medical Questions/Concerns

Health Suite 2 is the door around the corner from door to Health Suite 1 and is in the hallway leading to World Languages classrooms. It is across from the Male Restroom. This office is where students are directed to come if they are sick, and need to be seen for some of the following reasons:

- Nausea, vomiting, diarrhea
- Cold OR Allergy symptoms such as: runny nose, sore throat, cough
- Fever or possible fever
- Dizziness
- Headache with other symptoms

The Health Suite provides a "self-serve" cart with bandaids, tissue boxes, and feminine products for students and teachers to take as needed. Please utilize this supply cart for these supplies.

SCHOOL STORE

At this time the school system will be utilized for selling Physical Education uniforms. More information forthcoming regarding an online store.

TELEPHONES

In emergencies, students may use office telephones.

VISITORS

Fallston High School is open during the school day to **visitors, such as parents, who have legitimate business at the school**. All adult visitors are to register in the office. Parents wishing to meet with teachers, counselors, or other staff members should **first call the school or send a note to arrange an appointment**.

SCHOOL - AGE VISITORS ARE NOT PERMITTED DURING THE SCHOOL DAY.

The Administration may make exceptions for students considering enrollment at Fallston High School.

WITHDRAWAL

Students withdrawing from school must be withdrawn by a parent or guardian. The parent or guardian should make arrangements with the School Counseling Office to come in and complete the necessary documentation

CELL PHONE PROCEDURES AND PROTOCOLS 2022-23

The purpose of incorporating these procedures and protocols include:

- Increasing students' ability to focus while in class and be active participants in their own learning.
- Promoting intellectual engagement with the concepts being studied and/or the skills being taught.
- Improving students' digital citizenship skills.
- Fostering a greater sense of school community, given that the expectations are the same for everyone.

We are not banning cellphones from school; we are implementing a school-wide management strategy that will help you understand the expectations and consequences.

No outside calls are permitted during the students' time in school. Students who need to speak to a parent/guardian may do so through the Main Office.

Before School: Students may access their phones and/or headphones/earbuds before school until homeroom begins at 7:30 a.m. provided the use meets HCPS rules and regulations (i.e., phones should not be used for taking pictures or videos unless done so relative to classroom assignments).

Homeroom: Phones and/or any other type of electronic devices, including headphones and earbuds, will not be allowed out or in use during homeroom once the 7:30 bell has rung unless the teacher specifically directs you to complete a task that requires the use of your phone. Homeroom is a time designated for conveying information to, and communicating with, you; subsequently, it is important that you pay attention to morning announcements without the distractions that accompany the use of cell phones.

Hallways: Students may not access their cellphones or earbuds while in hallways during class change. This is important from a safety standpoint. It is important that you can hear people who may be trying to communicate with you and/or any emergency announcements that may occur.

Classrooms - cell phones: Students are expected to place their cellphones in a dedicated storage area in preparation for each class period. Teachers have the discretion to specify what and where that storage area is.

- Phones will remain in the phone organizer/dedicated storage area unless your teacher specifically directs you to access them for instructional purposes.
 - Rationale for dedicated storage space: According to research conducted at the University of Texas, "cognitive capacity is significantly reduced when your smartphone is within reach – even if it's off." Specifically, "it didn't matter whether a person's smartphone was turned off or on, or whether it was lying face up or face down on a desk. Having a smartphone within sight or within easy reach reduces a person's ability to focus and perform tasks because part of their brain is actively working to not pick up or use the phone."
- Students will retrieve their cellphones at the end of each class period, per the teacher's direction.

Classrooms – headphones/earbuds: Headphones/earbuds are permitted for the following purposes:

- You are allowed access to headphones/earbuds per IEP or 504 specifications.
- You are allowed access to headphones/earbuds for instructional purposes (e.g., listening to a book on tape, listening to a recording of a speech in preparation for an analysis activity, listening to a variety of video clips as part of a comparison/contrast assignment, etc.) as directed by a teacher

Restrooms and Locker Rooms: Students may NOT use phones in any locker room or restroom area, including before school, during school, or after school due to privacy concerns. **Failure to comply with this expectation will result in disciplinary action to include out of school suspension.**

Cafeteria: Students may access their phones during their assigned lunch period provided its use meets HCPS rules and regulations (i.e., phones should not be used for taking pictures or videos unless done so relative to classroom assignments). Students may not make calls on their cell phones during lunch.

After School: Students may access their phones and headphones/earbuds after school dismisses at 2:00 p.m. HCPS and FAHS Use of Technology expectations remain in effect.

Violation of the above expectations will result in the following:

The teacher has the discretion to issue a warning prior to moving to official disciplinary action.

- **1st offense** – The teacher will remind the student of the school's cell/smartphone protocols and classroom expectations and direct the student to place the phone in the designated storage area.
- **2nd offense** – The teacher will fill out a behavior pass and send the student to the main office.
 - An administrator will meet with the student, discuss next steps and progressive discipline, and the phone will be returned to the student at the end of the school day.
- **3rd offense** – The teacher will confiscate the phone, turn it in to the main office, and submit a behavior referral stating that this is the 3rd offense in this classroom.
 - An administrator will meet with the student, assign an after-school detention, notify the parent/guardian, and return the phone to the student at the end of the school day.
- **4th offense** – The teacher will confiscate the phone, turn it into the main office, and submit a behavior referral.
 - An administrator will meet with the student, assign a Friday Evening Detention, notify the parent/guardian, and return the phone to the student at the end of the school day.

Progressive discipline, which could include a parent conference, loss of privileges during the school day, Friday Evening Detention, and/or out of school suspension, may be employed for subsequent offenses.

Additional Q & A

What will happen if my teacher asks for my phone, but I don't want to relinquish it?

Think about your response and the consequences and know that you have two options:

- **Option 1:** You can choose to relinquish the phone and continue with class activities
OR...
- **Option 2:** You can choose to keep the phone knowing that the issue will then be handled by an administrator. At that point it is no longer a cell phone issue; it is an issue of disruption/insubordination. It's not acceptable to refuse a reasonable request made by a teacher during class. In this instance, teachers have been directed to send you to the main office with a behavior referral.

What if I don't want to put the phone in the dedicated storage area?

Think about your response:

- **Option 1:** Remember that choosing to keep the phone will be in violation of a direct response from your teacher as well as FAHS's responsible use protocols. Your teacher will contact your parent/guardian to discuss the issue, but you must place your phone in the storage area.
- **Option 2:** You may elect to go to your locker and place the phone there
OR...
- **Option 3:** Continue to refuse in which case your teacher will write a referral and direct you to the main office; an administrator will address the issue.

