

St. Charles High School

Parent/Student Handbook School Year 2017-2018



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September 5, 2017

Dear Students, Parents, and Guardians:

Welcome to St. Charles High School and to the start of the 2017-2018 school year. As we continue to grow as a school community, this student handbook has been prepared by the administration to familiarize you with the policies, expectations, programs, opportunities, and resources available to you and your children at St. Charles High School. I encourage you to read this handbook carefully and to reach out to any member of the staff for assistance with questions, concerns, or needs.

Below you will find our school's vision, mission, and beliefs. These form the basis of all decisions made by school staff as we keep our focus on what is best for our students. As a Spartan, I encourage you to demonstrate your commitment to these shared ideals as we work together to make St. Charles High School the best school in Charles County. Let's make 2017-2018 a great year! GO SPARTANS!

Sincerely,

Richard E. Conley
Principal

Our Vision:

St. Charles High School strives to be a collaborative community of educators and learners that models and practices 21st century skills in order to ready tomorrow's leaders for college and career opportunities.

Our Mission:

At St. Charles High School all stakeholders share the responsibility of preparing our students for college and careers. The mission of St. Charles High School is to build a safe, equitable, and collaborative educational community where students experience rigorous instruction, acquire cultural awareness, and develop responsibility and professionalism that prepares them for life-long learning.

Our Beliefs:

At our core we believe that all students need to have the opportunity to succeed through the support of an educational partnership that is made up of administrators, teachers, community members, parents, and students.

At St. Charles High School we believe:

- The education that students receive is an innovative, evolving process of teaching and learning that focuses on high expectations, creativity, and written expression
- All students have the responsibility to be actively involved in the learning process and to set goals for lifelong learning
- Collaborative and cross-curricular activities enhance the development of the individual, socially and academically, while enhancing school and community relationships
- All students will demonstrate mutual respect, tolerance, and open-mindedness for each other and the diverse cultures that make up a safe and orderly learning community

School Hours:

7:25 a.m.-2:15 p.m.

School Mascot:

Spartan

School Colors:

Kelly Green, Navy Blue, and White

School Personnel:

Principal	Mr. Richard Conley	reconley@ccboe.com
9 th Grade Administrator	Mr. Paul Alvarez	palvarez@ccboe.com
10 th Grade Administrator	Mrs. Shaneha Harvard-Lamb	sharvard@ccboe.com
11 th Grade Administrator	Mr. Phillip Gartland	pgartland@ccboe.com
12 th Grade Administrator	Mrs. Wualanda Thenstead	wthenstead@ccboe.com
Instructional Administrator	Mrs. Melissa Miesowitz	mmiesowitz@ccboe.com
Counselor (Last names A - De)	Mrs. Jacqueline Cheaves	jcheaves@ccboe.com
Counselor (Last names De - J)	Mrs. Megan Chappelle	mchappelle@ccboe.com
Counselor (Last names K - R)	Mr. Justin Ryan	jryan@ccboe.com
Counselor (Last names S - Z)	Mr. Seaton Fisher	sfisher@ccboe.com
College/Career Advisor	Mrs. Janet Malherek	jmalherek@ccboe.com
Athletic Director	Ms. Jennifer Smith	jsmith@ccboe.com
Attendance Secretary	Ms. Ronnekia Thompson	rmthompson@ccboe.com
Counseling Secretary	Ms. Cora Kimes	ckimes@ccboe.com
Financial Secretary	Ms. Pauletta Brickey	pbrickey@ccboe.com
Food Service Manager	Mr. Brandon Simpson	bsimpson@ccboe.com
Nurse	Mrs. Nadja De Los Santos	ndelossantos@ccboe.com
Pupil Personnel Worker	Ms. Lori Gibson	lrgibson@ccboe.com
Student Data Technician	Mr. Carlos Aguilar	caguilar@ccboe.com
Testing Coordinator	Mrs. Theresa Peck	tpeck@ccboe.com
School Psychologist-EA	Mrs. Tiffany Ashe	tashe@ccboe.com
School Psychologist	Ms. Akira Ali	aali@ccboe.com
IEP Facilitator	Ms. LaShone HoSang Navies	lhsangnavies@ccboe.com

