

BOONSBORO HIGH SCHOOL

10 Campus Avenue Boonsboro, MD. 21713

Main Office: 301-766-8022 Guidance Office: 301-766-8025

www.wcps.k12.md.us/boonsboro_high

Boonsboro High School Phone Directory

Main Office.....	301-766-8022
Attendance Office.....	301-766-8029
Guidance Counseling Center.....	301-766-8025
Health Office.....	301-766-8026
School Resource Officer.....	301-766-8023
Athletic Director.....	301-766-8028

Disclaimer

School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state, and local regulations and are subject to such review and alteration as become necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the right of others.

Mission

We collaborate to provide each student with the knowledge, skills, and processes for global success.

Vision

Empowering students today for tomorrow.

Nickname

Warriors

School Colors

Blue & White

Alma Mater

Here mid the hills and field of green
 She gives her wisdom to young minds
 Opens their eyes that they might see
 Visions of what may come to be
 Boonsboro High – to her we all have come
 Our aspirations to embrace
 Our future in her hands we place
 Courage to greet the world we face.
 Here come the minds that long for wings
 Searching for wind on which to fly
 Friendships and memories that will last
 After our high school days have past.
 Boonsboro High – she holds for us the key
 To reach our goals and grasp our dreams
 When we must leave to do our part
 We'll take her with us in our heart.

WARRIOR CHANGES AND HIGHLIGHTS
2014-2015

- **Administration**
 - **Dr. Hamilton - Principal**
 - **Mr. Fazio - Assistant Principal 9th and 11th grades**
 - **Mr. Marriott - Assistant Principal 10th and 12th grades**

- **Counselors**
 - **Mrs. Taylor – 9th grade A-G; 11th grade**
 - **Mrs. Franklin – 9th grade H-O; 10th grade**
 - **Mrs. Little – 9th grade P-Z; 12th grade**

- **Hall passes will not be permitted the first or last 10 minutes of the period unless it is a true emergency**

- **To attend Prom or Homecoming, students must be in Good Standing the month of and prior to the dance in addition to other criteria.**

- **Upon accumulation of the following number of tardies to class, the following disciplinary actions will be taken by the teacher:**
 - 1st offense: Verbal Warning**
 - 2nd offense: Individual talk with student**
 - 3rd offense: Parent notification - confirmed**
 - 4th offense: Teacher assigned lunch detention to AI and parent notification**
 - 5th offense: Teacher assigned 2 lunch detentions to AI or one hour after school detention, and parent notification**
 - 6th offense: Referral to Assistant Principal (only if steps 1-5 were completed)****Every subsequent offense will result in a referral to the appropriate Assistant Principal.**

GENERAL INFORMATION

BELL SCHEDULES 2014- 2015

REGULAR DAY

First Period 8:45-9:48
Second Period..... 9:52-10:50
Third Period..... 10:54-11:52
Fourth Period..... 11:56-1:26
First Lunch 11:54-12:24
Second Lunch 12:25-12:55
Third Lunch..... 12:56-1:26
Fifth Period..... 1:30-2:28
Sixth Period 2:32-3:30

2-HOUR DELAY

First Period 10:45-11:22
Second Period..... 11:26-12:00
Fourth Period..... 12:04-1:36
First Lunch 12:04-12:34
Second Lunch 12:35-1:05
Third Lunch..... 1:06-1:36
Third Period..... 1:40-2:14
Fifth Period..... 2:18-2:52
Sixth Period 2:56-3:30

2.5 HOUR EARLY DISMISSAL

First Period 8:45-9:16
Second Period..... 9:20-9:48
Third Period..... 9:52-10:20
Fifth Period..... 10:24-10:52
Sixth Period 10:56-11:24
Fourth Period..... 11:28-1:00
First Lunch 11:28-11:58
Second Lunch 11:59-12:29
Third Lunch 12:30-1:00

Morning Assembly

First Period 8:45-9:31
Second Period..... 9:35-10:20
Assembly Period 10:24-11:26
Fourth Period..... 11:30-1:04
First Lunch 11:30-12:00
Second Lunch 12:02-12:32
Third Lunch..... 12:34-1:04
Third Period..... 1:08-1:53
Fifth Period..... 1:57-2:42
Sixth Period 2:46-3:30

Afternoon Assembly

First Period 8:45-9:31
Second Period..... 9:35-10:20
Third Period..... 10:24-11:09
Fifth Period..... 11:14-11:59
Fourth Period..... 12:-03- 1:37
A/First Lunch 12:03-12:33
B/Second Lunch 12:35-1:05
C/Third Lunch 1:07-1:37
Sixth Period 1:41-2:26
Assembly Period 2:26-3:30

CONFERENCES

Parents may arrange conferences with teachers by e-mailing the teacher directly, by calling the counseling center, or by calling the appropriate administrator.

COUNSELING CENTER

Individual and group counseling are provided in the counseling center. Help is provided for students to solve personal and academic problems, to make suitable decisions, to develop positive attitudes, and to make educational and career plans. A comprehensive collection of college catalogs and career materials is available for student use in the counseling center. College admissions officers are routinely scheduled to visit the school and talk with students throughout the year. Scholarship and financial aid information is made available to all students pursuing post-secondary education. Aptitude and interest tests are given to students to aid in placement and to help students assess their strengths and weaknesses. Student records are maintained in the counseling center. Issues regarding transportation such as bus numbers, pick-up points and or drop-off points are handled by the counseling center as needed.

Counselors:

Mrs. Amy Taylor – 9th graders with last name beginning A – G and 11th Grade (Class of 2016)

Mrs. Joy Franklin – 9th graders with last name beginning H – O and 10th Grade (Class of 2017)

Mrs. Jessica Little – 9th graders with the last name beginning P – Z and 12th Grade (Class of 2015)

HALL PASS

Hall passes are not to be given during the first and last 10 minutes of each class period unless the student is having an emergency. Students must have permission to be in the hallways during class time, and must be carrying a visible hall pass signed by a staff member. Students in the hallways with a pass are to go directly to the intended destination and directly back to the classroom. Students who abuse hall privileges can be denied those privileges, and when necessary will be escorted by an administrator or staff member. Students with medical conditions that may require more frequent use of the restroom MUST have a physician's note on file with the school nurse. The school nurse will then make the appropriate arrangements to meet the student's needs. Verbal claims or parent-written notes regarding such conditions will not be accepted.

HEALTH ROOM

The School Health Program is a cooperative effort of the Board of Education and Meritus Health. The Health Room is staffed by a registered nurse, and is located in the main office corridor. Health services are available to students and staff during school hours. The Health Room provides a broad range of services including: illness appraisal, first aid, administration of medication, parent conferences, and development of individual health care plans for students with specific health needs, review of immunization history, and health education. In order to visit the Health Room, students must obtain a written pass from their classroom teacher. The student will remain in the Health Room until parents have been contacted or until the student is able to return to class. Early dismissals due to illness will be coordinated by the school health staff and the attendance office. Students will be released only with the permission of the parent, guardian, or friend/relative indicated on the Student Health Family Information Card. Students dismissed due to illness will not be permitted to drive or walk home unless special arrangements are made with the parent and permission is granted by an administrator.

LOCKERS

Students will be assigned a locker by their homeroom teacher. Those students taking Physical Education classes will also have lockers available to use in the locker room area for the duration of their class. Replacement fees for locks lost or stolen will be \$5 per lock. Keep you lock on your locker at all times and do not share you locker combination with anyone. Being late to class due to visiting school lockers does not justify or excuse a tardy to class. The school does not assume any responsibility for the security of items placed in school or gym lockers. Lockers are school property and may be inspected, opened for repairs, or searched at any time.

LOST AND FOUND

Items lost and found are located in the main office. Students will be required to identify found items in order to claim them. During the middle and end of the school year, unclaimed items will be donated to Good Will.

FOOD AND DRINK REGULATIONS / CAFÉTERIA

There will be three separate lunch periods throughout 4th period. Please check with your 4th period teacher for your exact schedule. The following guidelines should be adhered to in order to maintain a safe or orderly environment:

- 1) All food and drink, regardless if purchased at school or brought from home, must be consumed in the cafeteria.
- 2) All food and drink, brought from home, must be stored in a locker until lunch time.
- 3) When finished eating, students should remain in the cafeteria area. Students are not permitted to other parts of the building.
- 4) Students are not permitted to leave campus to eat lunch.
- 5) No restaurant, fast food, or convenience store food may be delivered to the student.
- 6) Coffee, coffee-like drinks, and energy drinks are not permitted in school.

MEDIA CENTER

The BHS Media Center provides access to various types of media for all students and staff. Students are encouraged to use media to gain information and for enjoyment. The Media Center is open from 8:15 a.m. to 3:45 p.m., unless otherwise announced. The media specialist's job is to help Media Center users. Never hesitate to ask for help. Always check with the media specialist if you can't find media or to be sure you have located the best material. The online library catalog provides access to materials from all WCPS media centers. Most of the digital resources are available from home providing 24 hours a day access to these resources. Please see the media specialist with any questions and to obtain the school passwords for the digital resources. Please keep the following in mind:

- 1) You must have a pass to come to the Media Center.
- 2) Always have your pass signed before leaving the Media Center during the school day.
- 3) Ask the media specialist for a Media Center hall pass to use the restroom or water fountain.
- 4) Student use of the Media Center computers is a privilege. Computers in the Media Center are to be used responsibly.
- 5) Access to the internet in Washington County Public Schools is governed by Board of Education policy. Reference the county handbook for more details.
- 6) Overdue Media Center materials may result in the student's report card being held until all materials are returned or paid for.

PICTURE IDs

Picture IDs will be issued free of charge to every student attending BHS at the start of the school year (shortly after school pictures are taken). Students should have the student ID on them at all times during the school day. Students should be able to produce the student ID upon request. Students are responsible for their ID and should report lost or stolen IDs to the main office secretary. Replacement IDs will cost \$5 and must be paid at the time of ID pick-up or the student will be assigned a school financial obligation.