Why aren't the consequences more severe from the 1st offense; wouldn't that deter inappropriate cellphone use/behavior more quickly?

- Possibly – but we are attempting to teach you about digital citizenship and responsibility, so we want you to be able to self-monitor and make good choices.
- The progressive discipline is designed to facilitate your understanding that continued lack of compliance results in increasingly severe consequences, which is authentic in a variety of levels – most specifically in the workplace.

What if my teacher needs me to use my cellphone during class?

- Teachers will determine whether the phones need to be placed in the designated storage area depending on their lesson plan each day. Listen carefully and follow teachers' directions.

What if I am late to my next class because I was trying to get my phone out of the dedicated storage area?

- If there is a legitimate, significant delay, your teacher will give you a pass. If you do not have a pass, you will be marked late to class. Communicate appropriately with teachers to solve these situations.

What if I tell my teacher that I am not in possession of my phone, which is why it has not been placed in the caddy or dedicated storage area, but later in the class period he/she discovers that I have it?

- This situation will be treated as a cell phone violation per specifications above. Additionally, your teacher will include on the referral the information about the dishonesty – which falls into the category of disrespect/insubordination. An administrator will handle this situation.

What if I accidentally leave the classroom with a phone belonging to someone else?

- Immediately notify a teacher that you have someone else's phone in your possession. Either give the phone to the teacher or bring it to the main office and speak with an administrator a.s.a.p.

What will happen if a teacher sees me with my phone out in the hallway during class change?

- You will be asked to put your phone away. If you do not comply, this will become an insubordination situation which will be handled by an administrator

What if I am afraid that someone will steal my phone out of the caddy?

- If you are concerned about this, you may elect to leave your phone at home, or you can lock it in your locker instead of bringing it to class.

What if there is an evacuation (i.e., fire drill) and my phone is stored in the caddy or dedicated location at that time? Am I allowed to take my phone with me?

- Yes, provided it does not hinder your exit. Your teacher will direct you in this event. Remember that evacuating promptly and safely is the priority here.

The following websites include researched-based information about the various effects of cellphone use:

<https://www.youtube.com/watch?v=W6CBb3yX9Zs>

<http://neatoday.org/2016/06/20/cell-phones-in-the-classroom/>

<https://www.sciencedaily.com/releases/2017/06/170623133039.htm?>

[A Look Back: New Study Finds That Using Cellphones During Lectures Hurt Exam Scores, But That's Not The Most Important Result | Larry Ferlazzo's Websites of the Day... \(edublogs.org\)](#)

FALLSTON HIGH SCHOOL GUIDELINES FOR TECHNOLOGY USE

The following is a list of expectations concerning the proper use of the Internet at Fallston High School.

1. Students will abide by all the rules included in Harford County Public School's Acceptable Use Policy for the use of telecommunications resources.
2. Any student using the Internet must have the Internet Use Agreement in the Fallston High School student handbook signed by the student and parent/guardian.
3. When using the Internet, a student is expected to access acceptable material only. Any person found accessing inappropriate material will be referred to an administrator.
4. Students may not access their personal e-mail account without permission from a Fallston High School staff member. The use of e-mail must be for instructionally related purposes only.
5. Inappropriate use of a communication device on school property is subject to search. A search could include, but is not limited to the opening of files, photographs, messages, and other related software

*Full explanations of HCPS policies are available at www.hcps.org

HCPS STUDENT CODE OF RESPONSIBLE COMPUTER USAGE

Introduction

Harford County Public Schools provide computing resources for students. Computing resources include computer systems, computer workstations, computer networks, software and operating systems. Generally, computing resources are used carefully and appropriately.

Each student is solely responsible for the usage incurred through her/his workstation. Individuals who intentionally abuse computer resources, degrade system performance, misappropriate computer resources or interfere in any way with the operation of the computer facilities are subject to discipline or prosecution under school policies and local, state, or federal law.

It is the policy of Harford County Public Schools that computer technology resources and software are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Harford County Public Schools.

Standard for Responsible Computer Usage

Student access and use of computing resources is defined below:

- Any access or use prohibited by state or federal law is unauthorized.
- Any access or use in support of activities that are prohibited by state or federal law is unauthorized.
- Any access or use that is not specifically permitted by Harford County Public Schools and school/class policy is unauthorized.

Computer Access and Use Policies

Student access to computer lab facilities and computer workstations may be restricted or denied for, but not limited to, the following reasons:

- 1) Unauthorized use of a password; unauthorized access to another person's files; using or changing, without authorization, another person's password.
- 2) Unauthorized changes to lab hardware or software, including but not limited to:
 - a) disconnecting and reconnecting or reconfiguring hardware;
 - b) removing, changing or reconfiguring files on lab disks or computer hard drive;
 - c) damaging lab hardware or software or removing any lab property from the lab.
- 3) Attempts to bypass security measures, such as access permission to files.
- 4) Frivolous, disturbing, or otherwise inconsiderate conduct including use of workstations for game playing or sending nuisance messages.

- 5) Violating the rights to privacy of students or employees of Harford County Public Schools or others outside the school system.
- 6) Using profanity, obscenity, or other language that may be offensive to another user in a network environment.
- 7) Copying materials in violation of U.S. copyright law.
- 8) Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
- 9) Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offend or tend to degrade others. The administration invokes its discretionary rights to determine such suitability.
- 10) Downloading or copying information onto disks or hard drives without prior teacher approval.
- 11) Violating policies as outlined in the Harford County Public Schools Discipline Policies.

Individuals who willfully cause loss to other students, teachers and/or Harford County Public Schools staff by unauthorized access or use shall be held financially responsible for the cost of restoring that user's data, programs and computer system. Violators will be subject to disciplinary action under school regulations.

ONLINE USAGE – TERMS AND CONDITIONS

Acceptable Use – The purpose of providing online services to schools is to support knowledge acquisition among students and faculty. Use of the Internet must be in support of education and research and consistent with the educational objectives of the Harford County Public School System. Use of another organization network or information must comply with the rules appropriate for that network.

Transmission (either uploading or downloading) of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to:

- Threatening or obscene material
- Trade secrets or confidential information

Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

Privileges – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The teacher requesting accounts for instructional purposes should detail this information for student users. The system administrators will deem what is inappropriate use and their decision is final. The administration, faculty and staff of Harford County Public Schools may request to deny, revoke, or suspend specific users of their privilege.