2017-2018 Regular Bell Schedule

Lunch 1		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
L1	10:41 - 11:11	30
3	11:16 - 12:46	90
4	12:51 - 2:15	84

Lunch 2		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
3	10:41 - 11:11	30
L2	11:11 - 11:41	30
3	11:46 - 12:46	60
4	12:51 - 2:15	84

Lunch 3		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
3	10:41 - 11:41	60
L3	11:41 - 12:11	30
3	12:16 - 12:46	30
4	12:51 - 2:15	84

Lunch 4		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
3	10:41 - 12:11	90
L4	12:16 - 12:46	30
4	12:51 - 2:15	84

2017-2018 Activity Period Bell Schedule

LUNCH 1		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
L1	10:55 - 11:25	30
3	11:30 - 1:00	90
4	1:05 - 2:15	70

LUNCH 2		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
3	10:55 - 11:25	30
L2	11:25 - 11:55	30
3	12:00 - 1:00	60
4	1:05 - 2:15	70

LUNCH 3		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
3	10:55 - 11:55	60
L3	11:55 - 12:25	30
3	12:30 - 1:00	30
4	1:05 - 2:15	70

LUNCH 4		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
3	10:55 - 12:25	90
L4	12:30 - 1:00	30
4	1:05 - 2:15	70

2017-2018 Early Dismissal Bell Schedule

LUNCH 1		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
L1	9:20 - 9:50	30
3	9:55 - 11:25	90
4	11:30 - 12:15	45

LUNCH 2		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
3	9:20 - 9:50	30
L2	9:50 - 10:20	30
3	10:25 - 11:25	60
4	11:30 - 12:15	45

LUNCH 3		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
3	9:20 - 10:20	60
L3	10:20 - 10:50	30
3	10:55 - 11:25	30
4	11:30 - 12:15	45

LUNCH 4		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
3	9:20 - 10:50	90
L4	10:55 - 11:25	30
4	11:30 - 12:15	45

2017-2018 Two-Hour Delay Bell Schedule

LUNCH 1		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
L1	11:20 - 11:50	30
3	11:55 - 1:25	90
4	1:30 - 2:15	45

LUNCH 2		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
3	11:20 - 11:50	30
L2	11:50 - 12:20	30
3	12:25 - 1:25	60
4	1:30 - 2:15	45

LUNCH 3		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
3	11:20 - 12:20	60
L3	12:20 - 12:50	30
3	12:55 - 1:25	30
4	1:30 - 2:15	45

LUNCH 4		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
3	11:20 - 12:50	90
L4	12:55 - 1:25	30
4	1:30 - 2:15	45

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Academic Program

Graduation Requirements & Promotion Status

In order to receive a Maryland high school diploma in Charles County, a student must be enrolled in Charles County Public Schools and earn a minimum of **23** credits. Please visit <http://www.ccboe.com/community/students/programofstudies.php> for the required coursework and state assessments.

As students matriculate through high school, promotion status is determined as follows:

- 10th Grade: Students must earn a minimum of six (6) credits
- 11th Grade: Students must earn a minimum of 12 credits
- 12th Grade: Students must earn a minimum of 16 credits and **the completion of at least three (3) years of high school**

Grade Calculation

Semester and final grades will be computed by averaging numerical grades. Quarterly grades will be calculated by deriving a quarterly arithmetic average, which will be translated into a letter grade using the scale below:



Grading Scale

A = <i>Superior</i>	90 - 100%
B = <i>Above Average</i>	80 - 89%
C = <i>Average</i>	70 - 79%
D = <i>Below Average</i>	60 - 69%
F = <i>Failure</i>	0 - 59%

Weighting for Grade Reports: High School

Our grading practices reflect what we believe about teaching and learning; therefore, grading practices should encourage and support learning for all students.

As an intrinsic part of the cycle of instruction/assessment/instruction, effective grading practices reflect the attributes of student work and not the attributes of the student. Effective grading practices should communicate individual student achievement of intended learning outcomes, and be accurate, consistent, and meaningful.