RESTROOMS

Students should make every effort to use the restroom between classes. Teachers that suspect a student is abusing the restroom policy will talk with the student and or notify the parent. Students should always use the restroom closest to their class. Students using restrooms in other areas of the building or roaming the halls may have their hall pass privilege revoked and or a referral submitted to administration. Being out of area subjects you to search.

SCHOOL BUSES

Bus transportation is a privilege. While you are riding to and from school in a county school bus, you are under the direct supervision of the driver and the indirect supervision of the school administration. When riding on the bus, you must obey all rules or the driver will report any misbehavior that interferes with the safe operation of the bus. Students who continually misbehave will be denied the privilege of riding the bus. If a student is removed from the bus, it will become the parent's responsibility to provide transportation during the removal time. Musical instruments too large to be taken to a seat may not be carried on the bus. When waiting for the departure bus, students must line up behind the white line painted on the sidewalk. Students are not allowed to walk between buses unless in the cross walk.

SCHOOL RESOURCE OFFICER

Boonsboro High School has one uniformed police officer from the Sheriff's Department, as well as access to other police services. This officer is referred to as the School Resource Officer (SRO). The SRO is assigned to assist BHS staff in the maintenance of a safe learning environment. The SRO investigates violations of the law and has complete police powers, including the authority to charge and arrest. Students and parents may contact the SRO directly or use administrative channels to share information and concerns.

STUDENT CHANGE OF ADDRESS OR CONTACT INFORMATION

In the event the student moves to a new address or contact information changes, the parent and/or student should notify the guidance office immediately with the new address and contact information. The Guidance Staff will explain to parents acceptable proof of residency documentation. It is vital to the operation of school, and for the safety of students to have complete and accurate student records on file. Contact the guidance office at 301-766-8025 for further information.

TOTEM POLE

The totem pole, a symbol of Warrior Spirit, which stands adjacent to the school's main entrance, was designed and carved by Monte Hughes. Monte was a starting offensive tackle on Boonsboro's first undefeated football team in 1968. To display his enthusiastic spirit, the creation of the totem pole became Monte's yearlong woodshop class project. The different sports figures represent the various sports teams in an effort to show each athlete's pride in their sport. With the help of his teacher, Mr. Del Schleuss, the totem pole was carved, painted, and erected in front of the school before Monte's class graduated in 1969. Over the years, the totem pole has remained a symbol of school pride. Monte Hughes passed away early in his life, a victim of Hodgkin's disease. He left behind not only a lasting memory of his school spirit and pride, but a symbol for all Boonsboro High School students who follow to cherish.

TRANSCRIPTS

Transcripts needed for military service, scholarship consideration, college applications, school transfer, or prospective employer may be requested from the counseling center. All senior transcript requests are free of charge. A \$2.00 charge will be assessed for all BHS graduates.

VISITATION

Visitors to the school must enter through the main entrance as mandated by Maryland State law, report to the main office to sign-in, receive a visitor pass, and display the pass on their clothing prior to going anywhere in the building. Guests may be escorted through the building to ensure safety. For the safety and security of the students and staff at Boonsboro High, all doors are locked once school begins. All Visitors to the building must be "buzzed" in at the front door and sign-in at the main office. Visitors will be asked to present identification and must indicate the purpose of the visit. Unscheduled visits to classrooms or unscheduled meetings with teachers and staff are not permitted. Visitors with a scheduled meeting or requesting to meet with an administrator will be directed to the appropriate office, and they must report directly to that office. Each visitor will be given a visitor badge which **MUST** be displayed while on the campus. Visitors must check out with the security desk prior to leaving. Visitors requesting to see students must be a legal parent/guardian with an urgent need to speak to the student or a designated representative of a community agency that has an urgent need to speak to the student during school hours. Such request will be made to an administrator who will determine if such a visit is necessary.

WORK PERMITS

Students under 18 years of age must obtain a work permit in order to accept employment in the state of Maryland. The law has certain requirements concerning the type of work, the hours, and conditions under which students may work. Applications and additional information may be obtained at the counseling center. Students working outside the state of Maryland will need to obtain a work permit within the state where they will be employed.

SCHOLASTIC INFORMATION

The Maryland State Department of Education and the Washington County Board of Education require all students to earn a minimum of 24 credits to graduate. Eighteen of these credits must be in the areas specified below. Additional credits may be chosen in other areas.

Twenty-four (24) credits

English - 4 credits

Social Studies - 3 credits

1 Local, State, and National Government

1 World History

1 Modern American History

Mathematics - 4 credits

1 Algebraic Concepts

1 Geometric Concepts

Science, laboratory-based - 3 credits

1 Biology

2 Additional Science Credits

Fine Arts - 1 credit

Technology Education - 1 credit

Physical Education - 1 credit

Health/Life Skills - 1 credit

Electives - 6 credits

In addition to the Maryland High School Diploma, students who obtain at least a 3.0 cumulative grade-point average on a 4.0 scale and earn at least 12 credits in courses identified as Honors will receive a Maryland High School Certificate of Merit.

In addition to the required number of credits, all students must:

- Complete a minimum of 75 hours of Student Service Learning. Seniors must submit SSL hours by the first school day of the month Prom is held in order to attend the Prom, and by the first school day in May to participate in graduation ceremonies.
- Pass assessments as required by the Maryland State Department of Education
- Earn credits to satisfy the requirements of the University of Maryland Completer Program and/or a Career and Technology Education Completer Program.

ACADEMIC INTEGRITY /CHEATING or DISHONESTY

Boonsboro High firmly believes in the student honor code which means that all students are required and expected to do their own work. It is the responsibility of each student not to cheat and to avoid the appearance of cheating.

Cheating can be considered:

1. Copying another person's work or allowing your work to be copied.
2. Providing answers for another student during testing.
3. Getting information on tests others have taken.
4. Bringing into the classroom or using any item which gives any student an unfair advantage in completing the assigned task.
5. Passing notes or talking during tests.
6. Plagiarism.

Disciplinary action for cases involving cheating is severe. The student will always receive a zero on the test or the assignment and the parent will always be notified. Reference the County Handbook's Academic Integrity Code that more carefully defines acts of dishonesty as well as outlines the mandatory consequences.

ADMINISTRATIVE RELEASE AND EXAM MAKE-UPS

When a parent receives prior approval for his/her child to be released from school, for a reason accepted by an administrator, that student's individual teachers will decide whether or not to give an early exam. If no exam is given, the student's grade will be determined by his grades prior to his absence.

ALTERNATIVE TO 4-YEAR ENROLLMENT

In recognition that a 4-year enrollment may not serve the best interests of some students, a junior student may be eligible to receive a diploma providing:

1. The student has satisfactory school attendance.
2. The student is making satisfactory progress toward earning required credits for a diploma in 3 years.
3. The student is accepted for early admission to an accredited college or early admission to an approved vocational, technical, or other post-secondary school.
4. A written request by the student and parent (guardian) is received and approved by the principal and the superintendent.

A graduating junior is eligible to participate in commencement at the conclusion of the junior year, but he/she is not eligible for senior awards, participation in homecoming court or any other rights and privileges of seniors.

WCPS GRADING POLICY - To review the grading policy, please visit <http://www.boarddocs.com/mabe/wcps/Board.nsf/goto?open&id=84VHJK7E2EF2>

The Board of Education of Washington County recognizes its responsibility for assuring the practice of regularly reporting the progress of pupils as they proceed through their formal educational experiences. Such reporting has several purposes: 1) to inform pupils of their progress and needs with regard to the instructional program, 2) to give parents needed insights into the teaching-learning process and how it is affecting their son or daughter with regards to achievement and effort, 3) to provide teachers with information about the progress and needs of pupils in their classes, and 4) to inform colleges or prospective employers of the nature and achievement of pupil's educational program.

Two marking periods will be included in each semester for a total of four marking periods per school year.

High School and Middle School year-long courses:

- Progress report (grades not included in determination of final grade) at approximately 4 weeks, 13 weeks, 22 weeks, and 31 weeks.
- Grade report (grades included in determination of final grade) at approximately 9 weeks, 18 weeks, 27 weeks, and 36 weeks.

High School semester courses:

- Grade report (grades included in determination of final grade) at approximately 9 and 18 weeks.

Interim reports will be issued at the mid-point of the first marking period of each course to students who are not minimally meeting standards or requirements.

In extenuating circumstances, the principal has the final authority on class changes and grading issues.

Final grades will be based on the average of the marking period grades.

Final exams, which include a written component, are required in every high school course that does not participate in High School Assessment. Final exams will be calculated as no less than 10% and no more than 20% of the last grade report.

A student not completing a course will receive a failing grade and earn no credit.

Beginning and end of marking periods are established by the Calendar Committee.

GRADUATION INFORMATION

Graduation information will be provided throughout the year during class meetings. This information will include the process for ordering graduation apparel such as caps, gowns, invitations, announcements and gifts. Information regarding graduation time, tickets, and practices will also be presented. It is important that all seniors attend these meetings and listen carefully to all the information being presented. Graduation is held at Hagerstown Community College. Questions regarding graduation should be directed the counseling center.

GRADUATION HONORS

Academic honors designated at commencement will be awarded as follows:

Highest Honors: minimum of 4.0 G.P.A. Maryland High School Certificate Merit Diploma, for credits in each core area. English, Mathematics, Science, and Social Studies)

High Honors: minimum of 3.75 G.P.A. Maryland High School Certificate of Merit Diploma.

Honors: minimum of 3.5 G.P.A.

- The grade point average (G.P.A.) for determination of honorees designation will be calculated through the end of the grade report #2 for yearlong courses and through the end of grade report #2 for second semester courses. (Board Policy IKD)
- Students using P-F option must receive a P to be placed on Honor Roll.
- **Valedictorian** Highest G.P.A. on 4.0 scale
- **Salutatorian**: 2nd Highest G.P.A. on a 4.0 scale

HOMEWORK

Homework is considered an appropriate extension of classroom activities. Reasonable homework assignments are considered appropriate at all grade levels. Homework assignments should be ready on the day assigned by the teacher; however, if a student is lawfully absent on the date the assignment is due, it will be due on the next day the student is present.