The Harford County Public School System makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Harford County Public School system will not be responsible for any damages you suffer. This includes the loss of data resulting from delays, non-deliveries, or mis-deliveries or service interruptions caused by its own negligence or errors or omissions. Use of any information via the Internet is at your own risk. The Harford County Public School system specifically denies

**Fallston High School
Digital Teaching and Learning (DTL)
Netiquette Standards**

It is important to remember that the virtual classroom, while different from a face-to-face classroom setting, remains a classroom; subsequently, standards of professional behavior and expectations for polite interactions still exist.

“Good netiquette means conducting yourself in an online class with the same respect, politeness and professionalism that you would exhibit in a real-life classroom.” – Erin Lynch, Senior Educator at Test Innovators

Expectations for How to Communicate Online

Remember: Human beings are on the other side of your written communication.

- ✓ **When communicating electronically, whether in the “chat,” through email, as part of a discussion post, in a shared document, or by some other method, your written words are read by real people, all deserving of respectful communication.**
 - Before you press "send" or "submit," pause and ask yourself, "Would I be okay with this if someone else had written it?" or “Would I be okay if someone said this to or about me?”
 - If your teacher incorporates a discussion board into a lesson, be cautious about attempts to use humor. Do not write anything that could be perceived as angry or sarcastic; without hearing the tone of your voice or being able to see your facial expressions, your peers might not realize you are joking.
 - Keep your posts appropriate to the assignment, polite, and kind.
 - Avoid posting anything in the “chat” during a Teams meeting unless directed to do so by your teacher.
- ✓ **Represent yourself professionally when communicating “verbally” (i.e. discussion boards, electronic chat, Socratic discussions, etc.).**
 - Know what you are talking about and state it clearly.
 - Be pleasant and polite.
 - Do not “YELL!!!” by using all caps or multiple exclamation marks, even if you disagree with what someone has written.
 - Be mindful of your use of emojis.
 - Check for spelling and grammar errors.
- ✓ **Present yourself professionally when communicating electronically.**
 - Make sure you are appropriately clothed.
 - Remember: Even though you are at home when participating online, you are still involved in a classroom setting and should therefore wear clothing appropriate for a school environment.
 - For example, it would be inappropriate for you to be on camera in a bathing suit, even if you happen to be sitting outside at a pool.

- Rule of thumb: If what you are wearing is not something that would be appropriate for you to have on while interacting with your teacher during a normal school day, do not wear it while on camera.
- Be mindful of messaging on clothing, hats, or headwear.
 - We will adhere to HCPS specifications and FHS expectations in this matter. Displaying language, images, symbols, or messaging that does not follow HCPS guidelines or meet FHS's standards will not be allowed.
- ✓ **Be aware of your physical surroundings (i.e. your environment) when communicating electronically.**
 - Think about what is on your walls and/or in your background. Displaying language, images, symbols, or messaging that does not follow HCPS guidelines or meet FHS's standards of professionalism is not allowed.
 - Let other people in the household know when you are online and communicating with your camera and/or mic on. You do not want to inadvertently catch someone off guard.
 - Eliminate environmental distractions.
 - Turn off or mute your cell phone.
 - Turn off the TV and/or radio to minimize background noise.
 - Clear the room of noisy pets.
 - Keep your mic muted unless directed by your teacher to participate verbally.
 - Keep your camera turned off unless directed by your teacher to have it on.
 - Try to find a space such as a kitchen table, a countertop, or a desk from which to work; avoid having your camera on while lying in bed.

Expectations to Meet when Submitting Work Electronically

- ✓ **Teachers will be evaluating and assessing many pieces of students' work, so be sure to adhere to the submission guidelines set by each of your teachers, including**
 - where completed work should be submitted.
 - Ex. If a teacher directs you to submit an assignment via Canvas, do not send it as an attachment in an email unless you have arranged with the teacher to do so.
 - the type of document to submit.
 - Ex. If a teacher asks for a PowerPoint, do not submit a Word document.

Expectations to Meet when Communicating Electronically with School Personnel (teachers, counselors, support staff, administrators)

- ✓ **Use HCPS Student Email Only**
 - When it is necessary to send an email, email directly through your HCPS student account. Students should not initiate communication with teachers via personal emails.
- ✓ **Include Course/Period (Ex: English 10/2A) in the subject line of the message.**
 - Failing to use your HCPS account and/or include **Course/Period** in the subject line may delay or prevent a response.
- ✓ **Adhere to the following writing standards:**
 - Begin all email correspondence with an appropriate greeting/salutation.
 - Ex: *Hi, Ms. Jones,*
 - Tone is easily misunderstood in electronic exchanges; skipping this step can make your email sound unintentionally rude.
 - Provide some context for the purpose of your email.
 - Ex: *I'm emailing you because I can't remember how to submit my assignment on Canvas.*
 - Teachers will need this context to provide you a specific response.

- Make sure that your questions are direct but politely worded.
 - Ex: *Can you please remind me where I can find these directions?*
 - If your questions are too vague, your teacher will not be able to determine how to help you.
- End your email with an appropriate closing.
 - Ex: *Thank you for your help.*
 - Skipping this step can make your email sound too curt or demanding.
- Include your name after the closing.
 - Ex: *John Doe*
 - Proofread and spell check before you hit “send.”

Sending an email with multiple typos is unprofessional and can interfere with the clarity of your message, as can use of abbreviations and slang. Email communication with school personnel is not synonymous with posts on social media such as Twitter or Snapchat. Punctuation matters.

Capitalization matters. Formal language matters. Use these writing conventions consistently and purposefully, just as if you were communicating with your boss in a workplace setting.

Reminders about Your Digital Footprint

- ✓ Remember: Your account can be traced back to you easily, even if you post under an alias or a made-up handle. You leave data footprints whenever you are online. HCPS’s Office of Technology can identify when you log on and off, when you access or open a folder or document, and when you submit an item. This data is all stored and can be retrieved.

Reminder about Academic Integrity

- ✓ Academic integrity is of the utmost importance whether you are learning in a traditional face-to-face environment or learning virtually. Please see the full FHS student handbook for our academic integrity policy.