REPORT CARDS

Report cards are distributed approximately one week after the end of each marking period. Final report cards are mailed to your home at the end of the year. Students who owe obligations to the school may not receive their report cards, diplomas, or college references until all obligations are cleared. Some examples of obligations include a library fine, a lost book, money owed to a school club or organization, etc.

SCHEDULE CHANGES

Students have a limited amount of time to request a course change. The request of a course change must occur within the first 5 days of the course, with the approval from the parent, counselor, and an administrator. Approval may only be given for the following reasons: academic misplacement, enrolling in a more rigorous course, failed the subject and needs to retake, needs specific course for graduation, does not have the prerequisite, or a teacher/administrator request. **After 5 days, students will not be allowed to change courses.**

STUDENT CLASSIFICATION

The requirements for grade level advancement for students are as follows:

- Grade 10 – Students must have earned 4 credits
- Grade 11 – Students must have earned 10 credits
- Grade 12 – Students must have earned 16 credits

TUTORIAL PROGRAMS AND ACADEMIC ASSISTANCE

The National Honor Society, comprised of outstanding honor students, provide tutoring service for those students requesting help in their studies. Usually the help is offered before or after school in Room C20 (Mrs. Ours). There is no charge for this service. Please contact Mrs. Ours for additional information.

Additionally, students can receive academic assistance after school in math, science, social studies or English by enrolling and participating in the Twilight Program. This is a grant funded after school program that is available to all grade level students on a year-to-year basis and is offered on Tuesdays, Wednesdays, and Thursdays. Students near passing (50%-59%) or students near failing (60%-69%) are eligible for enrollment. Students can enroll in this program as a result of a parent, student or staff member referral. Parents or students interested in this program should consult with their child's teacher, counselor, or administrator.

Students in need of a private tutor may contact the Counseling Center for a list of certified tutors in a given subject. Financial arrangements and tutoring sessions are arranged by students and parents.

STUDENT RECOGNITION

GOOD STANDING INCENTIVE PROGRAM

Good Standing is an incentive program designed to reward students each month for their good behavior, grades, and attendance. It is both a monthly and cumulative program. Students can earn Good Standing status and prizes nine months of the school year, from September through May. The student's status will be updated during the first week of each month by administration. In order to be eligible for the rewards, a student must be in Good Standing the previous month. For example, in order to attend the Homecoming Dance in October, a student must have earned Good Standing during the months of September and October. At the beginning of each month, students are encouraged to check with the administrative table at lunch to determine their status. If a student is deemed to be in Good Standing, then he/she will have the opportunity to enter many raffle drawings, including a large, monetary end-of -the-year drawing held In June.

To earn Good Standing each month, a student must have:

- 1.No more than 1 unexcused tardy to school the previous month.
- 2.No more than 1 unexcused absence the previous month.
- 3.No out-of-school suspensions the previous month.
- 4.No more than 1 disciplinary referral the previous month.
- 5.No outstanding financial obligations. Students that pay these obligations are given Good Standing status immediately, if they meet all other guidelines.
6. Passed five out of six courses or all courses if on a reduced schedule (grades are only included in the criteria at the end of each marking period).

Incentives for being in Good Standing each month include activities such as:

- 1.Attending the Homecoming dance - this requires Good Standing the months of, and prior, to Homecoming
- 2.Attending assemblies and pep rallies during the school day.
3. Free Ice Cream on select days
- 4.Monthly prize drawings (i.e. McDonald's, Sonic, Bowling, Movies, Skiing, Rock Climbing, etc.)
5. Eligible for end of the year grand prize (TBD)
- 6.Attending Prom - this requires Good Standing the months of and prior to Prom **PLUS** four (4) other months. January graduates must have Good Standing in January **PLUS** two (2) other months.

Students enrolling after November must be in Good Standing 50% of their enrolled months, **PLUSE** the months of and prior to Prom to be eligible to attend Prom. New students must be enrolled and attend school at least 10 days to receive credit for the month of enrollment.

In addition to Good Standing, a student must be academically and conduct eligible to attend dances and participate in other extra-curricular activities.

HONOR ROLL AND DISTINGUISHED HONOR ROLL

An Honor Roll will be published in each school at the end of each marking period for grades six through twelve. A student must have 80% and above in all subjects to be on the Honor Roll. To be on the Distinguish Honor Roll, a student must have 90% or above in all subject areas.

Academic Honors designation at commencement will be awarded as follows:

- Highest Honors: minimum of 4.0 G.P.A. Maryland High School Certificate Merit Diploma, for credits in each core area. English, Mathematics, Science, and Social Studies)
- High Honors: minimum of 3.75 G.P.A. Maryland High School Certificate of Merit Diploma.
- Honors: minimum of 3.5 G.P.A.

- The grade point average (G.P.A.) for determination of honorees designation will be calculated through the end of the grade report #2 for yearlong courses and through the end of grade report #2 for second semester courses. (Board Policy IKD)
- Students using P-F option must receive a P to be placed on Honor Roll.
- Valedictorian Highest G.P.A. on 4.0 scale
- Salutatorian: 2nd Highest G.P.A. on a 4.0 scale

NATIONAL HONOR SOCIETY - GRADES 11-12

Chapter Bylaws of the Boonsboro High School Chapter of the National Honor Society

ARTICLE I: PURPOSE

The purpose of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of Boonsboro High School.

ARTICLE II: POWERS

Section 1: This chapter operates under the direction of and in full compliance with the National Constitution of NHS. See www.nhs.us/constitutions.

Section 2: The chapter adviser is given the authority to supervise the administration of chapter activities, as delegated by the school principal.

Section 3: The Faculty Council will be appointed by the principal and will be comprised of representatives from each academic area and the chapter adviser, a non-voting, ex-officio member. This body will provide support for the adviser; assist in selection, dismissal, and other issues concerning members; and offer advice on administrative decisions.

Section 4: Final authority on all activities and decisions of the chapter resides with the school principal.

Section 5: Our chapter of NHS maintains policies and practices that are designed to prevent discrimination against any qualified candidate or member on the basis of race, color, religion, ancestry, national origin, gender, and disability. This policy of nondiscrimination applies to all practices, including the chapter administration and the selection, discipline, and dismissal of members.

ARTICLE III: MEMBERSHIP

Section 1: Membership in this chapter is an honor bestowed upon deserving students by faculty and shall be based on the criteria of Scholarship, Service, Leadership, and Character.

Section 2: Eligibility:

- a. Candidates eligible for selection to this chapter must be members of the junior or senior class.
- b. To be eligible for selection in this chapter, the candidate must have been enrolled for a period equivalent to one semester at Boonsboro High School.
- c. Candidates eligible for selection to the chapter will have a grade point average of 3.7 or higher on a 4.0 scale for all credits attempted, which will be assessed after marking period 3 and marking period 5.
- d. Candidates eligible for membership will carry a class load of at least 4 credits per year.
- e. Upon meeting the grade level, enrollment, and GPA standards, candidates shall then be considered based on their service, leadership, and character.

ARTICLE IV: SELECTION OF MEMBERS

Section 1: The selection of members to this chapter will be by a majority vote of the Faculty Council.

Section 2: The selection of active members will be held once a year after the first marking period grades have been issued.

Section 3: Prior to selection, the following will occur:

- a. Students' academic records will be reviewed to determine scholastic eligibility.
- b. Students who are eligible scholastically will be notified and asked to complete and submit the "Student Activity/Leadership Summary Sheet" for further consideration. This form will be handed to the adviser on or before the announced deadline.
No late or incomplete forms will be considered.
- c. The faculty will be requested to evaluate candidates determined to be scholastically eligible using the official evaluation form provided by the chapter adviser.
- d. The Faculty Council will review the "Student Activity/Leadership Summary Sheets," faculty evaluations, and other relevant information to determine those who fully meet the selection criteria for membership.
- e. Names of the candidates are given to administration for approval.
- f. All decisions are communicated to the candidates in writing.
- g. Students who wish to appeal must do so in writing to the principal within three days.
- h. All appeals will be governed by the NHS Constitution.

Section 4: Candidates become members at the formal pinning and induction ceremony.

Section 5: Upon request, an active member of the National Honor Society who transfers from this school will be given an official letter indicating the status of his or her membership.

Section 6: An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council will grant to the transferring member one semester to attain the membership requirements and thereafter, this member must maintain those requirements for this chapter in order to retain his or her membership.

ARTICLE V: OBLIGATIONS OF MEMBERS

Section 1: Annual dues for this chapter will be \$10.00 per member and will be payable to the chapter within 30 days of the induction.

Section 2: Each member of this chapter who is in good standing with regard to the membership standards and member obligations will be entitled to wear the emblem adopted by the National Honor Society.

Section 3: Any member who withdraws, resigns, or is dismissed from the chapter shall return the emblem to the chapter adviser within 30 days.

Section 4: Chapter members who are seniors or graduating juniors in good standing will be granted the privilege of wearing the honor stoles at graduation.

ARTICLE VI: OFFICERS

Section 1: The officers of the chapter will be president, vice president, secretary, treasurer and historian.

Section 2: Student officers will be elected at the last meeting of each school year. All returning members in good standing with the chapter are eligible to run for a position as an officer.

Section 3: Voting will be by secret ballot. A majority vote will be necessary to elect any officer of this chapter. If the first vote does not yield a majority, a second vote will be taken of the two candidates receiving the highest number of votes.

Section 4: It will be the duty of the president to preside at the meetings of the chapter. He or she will be responsible for leading executive meetings prior to regularly scheduled meetings and preparing meeting agendas.

Section 5: The vice president will preside in the absence of the president. The vice president will also keep an up-to-date record of all service hours completed by members.