FALLSTON HIGH SCHOOL ACTIVITIES PROGRAM

Students who plan to attend any school-sponsored athletic or social event (games, dances, plays, concerts, etc.) **must be present all day the day of the event.** If the event occurs on a Saturday, students must present all day Friday. Any exception (for an excused absence) must be granted by an administrator in advance of the event.

ATHLETICS

Fall Sports	Winter Sports	Spring Sports
Cheerleading	Basketball	Baseball
Cross Country	Cheerleading	Lacrosse
Field Hockey	Indoor Track	Softball
Football	Swimming	Tennis
Golf	Wrestling	Track & Field
Soccer		
Volleyball		

CLUBS AND ACTIVITIES

Academic Team	Anime Club	Art Club
Best Buddies	Business NHS	Criminal Justice Club
Drama	Dungeons & Dragons	English NHS
Envirothon Team	FBLA	Fellowship of Christian Athletes
French Club	French NHS	Freshman Class Council
GSA	German Club	German NHS
Green Team	Junior Class	Justice Cats (Mock Trial)
Newspaper	NHS	Peer Tutoring
SAC	Science NHS	Senior Class
SGA	Sophomore Class Council	Spanish Club
Spanish NHS	Speech and Debate	STARS
Student Service-Learning Club	Tech Crew	Ultimate Frisbee Club
Varsity Club	Voices of Equity	Yearbook

SCHOOL PUBLICATIONS

Literary Magazine	<u>Troubadour</u>	Annual (Spring)
Newspaper	<u>The Print</u>	Periodic
Yearbook	<u>Catamount</u>	Annual

HCPS ELIGIBILITY FOR PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES
(Athletics, Clubs/Organizations)

Fallston High School believes that the monitoring of students' grades and deportment which will determine their eligibility in school sponsored activities is a vital and shared responsibility of teachers, sponsors, coaches, and the Eligibility Committee.

Students participating in school sponsored activities are expected to maintain academic proficiency and to act as responsible school citizens. Failure to do so will result in a withdrawal or denial of participation privileges as established in the rules and policies which are explained in the following sections.

REGULATIONS AND PROCEDURES FOR THE ORGANIZATION AND ADMINISTRATION OF ATHLETIC PROGRAMS

1. MARYLAND PUBLIC SECONDARY SCHOOLS ATHLETIC PROGRAMS. Under the authorization of the Maryland State Board of Education, the State Superintendent of Schools has established regulations governing athletic programs for boys and girls in the public secondary schools of Maryland.
2. The Maryland Public Secondary Schools Athletic Association supervises the athletic programs in the public secondary schools of the State. All public high schools in Harford County are members of the association and are governed by its actions.
3. Local school systems may supplement the State rules governing their athletic programs with more restrictive ones. Less restrictive rules may not be adopted.
4. **HARFORD COUNTY BOARD OF EDUCATION** - The policies of the Board of Education of Harford County regarding the program of interscholastic athletics and notes clarifying their implementation are as follows:

In order to participate in curricular and extra-curricular activities in any Harford County Public School, students shall be officially registered and physically attending a Harford County Public School.

A student may be declared ineligible to participate in extracurricular activities for reasons based on scholastic status and/or citizenship.

Scholastic

A student will be declared ineligible when:

1. The student has received a failing grade in any subject on a quarterly report card or the student has received a failing grade in any subject as a final grade.
2. The student is not able to meet graduation requirements within the normal four-year program based on final course grades and quarterly report card grades.

Starting and Ending Times: Removal from eligibility shall be effective the first day of school following the distribution of report cards. Return to eligibility can be effective the first day after the quarter ends. Students must meet eligibility requirements to be reinstated. The principal will make the final determination.

At the end of the year, both scholastic rules shall apply.

Grades earned in summer school may replace failing quarter and final grades on the fourth quarter report card so that a student may become eligible for the start of the next school year.

Appeal: An ineligible student may appeal his/her ineligibility to a School Eligibility Committee. The student must make an appeal in writing within three school days after he/she has been declared ineligible. In the event that the ineligibility occurs at the end of the fourth quarter of the school year, the appeal must be made before the beginning of the preschool meetings of teachers. All appeals for Fall sports will be heard before the first day of practice. (NOTE: Normally on or about August 15th based on MPSSAA guidelines).

The Eligibility Committee will make one of two recommendations to the principal.

1. If the student was unable to control the circumstances causing the failures, recommend to the principal that the student be declared eligible.

2. If the student was able to control the circumstances causing the failures, recommend to the principal that the student should remain ineligible.

The principal's decision is final in cases of appeals. An ineligible student may not participate until the principal renders a decision. The Eligibility Committee shall meet no later than the fourth school day after report cards are issued.

PARKING REGULATIONS

1. The ability to park on campus is a privilege. Demand for parking permits far exceeds the space available. Therefore, permits will be issued on a prioritized needs basis to **SENIOR STUDENTS ONLY**. The reason for obtaining a parking permit is to attend *school-sponsored* activities that do not meet during the school day. Students must establish outside work and responsibility schedules so they fit school hours. Students who are on boundary exceptions are not guaranteed parking permits.
2. All student vehicles driven and parked on FHS property must be registered to the student or the family of the student. Parking permits must be clearly displayed on the rearview mirror and visible through the car windshield. The information on the permit must be visible at all times while on the FHS campus. Should another family vehicle be driven, you **MUST** notify the office immediately. That vehicle should also display your parking permit.
3. Students must present a valid driver's license, registration information, and insurance card to obtain a permit.
4. All vehicles that do not display a valid FHS parking permit as described in the aforementioned regulations are subject to citations per Harford County Code 244-17.1(16) and are subject to school discipline action which may include loss of current and/or future parking privileges.
5. **Parking permits are not transferable. Only the person to whom it has been issued can use the permit. Sharing a permit may result in immediate and permanent loss of the permit.**
6. Students must park their vehicles as soon as they arrive on school property. Students must park in the lot and space to which they are assigned.
7. A limited number of temporary parking spaces are available to SENIOR students only. Students must obtain a temporary parking permit from the main office prior to the day(s) of request.
8. Leaving the school building or school property after the car has been parked is prohibited without a pass from an administrator.
9. The driver of the vehicle is responsible for the behavior and actions of all passengers in the vehicle. Inappropriate behavior of passengers may be sufficient cause to revoke parking privileges.
10. A parking privilege can be removed as part of disciplinary actions taken by the principal or his designee. **Parking privileges can be removed as a result of the following, but not limited to: poor attendance, truancy, unsafe driving, parking illegally, cutting class, lateness or unexcused absences, transferring your permit to another student, becoming ineligible, etc.**
11. All Harford County Public School rules apply while students are in cars and on school property, including drugs, alcohol, tobacco possession, smoking and vaping.
12. Maryland law allows for vehicles on school property to be searched by appropriate school authorities having reasonable suspicion.
13. All drivers park at their own risk. FHS and Harford County Board of Education will not be responsible for loss or damage to vehicles or their contents while they are parked on school grounds. Any incident should be reported to the school resource officer and to a school administrator in writing.
14. ***Parking permits for each third of the year cost \$15 which must be paid to the school before the issuance of the permit. Full year permits for waiver students are \$45 for the year. (All payments will be made through Schoolcashonline) Lost or stolen permits must be reported to the office immediately and may be replaced for \$10.***