Section 6: The chapter secretary will keep the minutes of each meeting, a record of all attendance, a complete list of student contact information, and all records on file.

Section 7: The treasurer will receive and disburse all funds of the chapter and keep an accurate account of receipts and disbursements in accordance with school regulations. The treasurer will be responsible for all fundraisers.

Section 8: The historian will create a visual record of the year's activities.

ARTICLE VII: MEETINGS

Section 1: The regular meeting of this chapter will be once per month during the school year on days designated by the executive committee and approved by the adviser. The executive meeting of this chapter will be held one week prior to the regular meeting.

Section 2: Special meetings, approved by the executive committee, may be called by the president with the adviser's permission.

Section 3: Any member missing three or more meetings per year may be subject to dismissal. Any written excuse for missed meetings must be submitted to the secretary within seven days. Any member five minutes late will be marked tardy. Two events of tardiness will count as a missed meeting.

Section 4: Any member planning to attend college classes in the morning must inform the adviser in writing.

Section 5: Members who miss meetings for any reason must obtain an agenda and get minutes from the missed session.

ARTICLE VIII: SERVICE HOURS

Section 1: Each member is required to perform 30 service hours per year, at least 15 hours through NHS sponsored projects. All members must have 15 service hours by the February meeting. Any member failing to do so will have a 30 day probationary period, at which time the student will receive a dismissal letter if the service hours are not completed. All senior and graduating junior members are required to have 30 hours of service by the May meeting in order to graduate with NHS honors; junior members, to maintain membership for the next school year.

Section 2: Each member must complete an Individual Service Project. The ISP may be performed while participating in a project planned or implemented by another group on campus or in the community.

Section 3: All service hours must be pre-approved by the adviser.

Section 4: All service hours must have a signature of the adult in charge of the project OR the chairperson for the activity.

Section 5: A maximum of 10 service hours may be completed by a member over the summer and will be applied to the number of required hours during the following fall semester.

ARTICLE IX: COMMITTEES

Section 1: Each activity will have a committee, which will have 1 or 2 chairpersons.

Section 2: All chairpersons must record hours of committee members, give the hours to the vice president in a timely fashion, and document the activity in a visual manner.

Section 3: The following standing committees will be chaired by an officer:

- a. Fundraising. This committee must organize fundraisers that provide the chapter with sufficient funds for the induction, banquet, and project expenses.
- b. Induction. This committee may only be comprised of returning senior members. The committee must consult with the NHS Handbook guidelines for planning a chapter induction and work closely with the chapter adviser.
- c. Banquet. This committee may only be comprised of junior members. The committee must consult with the NHS Handbook guidelines for planning the banquet and officer installation.
- d. Tutoring. All members must be available for tutoring. All members must sign up for a subject that they are willing to tutor at the first full membership meeting. The chairpersons will then contact members when a tutor is needed.
- e. Bylaws. This committee must be actively engaged in the contents of the chapter bylaws, NHS Handbook, and actions of the chapter. The committee must actively work to maintain chapter bylaws that are in accordance with national NHS Constitution standards as well as maintain bylaws that suit the needs of the chapter's members.

ARTICLE X: DISCIPLINE AND DISMISSAL OF MEMBERS

Section 1: Any member who falls below the standards of scholarship, leadership, character, or service may be considered for discipline or dismissal from the Boonsboro High School chapter of the National Honor Society.

Section 2: If a member's grade point average falls below the 3.7 standard, he or she will be given a written warning and one marking period for improvement. If the GPA remains below standard at that time, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 3: If a student consistently misses meetings for reasons that are not excused, he or she will be given a written warning. If attendance does not improve, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 4: If a student fails to have the required number of hours on time, he or she will be given a written warning. If action is not taken by the student to fulfill the requirement during the grace period, the student will be subject to further disciplinary action by the Faculty Council that includes consideration of dismissal from the chapter.

Section 5: Violations of the law or school regulations can result in immediate consideration of the dismissal of any member.

Section 6: In all cases of pending dismissal, the following will occur:

- a. The member will receive written notification from the adviser/Faculty Council indicating the reason for consideration of dismissal.
- b. The member will be given the opportunity to respond to the charge(s) against him or her at a hearing before the Faculty Council prior to any vote on dismissal (in accordance with due process identified in Article X of the National Constitution).
- c. The member has the opportunity to present his or her defense whether in person or via a written statement presented in lieu of the face-to-face hearing. Following the hearing, the Faculty Council will then vote on whether to dismiss the member. A majority vote of the Faculty Council is needed to dismiss any member.
- d. The results of the Faculty Council vote will be presented to the principal for review and then stated in a letter sent to the student and parents.
Dismissed members must surrender any membership emblems to the adviser.
- e. The Faculty Council's decision may be appealed to the building principal and, thereafter, according to provisions of the Washington County Board of Education disciplinary appeals policy.
- f. A member who is dismissed or resigns may never again be considered for membership in the National Honor Society.

Section 7: In lieu of dismissal, the Faculty Council may impose disciplinary sanctions upon a member as deemed appropriate.

ARTICLE XI: RATIFICATION, APPROVAL, AND REVIEW

Section 1: These bylaws will be approved upon receiving a two-thirds affirmative vote of all active members of the chapter, a majority affirmative vote of the Faculty Council, and approval by the administration.

Section 2: These bylaws will be reviewed and, if necessary, revised each year.

ARTICLE XII: AMENDMENTS

These bylaws may be amended by a two-thirds affirmative vote of the chapter, provided notice of the proposed amendment has been given to members at least one month prior to the vote. The exceptions are Articles V and X, which are developed by the Faculty Council with the approval of the principal. Approved on Signatures/Names of the Chapter President, Secretary, Adviser, and Principal

Japanese National Honor Society

The purpose is to promote interest in Japanese language and culture, and to recognize achievement of the Japanese language by students of secondary schools. The organization is sponsored by the National Council of Japanese Language Teachers and is classified as a national educational society in the study of high school Japanese. A JNHS student must have completed the 3rd year of Japanese and must have maintained a 3.5 GPA overall to qualify.

Spanish Honor Society

The Spanish Honor Society is an organization for students who excel in the study of the Spanish language. The Spanish Honor Society is open to students in Levels III and IV who have earned a minimum 3.6 GPA in their Spanish courses. One goal of membership is to help others develop an appreciation for Spanish language and culture.

EXTRACURRICULAR ACTIVITIES/CLUBS AND ORGANIZATIONS

Boonsboro High School offers many sports, organizations and clubs for students to join. These extracurricular activities will enrich your school experience. All students participating in extracurricular activities follow a standard set of rules established by the Washington County Board of Education. We encourage all students to participate in at least one of the activities.

ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

Student participation in extracurricular activities including athletics, cheerleading, marching band, drama, etc. is a privilege, not a right, and is granted to those students whose conduct provides a proper representation of our school. Students must be academically and conduct eligible to participate in extracurricular activities (see below for definitions), as well as abide by the attendance eligibility standards (see below). Students placed at Antietam Academy are not allowed to participate or attend any BHS functions. Any student whose conduct does not represent Boonsboro High School in an acceptable manner will have all extracurricular privileges suspended at any time. This suspension from participation may extend for the remainder of the school year or a length of time determined by the school administration. Students dismissed from any team, squad, group, etc. for disciplinary reasons may be prohibited from participating in any extracurricular activities for the remainder of that school year.

Academic Eligibility - Academic eligibility requires that a student pass at least 5 of 6 classes during that marking period. If the student is on a reduced academic load, then the student must pass all classes in order to remain eligible. The marking period grade, reported every nine weeks, determines eligibility for the following marking period unless a final grade is awarded. Eligibility is determined by the previous marking period grades except for the first marking period. Eligibility for the first marking period is determined by the final grades of the preceding year. Should a student not be eligible as determined by the final grades, that student may attempt to improve his/her grade to passing by attending summer school. Students are declared academically ineligible the first school day after the distribution of report cards if they fail to maintain the above standard. Ninth graders are exempt from this policy for the first marking period.

Conduct Eligibility - Conduct eligibility requires that a student maintain appropriate school conduct. Assignment of and duration of conduct ineligibility is at the discretion of the administration. A student may be declared conduct ineligible as result of, but not limited to: poor school attendance, tardies to school/class, major behavior infractions (possession of a controlled substance, assault, fighting, insubordination), pattern/excessive number of referrals, outstanding obligations, etc. Violations of rules of conduct for dances, concerts, field trips, band trips, athletic trips, or assemblies may also result in conduct ineligibility.

Attendance Eligibility - Unless there is a lawful absence or tardy, students who are members of any school team/activity must attend all classes on time each day, on the day of, as well as the day after, each scheduled practice and contest, or they will not be eligible to attend practice on that day, *and* they may not participate in the next scheduled regular season or post-season contest/event.

Interpretation: In the case of a non-weekday or non-school day interscholastic practice, contest, or event, attendance in school, on time, and for all classes is required on the last school day prior to and the next school day immediately following the practice, contest, or event.

Students who are ineligible may participate in practices, but cannot participate in a game or competition, dress in a game uniform, or travel with the team to games or competitions played away from their home school; these stipulations apply to students who are ineligible at the start of an athletic season or become ineligible during an athletic season.

Students participating in interscholastic sports are assessed a participation fee per sport per season.