HARFORD COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK BRIEF

As a quick reference for students, this handbook brief serves to provide a general overview of certain legal requirements, Board of Education policies, and administrative procedures. The following excerpts do not contain all laws, policies, or procedures in their entirety and should not be relied on as such. Students and parents/guardians should familiarize themselves with the full handbook, available online at www.hcps.org in the Parent/Student Handbook Calendar. Items listed in this handbook are subject to change without notice. Topics are listed in alphabetical order.

ALCOHOL, METAL DETECTORS & SURVEILLANCE CAMERAS

Based upon reasonable suspicion, students can be asked to submit to an alcohol odor detecting device or metal detector during the school day or at after school events on school property. Some schools may have video surveillance cameras. Some buses operated or contracted by HCPS may have both video surveillance cameras and audio recording equipment to monitor student safety and behavior. **Please view the full handbook and/or the Board Policy Manual for more information.**

ATTENDANCE

Daily attendance is crucial to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are expected to attend school and all classes regularly and to be punctual. Upon returning to school from an absence, a student is required to bring a written note from a parent/guardian stating the reason for each absence within three school days of the student's return to school.

During a normal operating scheduled day:

If a student...	They are counted...
Is in attendance for more than half of the time they are scheduled to be in attendance on a given day	Present for full day
Is not present to school on time and present for more than 50% of their school day	Tardy
Leaves prior to the end of the school day and in attendance for more than 50% of their school day	Early dismissal

During a delayed opening or early dismissal:

If a student is...	They are counted...
Absent no more than 30 minutes	Present for full day
In attendance for at least 2 hours	Present for half day
Absent less than 30 minutes in the morning	Tardy
Absent less than 30 minutes before dismissal	Early dismissal

Students scheduled for a partial day are counted present based on the amount of time he/she is scheduled. Example: A student scheduled for a two-hour block of time will be counted present for a full day if in attendance for that entire block of time. The student is absent if they are not present for that entire block of time. A student is present for one-half day if in attendance for one hour.

LAWFUL ABSENCES

Lawful absences include death in the immediate family; illness of the student, which may require a physician's certificate from the parent/guardian; court summons; hazardous weather conditions; work approved by the school, the local school system, or the State Department of Education and accepted by the local superintendent, school principal, or their designees; observance of a major religious holiday; pregnancy and parenting; state of emergency; suspension; lack of authorized transportation, not including authorized transportation denied for disciplinary reasons; other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Family vacation absences are considered lawful only if they have prior written approval of the principal and do not exceed five days per school year. Written requests must be made at least ten school days in advance of the requested vacation absence and after approval, parents/

guardians and students are responsible for requesting assignments.

UNLAWFUL ABSENCES

An absence, including an absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy. Repeated unlawful absences will require a school conference between the appropriate school personnel and parent/ guardian and may result in a referral to the pupil personnel worker.

STANDARD FOR REGULAR ATTENDANCE

The standard for regular attendance is the minimal requirement for student attendance in order to permit continuity in the instructional program. The standard includes both lawful and unlawful absences within a marking period, semester or school year. Students will be defined as chronically absent if they are enrolled at least 10 days in a school and absent at least 10 percent of the time, regardless of the reason. The actions taken when the standard is not met should reflect a continuum of consequences for increasing absenteeism. School officials may waive these actions when they are aware of circumstances beyond the student's control, such as documented chronic illnesses, etc. In addition, students who receive services under an Individualized Education Plan(IEP) or 504 Plan may not necessarily be subject to the consequences for failing to meet the attendance standard.

Beginning with the fourth absence, early dismissal and/or tardiness, the parent/guardian will be notified in writing. Continuing absence and/or tardiness of the student will result in the initiation of one or more of the following actions: Conference with the parent/guardian, student and the principal or designee; Probationary time period - verbal agreement; Written contract; After-school detention; Saturday school (non- teaching day attendance); Removal of school privileges; Restriction of extracurricular activities; In-school suspension (due process procedures followed); Referral to the Office of Student Support Services and/or the pupil personnel worker for appropriate intervention; Referral to the Office of Student Support Services for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

MAKE-UP WORK PROCEDURES

There is no make-up work obligated to students who have been unlawfully absent from school. It is the responsibility of the student/ parent/guardian to request missed assignments within the requested timeframe. Students shall be given the number of days equal to the number of days absent to turn in completed make-up work. Assignments may be provided, when possible, in advance of a lawful absence if requested by a parent/guardian at least five days in advance of the absence and approved by the principal or designee. Submission of the make-up work provided in advance is required upon the return of the student to school unless extenuating circumstances have been documented. The teacher shall provide the required make-up work in accordance with the method chosen by the teacher and shall collect and correct the make-up work. A reasonable timeline for the completion of the work will be established by the teacher. It is recommended that this exchange of completed and newly assigned work be done on a weekly basis. The student will be accountable to complete all assigned make-up work.

All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline. **Please view the full handbook and/or the Board Policy Manual for more information.**

BULLYING, CYBERBULLYING, HARASSMENT OR INTIMIDATION

Bullying, cyberbullying, harassment, and intimidation are prohibited and not tolerated by the students, volunteers or employees of Harford County Public Schools.

If you believe your child has been the victim of bullying, cyberbullying, harassment, or intimidation, you are asked to notify a school staff member and complete a Bullying, Cyberbullying, Harassment or Intimidation Reporting Form. The form is available on the Harford County Public Schools website, www.hcps.org, and at your child's school. The form may be submitted online or returned to the principal at the student victim's school. Contact the school for additional information or assistance.