ATHLETICS

Fall Sports

- Cross Country - Boys and Girls Varsity
- Football - Varsity, Junior Varsity, Freshman
- Golf - Varsity
- Soccer - Boys and Girls Varsity, Junior Varsity
- Volleyball - Varsity, Junior Varsity
- Unified Sports - Boys and Girls Tennis
- Cheerleading

Winter Sports

Boys Basketball - Varsity, Junior Varsity, Freshman
Girls Basketball - Varsity, Junior Varsity, Freshman
Wrestling - Varsity, Junior Varsity
Indoor Track - Boys and Girls Varsity
Unified Sports - Co-ed Bocce Ball
Cheerleading

Spring Sports

Baseball - Varsity, Junior Varsity
Lacrosse - Varsity- Boys and Girls Varsity and Junior Varsity
Softball - Varsity, Girls Varsity and Junior Varsity
Tennis - Boys and Girls Varsity
Track - Boys and Girls Varsity
Unified Sports - Boys and Girls Track

Students are given the opportunity each year to purchase accident insurance. All students are encouraged to take this insurance. The insurance will cover all school-sponsored activities except inter-scholastic varsity and junior varsity football. Special insurance coverage is available for varsity and junior varsity football. All students that participate in athletics must have school insurance or provide proof of private insurance coverage.

CHEERLEADING

The cheerleaders serve to instill and increase enthusiasm and spirit among the students, and to support and encourage all athletic teams. The cheerleaders represent Boonsboro High School at many area schools and always serve to present a friendly, hospitable, and outstanding appearance. Any student in grades 9-12, who is academic/conduct eligible, may apply to participate in cheerleading.

CLUBS AND ORGANIZATIONS

Boonsboro High School Band – Mr. Micah Socks (A19), Band Director

The Warrior Band is composed of students in grades 9-12 who have demonstrated a certain degree of musical ability by either being a member of the Boonsboro Middle School Band or by participating in an audition. The marching band is a field competition band that also performs at some sporting events and participates in local parades. The concert band performs at school assemblies and at winter and spring concerts.

Band Front

Supporting the band in all marching activities, and allied with it, are the majorettes, color guard, rifle squad, and flag squad. Try-outs for these groups are announced in early spring.

Orchestra – Mrs. Allison Wadding (A19)

Orchestra is open to all students who play, or would like to learn violin, viola, cello, or double bass. This is a co-curricular activity and students must be enrolled in the class to participate. Participation in this ensemble is required for a student to be eligible for All County Orchestra.

Jazz Orchestra – Mrs. Allison Wadding (A19)

Jazz Orchestra is open to all students who play violin, viola, cello, or double bass. This is an extra-curricular activity and students must be willing to commit to the after school rehearsal schedule. The music is anything except classical.

Choir and Advanced Choir – Mrs. Paula Boyd (E2), Choir Director

These performing organizations are also classes in which students study vocal techniques, historical and technical aspects of music, sight-reading and performance practices. The music repertoire ranges from Madrigals to “popular” styles. Students are required to participate in the Veteran’s Day program, the Holiday Concert, and the Spring Concert. Participation in All-County Chorus and the school musical is optional. An audition may be required for inclusion in these organizations.

BLAM Magazine – Mrs. Amy Clayton (A58) and Mrs. Sarah Hamilton (A55)

BLAM is a literary arts magazine featuring student work, edited by students. Students are encouraged to submit art and writing throughout the year. Students who exhibit a strong interest in writing, design, and computers should consider joining. Students who wish to join the editorial staff will be required to submit a piece of publishable quality.

***The Chieftain* – Mrs. Molly Shearer (A56) and Mr. Cory Matheny (E3)**

The Chieftain, our school yearbook, is produced with the cooperation of many students. Its major purpose is to reflect on the school year through a visual and journalistic approach. The success of *The Chieftain* depends upon the enthusiasm and creative input of all students. Any student interested in joining the staff must apply and be accepted by the advisor before completing his/her academic schedule. Yearbooks will be distributed the fall following the current academic school year.

Debate Club – Mrs. Amy Clayton (A58) and Mr. Cory Matheny (E3)

Debate Team is a chance to hone research and argument skills, while working together as a team. As a new club, we will be focused on learning the basic sod debate and scrimmaging with nearby schools. Anyone interested is welcome to attend a meeting and learn more about our tryout process.

Envirothon – Mr. Steve Garland (D12)

Envirothon is a series of environmental competitions in which teams of students move beyond the classroom in order to solve real-life environmental problems in natural settings. Envirothon winning teams can progress through local, state and international competitions. As a member of an Envirothon team, you will be asked to roll up your sleeves and become actively involved with nature in the following disciplines: wildlife, forestry, soils, aquatics and environmental issues.

Fellowship of Christian Athletes – Mrs. Connie Burley (C84)

The Fellowship of Christian Athletes is a student-run national organization that meets weekly before school. While the focus of some meetings may be most appropriate for our athletes, any student is welcome to join. Activities include weekly fellowship and devotions, service for those in need, sporting events, prayer times, and school-based projects such as the Prom Promise and Teacher Appreciation.

Future Business Leaders of America – Ms. Leslie Lemon (B67)

The purposes of the Future Business Leaders of America are to develop competent and aggressive business leadership; strengthen confidence; create interest in business occupations; improve the home and community; encourage improvement in scholarship and promote school loyalty; and improve and establish standards for entrance into business occupations. Business education students in good academic standing are encouraged to join.

Future Farmers of America – Mr. Steve Garland (D12) and Mr. Mark Heavner (D13)

The FFA is a national organization of students ages 13 through 21 with an interest in agriculture, horticulture, and renewable natural resources. The FFA provides many opportunities to its members through a variety of activities. Members can participate in judging contests, fairs and fundraisers; visit farm shows; attend state and national conventions; and undertake personal projects for which they may receive rewards and recognition. Members are also taught the techniques and skills needed to obtain a job in agriculture, horticulture, renewable resources and management. Those students who are active members will expand their knowledge and develop skills in leadership and cooperation.

It's Academic – Ms. Tracy Salka (C24)

Students who wish to participate in this competitive academic activity during the current school year should watch for announcements in the daily bulletin or see Ms. Salka.

Japanese Club – Mrs. Ayako Shiga (C34)

The Japanese Club is an enrichment organization. Under the direction of the Japanese teacher, the students complete several activities that broaden their understanding of the Japanese language and the cultures of Japan.

Leo Club – Mrs. Jackie Rebok (C19)

Leo clubs provide young people with the opportunity to develop valuable leadership skills through service in their community and around the world. This club is an affiliation of the Lions club; therefore, has a Lion's Club Sponsor.

LINK Crew – Mrs. Emily DeMartino, Ms. Bethanne Radomski (C88), and Mr. Chris Young (D5)

Link Crew is a high school transition program that welcomes freshmen and makes them feel comfortable throughout the first year of their high school experience. Built on the belief that students can help students succeed, Sophomores and Juniors apply to become leaders and then attend mandatory training sessions. As positive role models, Link Crew Leaders are mentors and student leaders who guide the freshmen to discover what it takes to be successful during the transition to high school and help facilitate freshman success.

Physics Olympics Team – Mr. Ralph von Philp (A22)

The Physics Olympics is a hands-on physics competition where students work in teams using given materials to accomplish a challenging task. See Mr. von Philp in room A22 if interested.

VEX Robotics Club – Mr. Pete O’Connor (C94)

A club for robotics enthusiasts to build robots that effectively and efficiently solve specific obstacles and challenges. This club competes annually.

Spanish Club and French Club – Mrs. Sharon Hoppes (C23), Mrs. Renee Kauffman (C20), Mrs. Aubrey Swisher (C21), and Mrs. Jackie Rebok (C19)

The Spanish Club and French Club are enrichment organizations. Under the direction of the Spanish and French teachers, the students complete several activities that broaden their understanding of the Spanish/French language and the cultures of the countries where these languages are spoken.

Student Government Association (SGA) – Mrs. Dawn Spitzer (C30)

The Student Government Association (SGA) is a student council organized to formulate procedures for student activities. Any student in good academic and behavior standing may join SGA. Current officers set year-long academic and attendance requirements for SGA members. In the Spring, members of SGA elect officers for the following school year. Any member active in SGA in the previous year may apply for those positions. SGA sponsors such activities as Homecoming, Teacher Appreciation Week, Prom Promise, and various fund raisers and service activities. The SGA reports meeting minutes to each period 1 class on a monthly basis.

School-Sponsored Activities

School policies and procedures, including expectations for appropriate dress and behavior, are still in effect during school-sponsored activities that are not related to either curricular or athletic goals, such as dances, social events, and other related activities. Students who violate policies or engage in unacceptable behaviors will be removed immediately and may be suspended from school-sponsored social or extracurricular events.

DANCES**Homecoming**

Homecoming is an annual event held usually in October. Many weeks of preparation go into preparing this celebration. A committee from the Student Council handles the preparations. The senior class selects the queen, king and their court, composed of senior girls and boys. To be eligible for the court, students must have a minimum GPA of 3.0 or higher and be in Good Standing. The crowning is held during half time and presentation of gifts from all the clubs at school is conducted at a dance held in the school. To be eligible to attend Homecoming, students and guests must be in Good Standing the month prior to Homecoming. See the Good Standing section for more details.

Junior-Senior Prom

The Junior-Senior prom is held each year in the spring (April or May). Each class, starting when they are freshmen, accumulates money for the prom. By the time they become juniors, they have saved enough to present a gala event. The junior class and their advisors handle all decorations, refreshments, etc. Every year the theme of this formal affair is kept a secret, at least from the seniors. To be eligible for the court, students must have a minimum G.P.A. of 3.0 and be in Good Standing. To be eligible to attend Prom, students and guests must be in Good Standing the month of Prom, the month prior to Prom, and 4 other months of the school year. These months do not need to be consecutive. Seniors must also have all SSL hours completed and submitted by the 1st school day of the month prior to Prom to attend the Prom. See the Good Standing section for more details.

School policies and procedures, including expectations for appropriate dress and behavior, are still in effect during school-sponsored activities such as dances, social events and other related activities. In general, students who violate policies or engage in unacceptable behaviors will be removed immediately and may be suspended from school sponsored social or extracurricular events.

Expectations for attendance at high school dances:

1. Current high school students who invite non-students to school dances should receive approval from the Principal's office for the guests prior to the event.
2. High school students may not invite guests 21 years of age or older or invite middle school aged guests to attend high school dances.
3. Students who leave the dance may not re-enter.