DRESS CODE

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, inoffensive, and not disruptive to the educational process. The student dress code is intended to create and preserve a positive climate for teaching and learning, reduce the possibility of discipline problems, and preserve school

order and safety. The intention of the policy is to seek compliance from students and to avoid disciplinary action unless there are repeated offenses or serious aggravating circumstances.

Students' style of dress or grooming must meet the reasonable requirements of a course or activity.

- Clothing must cover the chest, midriff, pelvic/groin area and buttocks down to the upper thigh with opaque material.
 - Students must wear:
 - Shirt
 - Bottom (e.g., pants, sweatpants, shorts, skirt, dress, and leggings)
 - Shoes must be worn at all times and should be safe for the school environment. Bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
 - Curricular and activity specific shoes may be required.
 - All tops must have shoulder straps. See through garments must not be worn without appropriate coverage underneath that meets the requirements of this dress code.

Accordingly, students are prohibited from wearing clothing, jewelry, tattoos, bookbags or other articles of personal appearance that:

- Depict profanity, obscenity or violence.
- Promote the use of tobacco, drugs, alcohol or other illegal or harmful products.
- Contain sexually suggestive messages.
- Unduly expose or reveal skin or undergarments.
- Contain language or symbols that offend or demean an identifiable person or group or otherwise infringe on the rights of others in violation of the Board harassment or discrimination policies.
- Cause, or is likely to cause, a substantial or material disruption to school activities or the orderly operation of the school, including, but not limited to symbols of hate, both current and historic, hate groups, and gang-related attire.
- Contain profane, disrespectful or discourteous expression which is lewd or inconsistent with civil discourse and behavior.
- Endanger health or safety.

SPECIAL PROVISIONS AND RESTRICTIONS

The following examples are provided for guidance in implementing the policy and are not intended to list every possible violation or circumstance.

- **PHYSICAL EDUCATION** – Proper physical education apparel and shoes are to be worn. For secondary students, the appropriate school physical education uniform should be worn. No jewelry, with the exception of stud earrings, medical bracelets, and fitness trackers, may be worn during physical activity. Jewelry which needs to be removed for physical education class shall be the responsibility of the student.
- **OUTERWEAR** – It is a general expectation that outer garments, including, but not limited to, lightweight jackets, hats, etc. are not to be worn during the school day. These items are to be stored in lockers. Principals shall have the discretion to permit students to wear outerwear/headwear in the school building when conditions are warranted. Headwear that interferes with identification of a student for safety and security purposes, denotes membership in a gang or hate group, identified in partnership with law enforcement, and/or disrupts the orderly operation of school is prohibited.
- **JEWELRY** – Jewelry/body piercings (example: spiked jewelry, chokers, rings, bracelets) that pose a health or safety hazard or is disruptive to the orderly process of the school is not permitted. Chains that could cause injury to others are not permitted.
- **SUNGLASSES** – Sunglasses are considered inappropriate for inside wear. Medical exceptions may be considered by the principal.

DRESS CODE VIOLATIONS

Principals will have the authority to suspend or waive the restrictions on clothing for social events such as, but not limited to, proms, homecoming dances or school sponsored activities aimed at promoting school spirit. When a student's attire or personal appearance violates this policy, the principal or designee shall investigate and take appropriate actions. **Please view the full handbook and/or the Board Policy Manual**

for more information.

DRUG DETECTING DOGS IN SECONDARY SCHOOLS

The Board of Education of Harford County permits the use of drug detecting dogs in secondary schools. Drug detecting dogs may be used in school buildings and on school parking lots during the day when students are present. Drug detecting dogs may be used randomly or at the request of the principal based on reasonable suspicion that drugs might be in the school. Under no circumstances will a drug detecting dog be used to sniff any individual person. When, in the opinion of the dog's handler, a drug detecting dog has alerted on a locker or other property in the school, a search may be conducted by the principal or his/her designee. When, in the opinion of the dog's handler, a drug detecting dog has alerted on a vehicle, a search may be conducted by a police officer in accordance with law enforcement agency policy. Students who are in possession of controlled dangerous substances and other items that constitute a violation of the policies of the Board of Education will be disciplined in accordance with the appropriate procedures.

HOMEWORK

Homework is typically not assigned over holidays when public schools are closed. **Please view the full handbook and/or the Board Policy Manual for more information.**

INCLEMENT WEATHER POLICY

Any change from the normal school schedule as a result of inclement weather will be communicated through the school system's mass communications system, email, text message, Twitter, Facebook, and on radio and television broadcasts. In addition, changes will be listed on the Harford County Public Schools website at www.hcps.org. No telephone calls or media announcements will be made when schools are operating on a normal schedule. **Please view the full handbook and/or the Board Policy Manual for more information.**

NONDISCRIMINATORY PRACTICES

The Board is committed to providing an environment that is safe and optimal for academic achievement and productive work activity and free from any form of unlawful discrimination. Any act of such discrimination, committed by a member of the school community is a violation of this policy. Harford County Public Schools will investigate all complaints of discrimination and/or harassment and will take appropriate disciplinary or other action against any member of the school community who is found to have committed any act of discrimination.

PERSONAL PROPERTY

Personal property that is brought into the school by students is not covered under the insurance of Harford County Public Schools. Homeowner's insurance or Renter's insurance may have off-premises coverage for valuable items, such as musical instruments, but you must confirm coverage with your personal insurance carrier. Students and parents/guardians should evaluate the personal items that are brought to school and should permanently mark items so they are clearly identifiable.

PORTABLE COMMUNICATION POLICY

Students may possess or use a portable communication device (PCD) on school grounds and buses under the following circumstances:

- Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student's Individualized Education Plan or Section 504 Plan.
- Teachers may allow students to use a PCD in the school building for an instructional purpose if the teacher has received authorization from an administrator and the usage follows the Acceptable Use Policy for Students.
- Students in high schools may possess a PCD on school grounds and buses during the regular school day provided:
 - the student keeps and maintains the PCD so it cannot be seen by others;

· the student does not use or activate the PCD in any fashion.

- Students in middle school may possess a PCD on school grounds during the regular school day provided the PCD is kept and maintained in the student's locker and is deactivated.
- Students in elementary school may possess a PCD on school grounds during the regular school day provided the PCD is kept and maintained in the student's backpack or cubbie and is deactivated.
- Students enrolled in any grade may use PCDs on school grounds before the regular school day and after the regular school day.
- Students in any grade may use PCDs on school buses before or after the

regular school day provided:

- students may not use PCDs for conversation, calls, photographing or videoing;
- such use does not include implementation of the audio component of the PCD unless the student uses ear buds.
- Students' possession or use of PCDs permitted under this policy shall not:
 - disrupt the educational environment;
 - violate federal or state law or regulation;
 - violate Board policy and procedure including Board policy and procedure relating to student conduct and harassment; or
 - invade the privacy of other students.