4. No student who has dropped out of school may attend.
5. Dancing inappropriately or engaging in improper interpersonal conduct may result in disciplinary action. If inappropriate behavior continues after a warning, the student and/or guest may be directed to leave the premises.
6. Students who are conduct or academic ineligible or owe time or obligations will not be allowed to attend.

POLICIES AND PROCEDURES

As a Boonsboro High School student are always expected to abide by the following:

- **Be prepared and focused on learning**
- **Be courteous and respectful**
- **Be safe**
- **Dress appropriately**
- **Carry a BHS hall pass when out of the classroom**
- **Keep all extraneous distractions out of the classroom**
- **Properly store your electronic devices during the school day**

ATTENDANCE

Boonsboro High School is committed to improving its attendance rates each school year. In order to do this, we work with parents and guardians to track, monitor and assist students to be in school, on time every day. The Boonsboro High School day begins promptly at 8:45 a.m. and ends at 3:30 p.m. The Attendance Office is located in the main office and can be reached at 301-766-8029. All notes of absence, early dismissals, and later arrivals should be taken to that office by the student and/or parent.

Absences From School

When a student is absent from school, the parent/guardian should call the Attendance Office in the morning to make us aware that he/she will not be in school. A parent/guardian will receive an automated and/or personal call each day the student is absent. Students who are absent for several days without any parent contact or feedback will receive a home visit from a Student Intervention Specialist, the Pupil Personnel Worker and/or the administrator in charge of attendance.

A lawful absence is defined by Maryland State Law (COMAR 13 A.08.01.03) as follows:

Absences from school for any portion of the day, of students who are presently enrolled in public school shall be considered lawful only under the following conditions:

- Death in the immediate family - immediate family includes parent, sibling, grandparent, and any person who lived regularly in the household.
- Illness of the student - A written parent or doctor note is accepted up to and including 6 in a semester. Only a written doctor note is acceptable for three or more consecutive absences. Only a doctor note is acceptable after day 6 in a semester.
- Suspension/Exclusion for Health Reasons (Quarantine)
- Court Summons
- Observance of a religious holiday
- State Emergency
- Other Emergencies or set of circumstances - which, in the judgment of the Superintendent or designee, constitutes a good and sufficient cause for absences from school.

The Principal has the discretion to determine a good or sufficient cause for absence (COMAR 13 A.08.01.03J)

Returning to School After Being Absent

Upon returning to school after being absent, a student **MUST** report directly to the attendance office, and provide the excuse for absence to the secretary who will issue an Admit Slip (excused or unexcused) to class. If a student does not have a note or forgot his/her note, the student is still **REQUIRED** to report to the Attendance Office to obtain an Admit Slip (unexcused) to class.

All notes concerning a student's absence from school need to contain the following information or it is incomplete and may be coded as unexcused:

- The student's first and last name (especially if different from parent's last name.)
- The student's grade
- The current date
- The date of the absence(s)
- The reason for the absence

- Parent/guardian or doctor's name and telephone number
- Parent/guardian or doctor's signature

Students must present a note to the Attendance Office within 5 days upon their return to school after being absent. If a note is not turned in, the absence will be coded as unexcused. Failure to submit notes within the acceptable time frame may also impact the student's Good Standing status for that month.

Early Dismissals

It is understandable that students may have medical and other unavoidable appointments that they must go to during a school day. To limit the student from missing valuable instruction time, parents/guardians should try to schedule those appointments before or after school or on days when students are not in school.

If a student must leave school early for a legal reason, the parent must send in a note the morning of the early dismissal. The student must take the note immediately to the attendance office and the secretary will issue the student an early dismissal slip. At the time of the early dismissal, the student will show the teacher the slip which will allow the student to leave the class and come to the main office. The student's parent/guardian **MUST** come inside to the main office and sign the student out. If the student drives, the student will sign himself/herself out and depart at that time.

Parents/Guardians who call the school to arrange an early dismissal or walk in to pick up a student for an early dismissal will have to report to the Attendance Office. The secretary will complete/secure the necessary paperwork and then call the student from class. Students without prior notification of an early dismissal cannot be signed out through the front security desk.

Only the custodial parent(s)/guardian(s) and those emergency contacts listed on the Student Information Sheet may sign a student out. All others will not be able to sign a student out unless consent is gained from the legal custodial parent/guardian by the administrator or his designee.

Truancy (Unexcused Absences)

An absence, including 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. Involvement in activities or lessons, which are not school related: e.g., piano lessons, shopping, babysitting, providing care for other adults, running errands, etc., are all considered unexcused absences from school.

The Student Services Team, which is comprised of an administrator, a pupil personnel worker, and the grade level counselor, will be focused on addressing students that accumulate excessive absences.

Homework Requests and Make Up Work

If a parent/guardian knows that the student is going to be absent from school for three (3) or more consecutive days due to illness, surgery, or family emergency, he/she is encouraged to call the Counseling Center at 301-766-8025 to request homework. After a homework request has been made, teachers are given 24 hours to prepare the homework assignment(s) and send it to the Counseling Center for pick up.

Teachers must provide make-up work for excused absences within 1 week of the day of the absence. Absences that are coded as unexcused may result in the student's not being permitted to make up work and/or make up missed tests/quizzes. Vacations that are not approved will result in the absences being coded as unexcused.

Students will be permitted a reasonable number of school days, which shall not be less than the number of days absent, to return the completed make-up assignments to the teacher. (Board Policy JE-R).

In all cases of make-up work, it is the responsibility of the parent and/or student to initiate the request and to obtain the assigned make-up work from the school officials and to complete and return the materials within the allocated time parameters. (Board Policy JE-R). Parents are encouraged to contact the teacher through the e-mail system.

Absences Exceeding Six (6) Days Per Semester

When a student accumulates two (2), four (4) and six (6) days of lawful or unlawful absences during a semester, parents/guardians will be notified by mail. PLEASE NOTE: These letters include excused and unexcused absences and are sent for parent information purposes only. Communication with parents/guardians will help the school with achieving a high level of attendance.

When any student misses more than six (6) days per semester, he/she are required to have a doctor or court note for any further absences in order for the absences to be coded as excused. Parent notes will be coded as unexcused after 6 days of absences within a semester.

Unless school personnel (Principal, Assistant Principal, Counselor, Health Nurse) is made aware of extenuating circumstances that result in a student's excessive absences from school then the following action may be taken for students who exceed six (6) days of absences during a semester:

- Referral of the student or parent/guardian to the court in violation of the compulsory school attendance laws.
- Referral to an appropriate agency for assistance.
- Assignment to additional days of attendance (not included in regular school year).

Students who are absent more than six (6) days per semester may also be placed on an Attendance Contract. An Attendance Contract will reduce the number of excused absences allowed in a semester and outline specific goals (attendance and/or behavior) that the student must abide by.

Students are reminded that violations of the attendance policy can result in Conduct Ineligibility and negatively impact Good Standing status.

Tardies to School

All students are expected to be in their 1st period class when the 8:45 a.m. tardy bell rings. If they are not, students should go directly to the attendance office to be given a tardy slip for admission to 1st period. Students who are tardy to school may negatively impact their Good Standing status.

As with absences from school, when a student is tardy more than six times during a semester, (includes excused and unexcused), he/she will be required to bring a doctor or court note for any further tardies in order to be coded as excused. Parent notes (or no note) for tardies over six will be coded as unexcused and consequences may be assigned. Additionally, an accumulation of tardies may result in disciplinary action by the first period teacher (see below).

Tardy to Class

Students are expected to be on time to school and every class. All students must be in their classroom before the tardy bell ends. No student should be in the hallway after this time. Hall passes are not to be given during the first and last 10 minutes of each class period unless the student is having an emergency.

Upon accumulation of the following number of tardies to class, the following disciplinary actions will be taken by the teacher:

1st offense: Verbal Warning

2nd offense: Individual talk with student

3rd offense: Parent notification - confirmed

4th offense: Teacher assigned lunch detention to AI and parent notification

5th offense: Teacher assigned 2 lunch detentions to AI or one hour after school detention, and parent notification

6th offense: Referral to Assistant Principal (only if steps 1-5 were completed)

Every subsequent offense will result in a referral to the appropriate Assistant Principal.

Family Vacations

Vacations or trips during the school year are strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. If a vacation or trip is planned, a parent/guardian must submit the request to have a student's absence lawfully excused to the principal or designee in writing at least ten (10) school days in advance of the proposed absence.

Family vacations will not be approved:

- The last 10 days of each semester or year, due to final exams;
- For students who have exceeded more than six absences in a semester, and
- For students who have failing grades.

In making the determination as to whether the request shall be approved or denied, the principal or designee will review all relevant facts to include the student's attendance and academic record. If approved, the maximum number of excused days for any school year shall not exceed three (3).

It is the student's and parent's responsibility to request make-up work from the teacher, no later than four (4) school days prior to the proposed absences. Assignments may be completed during the trip or upon return. However, all make-up work shall be completed and returned no later than three (3) school days following the student's return to school. Failure to complete the make-up work within the time frame will result in absences being recorded as unlawful. (Board Policy JE-R).

College Visits

For students in grades 11 and 12, who pre-schedule a college visitation with the principal's written approval, the days, (no more than three (3) per year), shall be considered an extension of the student's program and the student shall be recorded as present. (Board Policy JE-R)

BOOKBAGS / BACKPACKS / DRAW STRINGS / OVERSIZED PURSES/BAGS

These bags are permitted in the building to transport needed materials; however, they must be properly stored in a locker. These bags in classrooms create a safety concern with the potential for trip hazards and obstacles during emergencies; therefore, these bags are not permitted in classrooms.

BULLYING/THREATS/HARASSMENT

Bullying, threats and harassment are all taken seriously and will not be tolerated at BHS. Students found in violation of this policy may be suspended, recommended for expulsion and/or face potential police involvement. See County Handbook and Guide for further information.