Students and their parents are responsible for any theft of, loss of or damage to the student's PCD. **Please view the full handbook and/or the Board Policy Manual for more information.**

PRIVACY RIGHTS OF PARENTS & STUDENTS

The Family Educational Rights and Privacy Act (FERPA)/Student Records.

DEFINITIONS

- Directory Information - Records which contain personally identifiable information, but which have been designated by HCPS to be disclosed without parent/guardian consent.
- Personally Identifiable Information (PII) - Data or information including (a) the name of the student, his/her parents/guardians and family members; (b) address; (c) social security number or student number; (d) a list of personal characteristics which would make it possible to identify the student with reasonable certainty; or (e) other information which would make it possible to identify the student with reasonable certainty.
- Student Records - Records that are: (a) directly related to a student; and (b) maintained by Harford County Public Schools or by a party acting for Harford County Public Schools.

NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

The FERPA affords parents/guardians and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's records. These rights are:

- The right to inspect and review the student's records within 45 days after the day the school receives a request for access. Parents/Guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents/Guardians or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to provide written consent which authorizes the school to disclose personally identifiable information (PII) from the student's records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests.

A school official is a person employed or hired by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff), school resource officer or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the

school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent/guardian or a business providing technology services or student voluntarily serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The following is the name and address of the office that administers FERPA: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

NOTICE FOR DISCLOSURE OF DIRECTORY INFORMATION

FERPA requires that Harford County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Harford County Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Harford County Public Schools to include this type of information from your child's records in certain school publications.

In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the local school system that they do not want their student's information disclosed without their prior written consent.

If you do not want Harford County Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify the student's principal in writing within 10 school days of the first day of school. Harford County Public Schools has designated the following information as directory information:

- Student's name and grade, but only when it appears on honor roll or graduation list or as a member of a school-approved team, club or other student organization or school publication;
- Participation in officially recognized activities and sports;
- Weight and height of members of athletic teams;
- Degrees and awards received.

RESPONSIBLE USE OF TECHNOLOGY

Harford County Public Schools provides telecommunications resources to its students for educational purposes. Telecommunications resources shall be used in accordance with the Responsible Use Procedure (RUP). By logging in to a telecommunications platform, students agree to the terms and conditions within the Harford County Public Schools RUP. The RUP is available on www.hcps.org. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT ACCIDENT INSURANCE PROGRAM

Harford County Public Schools insurance does not cover student injuries due to accidents at school or during school-sponsored activities such as physical education, afterschool sports, and field trips. At the beginning of each school year, Harford County Public Schools provides parents/guardians with information on a voluntary accident insurance program. If you are concerned about coverage in the event of an accident, this insurance may be a way for you to cover a gap caused by a lack of health insurance, dental insurance, or a large deductible on your present health insurance. For more information, please visit www.hcps.org/departments/BusinessServices/riskmanagement. If you have any questions, please contact the Risk Management Office at 410-588-5326. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT DISCIPLINE

- In-school suspension – The removal within the school building of a student from the student's regular education program for up to, but not more than, 10 school days per school year for disciplinary reasons by the school principal.

- Short-term suspension – Removal of a student from school for up to, but not more than, three school days for disciplinary reasons by the principal.
- Long-term suspension – Removal of a student from school for a time period between four and 10 school days for disciplinary reasons by the principal.
- Extended suspension – The removal of a student from a student's regular program for a time period between 11 and 45 school days by the superintendent of schools or his/her designee.
- Expulsion – The removal of the student from the student's regular school program for 45 school days or longer.

BEHAVIOR WHICH HAS TAKEN PLACE OFF SCHOOL PROPERTY

Students may be disciplined, including suspension or expulsion, for behavior which has taken place off school property and/or beyond the school day, if the behavior is determined by the principal to impact the educational environment of the school, the safety and/or welfare of other students and/or staff, and/or the maintenance of school order and discipline. The principal may suspend the student for up to 10 school days.

Students are subject to suspension for forwarding social media content resulting in danger or disruption, even if they did not create the original content, including but not limited to: bullying, harassment, threats, threats of school violence, and hate messages.

RESTITUTION

If a student is determined to have violated these discipline policies or a school regulation and in the course of that violation damaged or destroyed school property or the property of another person while on school property and the matter is not referred to the Department of Juvenile Services, the principal shall require the student or the student's parent/guardian to make restitution. The restitution required by HCPS may not exceed \$2,500. The principal may assign the student to a school work project if the principal determines that this is an appropriate means to provide restitution for all or a part of the damage to property. Court ordered restitution required by law may exceed the threshold of \$2,500.

OFFENSES SUBJECT TO REFERRAL

Students shall receive a 10-day suspension and referral to the superintendent of schools with the recommendation for further disciplinary action for certain offenses including, but not limited to, possession, use, sale, distribution, or transference of a controlled dangerous substance, medicine, alcohol, inhalant or other intoxicant, or to be in possession of paraphernalia or a substance misrepresented to be a controlled dangerous substance or alcohol; verbal or physical threat to a person; attack on a person; chronic disruption; dangerous weapons; possession or use of an object which reasonably could cause physical harm or injury to a person, or an object which is represented to be, and a reasonable person would conclude was, a dangerous weapon, and for which there is no reasonable or legitimate cause for the student to possess or use on the property of Harford County Public Schools or at a school-sponsored activity; arson/fire; sexual attack; and false alarms/bomb threats. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT LOCKERS

Where available, lockers will be provided for students to have a secure repository for books, clothing, school materials, etc. Each school principal will establish procedures for assigning lockers. Students shall be personally and solely responsible for the contents, cleanliness and condition of the assigned locker. Students will not be permitted to use personal locks on school lockers. Students are expected to report any case of a broken/unsecured locker or theft immediately to the school main office, physical education teacher or athletic team coach as appropriate. Harford County Public Schools shall not assume responsibility for the theft, loss or damage of books or any personal items in a student locker. It is the responsibility of all students to cooperate fully with any lawful investigation by authorized persons on school property. It is the responsibility of students not to enter school property with dangerous or illegal items or those items that constitute violations of school policy. A principal or assistant principal may make a search of the physical plant or its appurtenances, including lockers used by students without notice to the student or their parent/guardian. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT SEARCH AND SEIZURE

The principal or assistant principal may make a reasonable search of a student, including the search of a student's backpack or other belongings, on the school premises if he or she has a reasonable belief that the student is in possession of an item, the possession of which is a criminal offense under the laws of this state, a violation of any other Maryland state law, or a violation of a rule or policy of the Board of Education. This search shall be made in the presence of a third party.

A principal, assistant principal, or teacher may make a reasonable search of a student on a school-sponsored trip if the searcher has a reasonable belief that the student has in the student's possession an item, the possession of which is:

- A criminal offense under the laws of this state; or
- A violation of any other Maryland state law; or
- A violation of a rule or regulation of the local school Board

A search authorized above shall be made in the presence of a third party. **Please view the full handbook and/or the Board Policy Manual for more information.**

TITLE IX COMPLAINT PROCEDURES

Title IX of the Education Amendments of 1972 states in part, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Section 1681 et seq., And its implementing regulations, 34 C.F.R. Part 106; et seq., Prohibits discrimination on the basis of sex in education programs or activities operated by recipients of Federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination and is prohibited by Title IX.

In accordance with the Title IX regulations, the Board of Education of Harford County has adopted Title IX complaint procedures for students, parents/guardians, employees, and other persons.

1. Reporting.
 - a. Any HCPS employee or member of the Board of Education who has knowledge of or is on notice of conduct that may constitute sexual harassment or allegations of sexual harassment occurring in the education program or any activity of the school system must report that information immediately.
 - b. Any parent or student who believes they are a victim of sexual harassment occurring in the school system's education programs or activities is encouraged to report the matter to the student's administration.
2. Investigations
 - a. Once an allegation has been accepted by the Title IX coordinator, an investigation is initiated.
 - b. Information is gathered through witnesses, technology, or any other means.
 - c. In some instances, the police may be involved. HCPS will work with the police investigation as well.
 - d. Both parties (Complainant & Respondent) will review evidence within the investigation. This will allow either party to provide additional information as needed.
3. Decision making
 - a. Superintendent or the Designee will make a determination of responsibility based on the allegation.
 - b. If found responsible, sanction/discipline can range from a warning to suspension/expulsion or termination.
4. Appeals
 - a. Either party can appeal the outcome of the decision.
 - b. Appeal guidelines must be followed.

Please view the full handbook and/or the Board Policy Manual for more information.

TRANSPORTATION

TRANSPORTATION RULES FOR STUDENTS

The following transportation rules apply to all students riding buses to and from Harford County Public Schools. In addition, all other policies adopted by the Board of Education regarding student behavior on school property will be enforced on Harford County Public Schools'

buses including but not limited to the "Rights and Responsibilities of Students".

School bus transportation will be withdrawn from a student who is excluded from the classroom as a result of a condition that presents a clear and direct health risk to others. Some examples may include head lice, bloody nose, measles, fever and vomiting, etc. Students who are suspended from school are not permitted to ride the school bus.

Students are required to:

1. Follow directions given by the bus driver. Insubordination or disrespectful behavior will not be tolerated.
2. Sit in assigned seat as directed by the driver.
3. Be respectful to other students.
4. Keep the aisleway clear.
5. Remain seated and face forward at all times when the bus is in motion.
6. Refrain from any loud, profane, obscene language or gestures.
7. Refrain from throwing any object inside, outside or in front of the school bus.
8. Keep all bookbags, books, school equipment, musical instruments, or other personal belongings contained to his/her assigned seat. If the instrument is too large it may not be able to be transported. This will be made at the discretion of the bus driver.
9. Keep all parts of the body inside the bus and in his/her assigned seat.
10. Keep all objects inside the bus and be respectful of motorists.
11. Cooperate in keeping the bus clean from debris and damage.
12. Never bring glass on the bus.
13. Never eat, drink or chew gum on the bus.
14. Use designated bus stop assigned by the Transportation Department.
15. Arrive to the bus stop five at least (5) minutes prior to the scheduled arrival.
16. When/if using any personal electronic device, students are required to

use earbuds/headphones and must refrain from making calls, taking video or photographs while on the school bus.

PARENT/GUARDIAN TRANSPORTATION

Parents/Guardians who choose to drop their child off at the school are responsible for the safety of their child until the school is open for students. Parents/Guardians who are not aware of the time that students are allowed to enter the school must contact their respective school directly for the information.

PARENT/GUARDIAN RESPONSIBILITY

Each parent/guardian has a role in the safe and efficient operation of the HCPS student transportation system. Parents/Guardians shall assume their responsibilities with the transportation system and extend cooperation and support to the people charged with its operation. Any interference with the official duties of the school bus driver may result in suspension of service and/or criminal charges.

Parents/Guardians should be aware that the privilege to ride a school bus may be temporarily or permanently revoked if the "Transportation Rules for Students" are violated.

- Parents/Guardians are responsible for the safety of their children from the time they leave home in the morning until the time they board the school bus and, at the end of the school day, from the time the school bus drops the student off at their bus stop. For those students in a non-service area, getting to and from the school safely is a parental responsibility.
- Parents/Guardians should check the bus routes prior to the start of the school year to review the accurate bus information. Bus stop information can be found on the HCPS website. Bus routes and stops are subject to change.
- Parents/Guardians are never to board the school bus unless authorized by the bus driver to do so and are never to create any disruption to the transportation system. Parents/Guardians who interfere with the official duties of the bus driver may be subject to suspension of bus service and/or criminal charges.
- Parents/Guardians should be aware that students are required to arrive to the bus stop at least five (5) minutes prior to the scheduled

arrival time.

- Parents/Guardians should be aware that students are required to utilize the designated bus stop assigned by the Transportation Department. Requests may be made for the use of another bus stop to the principal for emergency situations and approval must be provided to the bus driver in writing.
- Parents/Guardians should be aware that large items or personal belongings that interfere with other students' seating are not permitted on the school bus.
- Parents/Guardians shall be responsible for any damage or destruction of the school bus. Any destruction to the school bus may result in withdrawal of transportation services until the cost of the damage is settled.
- Only during a mid-day bus run is adult supervision is required for PreK students at the bus stop until the child is picked up, and at the time a child is dropped off.
- Adult supervision may also be required for before and after school programs.

Please view the full handbook and/or the Board Policy Manual for more information.