CLASSROOM DISRUPTIONS

The primary purpose of BHS is to provide an education for all students. The student who disrupts class is not only adversely affecting his/her own education, but is also interfering with the education of other students. If a student is sent from the classroom to the office for disruption of class, the consequences may be, but not limited to: AI for one period, AI for one day, AI for two days, parent shadowing, suspension, alternative placement and/or reduced day, and possible police action or charges for disruption of school operations.

COMPUTER USE

It is the student's responsibility to use computer communication technology in an ethical, responsible and legal manner for school related tasks only. Misuse of computer communication technology will, at minimum, result in the user's access privilege being denied, revoked or suspended. Additional disciplinary action may be taken. For more information on the Acceptable Use of Telecommunications, reference the County Handbook.

DISCIPLINE FOR OUT OF SCHOOL CONDUCT

The school system believes that when a student's behavior that happens off of school property has a reasonable likelihood of affecting the safety, care or welfare of others in school and/or has a direct effect on the order and general welfare of the school, the involved student is subject to discipline, up to and including suspension, alternative placement and/or recommendation for expulsion.

Examples of the type of off-campus misconduct that may result in such discipline include, but are not limited to:

1. The manufacture and/or distribution of controlled dangerous substances.
2. Assault and battery.
3. Illegal use or possession of a weapon, including a firearm.
4. A crime of violence as defined in Article 27 643B of the Annotated Code of Maryland.
5. Extortion
6. Sexual harassment, bullying or harassment of any type.

This policy is not intended to limit the rights of the Washington County Public Schools from developing a plan that addresses appropriate educational programming and related services for a student and that maintains a safe and secure school environment for all students and school personnel pursuant to 7-303 of the Educational Article of the Annotated Code of Maryland (Arrest for Reportable Offense) or the regulations of the Maryland State Board of Education concerning School Use of Reportable Offenders (COMAR 13A.08.01.17).

EDUCATIONAL FIELD TRIP REGULATIONS

When students are on field trips sponsored and approved by the school, they are subject to all school and transportation regulations. Permission for the trip must be signed by a parent.

ELECTRONIC DEVICES

Electronic devices must be stored away and powered off during the instructional school day. Students are not allowed to use electronic devices during instructional time unless the teacher has granted permission to do so. The student may be asked one time to power the device off and put it away, before the teacher issues a consequence. If the student is noncompliant with the request or refuses, then disciplinary action may result that could include possible in school suspension and or a parent conference. If noncompliance of the policy becomes habitual, then the student may face further disciplinary action.

FORMATION OF NEW CLUBS

Students wishing to form a new club must first find a faculty advisor. Secondly, a club constitution or charter must be drafted and given to the principal and Student Government for preliminary approval. Once preliminary approval is granted, the new club must submit details such as meeting times, fund-raising activities, and projects for the new year. Upon completion, the final approval must be given by the principal and the Student Government. If the new club is granted final approval by both the principal and SGA, then the new club will be placed on probation for one academic school year. During this probation period, the new club must provide evidence it is following its constitution, accomplishing its goals, and positively benefiting the school, students, and or community. If not demonstrated at the conclusion of the probationary year, then the club will not be permitted to continue the following academic year, and may reapply for approval again after one full academic year has passed.

FIGHTING IN SCHOOL/ASSAULT

Fighting severely disrupts the educational process. Students who are involved in fights at BHS will be disciplined according to the equal participation policy. This policy mandates that both parties involved in the fight may be disciplined in the same manner, regardless of who actually throws the first punch. It is the responsibility of the student who is involved in a conflict to seek help from his/her counselor before the conflict escalates into a fight. The police will be called for fights that the administration considers serious. In the case of a serious fight, at minimum, both students will be suspended and face potential charges from the Police. School personnel may use physical force, if necessary, to stop a fight in order to prevent injury or damage.

Likewise, any student who assaults another student or staff member will, at minimum, be suspended from school with a potential recommendation for expulsion and police involvement.

ILLEGAL/CONTROLLED SUBSTANCES

Drugs/Alcohol

The Maryland Drug-Free School Zone-Youth Protection Act provides that the area within 1000 feet of a school or on any school vehicle is a DRUG-FREE SCHOOL ZONE. Distributing or manufacturing a drug within a DRUG-FREE SCHOOL ZONE is a FELONY. Using children to distribute or manufacture drugs is a FELONY. Penalties for persons convicted of manufacturing or distributing drugs in a DRUG-FREE SCHOOL ZONE are severe. First offenders can be sentenced for up to 20 years in prison or can be fined \$20,000 or both. Second offenders can be sentenced to prison for 5 to 40 years or can be fined \$40,000 or both.

Students caught using, possessing and/or distributing a controlled substance on school property will face severe disciplinary actions from the school which may include suspension, recommendation for expulsion, alternative placement and police notification.

No criminal conviction or school disciplinary action can be taken against a student who proactively seeks help with a drug problem.

Tobacco

Students are not permitted to smoke or to have tobacco products in school or on school property. Students caught using or possessing a tobacco product while on school property will face school disciplinary actions (typically a Saturday School detention) as well as police notification, and the possible issuance of a citation from the Police.

OVER THE COUNTER MEDICATIONS

Over the counter medications (OTC) may be stored for students in the health room, provided that there's a written order from the student's health care provider. Additionally, if the student is a minor, then prior written approval from the student's parent must also accompany this documentation in order for the health room staff to administer the medication. Students with an airway-constricting disease, such as asthma, may be able to possess and self-administer their medication if certain conditions have been met (See County Policy regarding Maryland House Bill 143). Otherwise, students are prohibited from possessing/self-administering OTC medication during the school day. Furthermore, students are prohibited from dispensing to others OTC medication. Students who violate this policy are subject to school disciplinary action, which may include a suspension, recommendation for expulsion and/or police notification.

REFERRAL TO AN ADMINISTRATOR

If a discipline problem is not resolved by the classroom teacher, the teacher may refer students to the Assistant Principal for disciplinary action. Students that are removed from class and/or given a referral must report to their assistant principal's office immediately. If this happens, students will be afforded their rights to due process.

The following consequences may be assigned to students as deemed appropriate:

1. Lunch Detention is used for tardies but may be used for other behavioral infractions as deemed by the administrator. A student assigned to lunch detention will get his/her lunch and then report to the designated detention room and eat lunch. A staff member will be in the room monitoring the students and providing the necessary supervision. Lunch detention time is the length of the student's lunch shift. Lunch detentions cannot be used to replace already assigned after-school or before-school detentions.
2. After School Detention (ASD) and/or Before School Detention may be assigned for up to 2 hours after school and up to 1 hour before school for minor violations of school rules. This would be based on the severity of the misbehavior and/or frequency. The assistant principal will notify the parent of the date and time of the detention. ASD starts directly after the school day ends. Parents and students are responsible for transportation to and from detention. Students are expected to sit quietly and do their work and/or read during this time. Sleeping, listening to music, talking and/or using a cell phone are not permitted during this time.
3. Saturday School is a 3 hour detention held on numerous Saturdays throughout the school year. The hours for Saturday School are 9:00am-12:00pm. Students arriving after 9:00am will not be permitted to attend and will be considered as missing the consequence. Students assigned to Saturday School are expected to bring appropriate materials to work on during this time. Teachers that have students assigned to Saturday School will also provide work which must be completed and will be graded. Students are expected to sit quietly and do their work during this time.

4. Alternative Instruction, better known as AI, can be assigned for a class period or for the entire day. The AI coordinator will assist with getting work from the teachers of students that have been assigned to AI. Students are expected to bring their class materials (books, notebooks, pencil, pens etc.) to the AI room. Students will be monitored continuously to guarantee that constructive academics are being done. The AI coordinator will forward work completed or incomplete to teacher mailboxes at the end of the day. Students are to make good use of their time in AI and understand that zeroes will be assigned to any incomplete work where it is deemed that sufficient time was provided. There is to be no communication (spoken or written) between students while in AI.
5. Suspension Pending a Parent Conference may be assigned to a student when a meeting with the parent and students is needed before the student can return to school. In most cases, once the conference is held, students are assigned an alternative consequence to keep them in school.
6. Out of School Suspension, better known as OSS, will be assigned to students that commit major infractions. Students on OSS will have an opportunity to make up any missed work. It is the student's responsibility to meet with his/her teachers to obtain missing assignments upon return from suspension. A conference with the student and parent is required prior to the student's return from a suspension. During the time of suspension from school, the suspended student cannot be on school property at any time including evening events.
7. Recommendation for Expulsion. The Principal has the authority to recommend the expulsion of any student that commits a serious offense or has repeated violations of Boonsboro High policy. These offenses include, but are not limited to possession, use or distribution of a controlled substance or weapon, arson, battery (assault), bomb threat etc.

Students failing to serve a consequence may have the consequence doubled. Unserved consequences will be considered an obligation to the school and will affect the student's Good Standing status.

SEARCHES AND SEIZURES (COMAR 13A.08.01.14)

Every principal, assistant Principal, or authorized security officer of a public school may conduct a search of a student on the school premises if there is reasonable suspicion to believe that the student has in his possession an item which constitutes a criminal offense under the laws of this State or which is in violation of Board of Education policy or school policy. The search must be made in the presence of a third party.

Every principal, assistant principal or authorized security officer of a public school may conduct a search of the physical plant of the school, including students' lockers and cars. It is the right of the school official to search a locker or car.

Parents will be notified if a search and seizure was conducted on their child. Notification prior to the search and seizure is not required.

SELLING GOODS, SUPPLIES, CANDY ETC.

Only school sponsored and approved organizations will be granted permission to conduct selling activities. Any club, organization or individual student violating this policy will be subject to having their goods and/or supplies confiscated by school authorities.

SEXUALLY EXPLICIT BEHAVIOR

Self-respect and respect for others should indicate that common sense is used during the school day and extra-curricular activities. Kissing and other types of intimate physical contact are inappropriate and as a result are not permitted.

STUDENT ASSEMBLY

If students desire to peacefully organize and assemble for discussions of critical issues, it must be done after 3:30 p.m. with administrative approval.

STUDENT DRESS CODE POLICY

Schools have three primary responsibilities with respect to students. The first responsibility is to foster student academic achievement. The second responsibility is to create and maintain a school environment that is safe, orderly, and conducive to learning. The third responsibility is to promote and support positive community standards and values such as civility, respect for others, self-respect, citizenship, and other constructive character traits and behaviors. Without these standards, values, traits, and behaviors, a school's climate would inevitably deteriorate, teaching and learning would be negatively impacted, and students would be deficient in the tools that are critical for functioning successfully in community life, no matter how proficient they were academically.

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, not offensive, and conducive to the educational process. Sensitivity and awareness of the impact and implications of one's behavior, including choice in dress, are essential skills that students need to learn. The student dress code is intended to create a positive school climate of respect for self and others, reduce the occurrence of discipline problems, and maintain safety and order in the school so that effective teaching and learning can take place. 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.

STUDENT DRESS CODE REGULATION

The dress code shall apply to all school activities during the traditional instructional school day. Exceptions for legitimate reasons, such as a medical condition or religious practice, as well as for specialized classes or activities, will be considered and can be granted by the school administration on a case-by-case basis.

The school administration reserves the right to approve or disapprove any items not addressed in this policy. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students.

A. Head Coverings

1. Head coverings are acceptable if worn in accordance with a sincerely held religious belief system. Head coverings may also be worn for medical reasons.
2. Other headwear may not be worn in the school building. The following are some examples of prohibited headwear:
 - a. hats
 - b. visors
 - c. sunglasses
3. Headbands (including bandanas folded as headbands of less than 2 inches in width), scrunches, etc., that are used to hold hair in place and do not cover the entire head are permitted.

B. Clothing

1. Tops must be worn in such a manner so as to:
 - a. cover the entire back
 - b. cover the midriff area
 - c. not be see-through
 - d. fit modestly and cover cleavage and chest
 - e. cover undergarments
2. Sleeveless tops must have two shoulder straps worn on the top of the shoulders and cover all undergarments. Tops must also be worn to:
 - a. cover the entire torso of the body, where torso is defined as the area of the body from hips to underarms
 - b. cover cleavage and chest, fit modestly
 - c. cover the back so as to go no lower than the area where a conventional bra is worn on a female or the mid-point on the shoulder blades of a male
 - d. traditional sleeveless undershirts, muscle shirts, or T-back shirts are not acceptable tops under this policy
3. Skirts and dresses must be worn modestly and cover all undergarments when sitting or standing.
4. Shorts must be modest and hang at or near mid-thigh when standing. Shorts must be worn in a manner which covers all undergarments, whether sitting or standing.

5. All other pants (bottoms) must be worn in such a manner as to:
 - a. cover undergarments at all times
 - b. not be excessively long so as to drag on the floor
 - c. not be excessively baggy or worn on the hip in a manner which exposes undergarments or flesh normally covered by undergarments
 - d. yoga pants (exercise type pants that are not see thru), in a narrow or flair leg, are acceptable
 - e. leggings may only be worn in conjunction with another dress code-appropriate dress or bottom (leggings are defined as a sheer or slightly sheer material)
6. Shoes must be worn at all times. Shoes must fit to allow safe movement and be appropriate to school activities.
7. Coats and heavy jackets are not to be worn during the school day and should be stored appropriately.
 - a. Light, form-fitting jackets such as; sweat jackets, hoodies, and windbreakers are not considered coats or heavy jackets and are, therefore, acceptable.

C. Jewelry and Accessories

Jewelry or accessories which can be used as or perceived to be a weapon or threat to others are a safety hazard and are prohibited.

D. Language, Symbols, and Messages

Words or symbols deemed to be inappropriate for the school setting such as: rude, disrespectful, or discourteous expressions which are inconsistent with civil discourse and behavior, or which may substantially disrupt or materially interfere with the educational setting are expressly prohibited on student apparel and person. Student appearance and apparel must not show any reference to or inference to:

1. profanity
2. drugs, alcohol, or tobacco
3. violence
4. suggestive, sexual messages
5. language or symbols that offend, demean, or promote hatred toward an identifiable person or group

Section D also applies to body art, whether permanent or temporary. Body art which violates the regulation must be completely covered during the traditional school day or at any district sponsored or sanctioned event.

Consequences for Violation of the Dress Code

- A. First Offense – Discussion of violation(s) and review of student handbook will take place with student. Student will be required to adjust or change clothes. It is expected that the first offense conference will prevent any further infractions.
- B. Subsequent Offenses – Discipline procedures as described in the Board of Education Discipline Policy and Procedures will be followed (Policy JG & Administrative Regulation JG-R).

STUDENT PROTECTION

Our security system is in place to protect the building and its contents, but primarily it exists to protect students and staff. Cameras are located throughout the building and grounds. These cameras are recording activity 24 hours a day, 7 days a week. Video footage is reviewed by school and central office administration and law enforcement as needed. Footage is not available for viewing by students, parents or visitors. Any person tampering with this equipment, or who deliberately initiates an alarm will be prosecuted to the full extent of the law.

For the safety and security of the students and staff at Boonsboro High, all doors are locked once school begins. All Visitors to the building must be “buzzed” in at the front door and sign-in at the main office. Visitors will be asked to present identification and must indicate the purpose of the visit. Unscheduled visits to classrooms or unscheduled meetings with teachers and staff are not permitted. Visitors with a scheduled meeting or requesting to meet with an administrator will be directed to the appropriate office, and they must report directly to that office. Each visitor will be given a visitor badge which **MUST** be displayed while on the campus. Visitors must check out with the security desk prior to leaving. Visitors requesting to see students must be a legal parent/guardian with an urgent need to speak to the student or a designated representative of a community agency that has an urgent need to speak to the student during school hours. Such request will be made to an administrator who will determine if such a visit is necessary.

TEACHER CLASSROOM MANAGEMENT

Teachers have the right to establish their own classroom management rules and regulations regarding student misconduct, homework, class assignments, etc. Students will be informed of these rules by their teachers at the beginning of the course. In general, teacher detentions are initially 30 minutes beginning promptly at 3:30 p.m. and ending at 4 p.m. Teachers should provide a 24 hour notice of a detention with the student and his/her parent. Students are to bring materials to work on during this time.

TRANSPORTATION REGULATIONS

Bicycles and Mopeds

Bicycles and mopeds should be parked in the designated areas. They must not be used on campus during school hours. The school is not responsible for theft or damages to bicycles or mopeds. Bikes and Mopeds are not permitted in the bus loading area at any time and must be properly secured in the bike rack located adjacent to the gym doors.

School Buses

While you are riding to or from school in a county school bus, you are under the direct supervision of the driver and under the indirect supervision of the principal. The driver is obligated by policy to report any behavior that in any way interferes with the safe operation of the bus. If the student is removed from the bus, it will become the parents' responsibility to provide transportation during the removal time period. Musical instruments too large to be taken to your seat may not be carried on the bus. There is a county regulation forbidding a pile up of musical instrument cases around the driver's seat to the extent that they interfere with the safe operation of the bus. Students must ride the bus assigned by the WCPS Transportation Department unless they have been granted a Special Transportation Request. Students living in an area designated, as a walking area may not ride a bus unless signed written permission is granted from the Transportation Department. Bus referrals will be handled as any other discipline referral, in addition to possible bus suspension.

Skateboards

Skateboards are not prohibited in the school building, sidewalks, tennis courts, track, and/or bus loop. Skateboards are not permitted on school buses. Skateboards brought or ridden to school must be immediately secured in a locker or office prior to the start of the school day and may be retrieved at the conclusion of the school day. Skateboards may never be used in the school building at any time. Students not in compliance will have their skateboard confiscated by administration or the School Resource Officer.

PARKING

Parking on campus is by permit only. Parking in a non-designated parking area or without a permit is not permissible. Violators may be ticketed and or towed at the owner's expense. Parking on campus is a privilege granted to those juniors and seniors who are academically and behaviorally eligible to participate in extra-curricular activities. Seniors who owe more than 15 SSL hours may not be granted a parking permit in the Fall until all hours are submitted. Seniors must have all SSL hours completed to apply for a parking permit in the Spring. Also, juniors or seniors owing a school obligation may not be granted a parking permit until the obligation is satisfied. Only juniors and seniors are eligible to apply for a parking permit and parking permits are not transferable between students and or vehicles. There are only 240 total parking spaces available for students and staff and approximately 100 staff spaces are needed, leaving only 140 spaces for students. Therefore, there are obvious parking issues as only a limited number of spaces are available. Students are not guaranteed a parking space on school property. Please keep in mind, school needs come first when assigning parking. Parking spaces are assigned on a semester basis. To apply for a parking space, please see Mr. Marriott at the start of each semester for an application. If you are assigned a parking space, you will be charged \$20 and issued a hang tag that must be displayed on your rear view mirror while on campus. Our Deputy Sherriff regularly patrols the parking lots, ensuring these tags are on the vehicle assigned to the spot and the vehicle is correctly parked. Once the vehicle is legally parked, it may not be entered or moved unless prior permission has been granted from the administration. Loitering in cars will not be tolerated during the school day, including lunch time. Reckless driving also will not be permitted. Drivers must adhere to the speed limit. Squealing tires and loud radios are not permitted. Students who violate the parking policy twice may have their parking permit revoked and or made conduct ineligible.

WEAPON POSSESSION

No one shall carry or possess on school property any weapon of any kind and/or a look-alike which has the same intent. Weapons include, but are not limited to, knives, firearms, brass knuckles, chains, stun guns, mace or pepper spray.

Weapon possession on school property is considered a gross infraction of school and Board Policy and is against the LAW! Anyone violating the law will be subject to police investigation, immediate suspension from school, alternative placement, and recommendation for expulsion. Legal action will be taken.