 Process 50% (A and Honors courses)	 Product 50% (A and Honors courses)
Process 40% (AP and AP weighted courses)	Product 60% (AP and AP weighted courses)
Process 20% (Composition & Rhetoric as required by CSM)	Product 80% (Composition & Rhetoric as required by CSM)

- Minimum of five “process” grades per quarter
- Minimum of five “product” grades per quarter
- No single assignment can count more than 10% of a quarter grade
- In classes that have a CCPS post-test, the post-test will count 10% of the third quarter grade
- In AP courses the quarterly AP assessment will count 10% of each quarter grade

Weighted Cumulative Grade Point Average

Weighted classes are identified in the course description of the High School Program of Studies with a code of “W.” Advanced Placement (AP) grades are weighted by adding one point (1.0) for each grade in a year-long class, and one-half point (0.5) for each semester course. *No points are given for a D or failing grade.* Designated Honors courses are weighted by adding one-half point (0.5) for each grade in a year-long course and .25 in a semester Honors course. *No points are given for a D or failing grade.*

Transfer credits will be converted to the CCPS weighting system, and *no points are given for a D or failing grades.*

	A	B	C	D	F
AP	5.0	4.0	3.0	1.0	0.0
Honors	4.5	3.5	2.5	1.0	0.0
Regular	4.0	3.0	2.0	1.0	0.0

*****No weighted points are given for a D or failing grade. *****

Academic Honor Roll

All students are encouraged to strive for outstanding academic achievement and excellence. Each marking period, the honor roll is calculated and honor roll students are recognized for their diligence. The distinctive categories are determined by the grade point average:

- Principal’s Honors 4.0 and above
- High Honors 3.5 – 3.99
- Honors 3.0 – 3.499

Additionally, seniors who have achieved academic excellence will be recognized with the following distinctions at the annual commencement ceremony:

- Summa Cum Laude Cumulative, weighted GPA of 4.0 and above
- Magna Cum Laude Cumulative, weighted GPA of 3.75 – 3.99
- Cum Laude Cumulative, weighted GPA of 3.50 – 3.74

National Honor Society

National Honor Society is an organization that recognizes students who excel in the areas of outstanding scholarship, exceptional leadership, exemplary service, and extraordinary character. Sophomores, juniors, and seniors who have at least a 3.5 cumulative, weighted grade point average will have met the academic requirements for the *National Honor Society*.

Qualifying seniors will be notified of their eligibility shortly after the beginning of the school year. If an eligible senior wishes to be considered for selection into the *National Honor Society*, he or she must complete and submit the Student Activity Information Form as well as an essay. The *National Honor Society* Faculty Committee will review the forms and essays and make student selections. Students selected will be inducted into the *National Honor Society* during the fall.

Qualifying sophomores and juniors will be notified of their eligibility shortly after the end of the 1st semester. If an eligible sophomore/junior wishes to be considered for selection into the *National Honor Society*, he or she must complete and submit the Student Activity Information Form as well as an essay. The *National Honor Society* Faculty Committee will review the forms and essays and make student selections. Students selected will be inducted into the *National Honor Society* during the spring.

Upon induction, all members of the *National Honor Society* are expected to maintain the high standards for which they were selected and to participate in various service projects conducted by *National Honor Society* throughout the school year. Any *National Honor Society* member found to be in violation of academic honesty may be subject to removal from the *National Honor Society*.

Academic Dishonesty

Charles County Public Schools students are expected to maintain the highest level of ethical standards. Students are required to exhibit honesty in both verbal and written form. Academic dishonesty, including cheating, plagiarism, photo copying, copying off fellow students, using Internet or other sources without acknowledgement and the use of electronic equipment such as cell phones, blackberries, iPods and other similar devices to cheat, is unacceptable. Dishonest behavior, when detected, may result in both academic and disciplinary consequences such as academic failure and/or suspension from school.

Academic Letter

Students in grades 10-12 may be awarded an Academic Letter if they receive an overall grade point average of 3.5 or higher for the current school year with no D or F grades for any quarter or semester. Two methods for calculating the GPA will be used: 1) averaging the first semester and third quarter grades, and; 2) averaging the first quarter, second quarter, and third quarter grades. Students who qualify by either method will be eligible for the academic letter. Students who qualify for this honor in subsequent years and have already been awarded a letter will be recognized with an honors pin.

Make-Up Work

It is important that students keep up with their studies and make up all missed assignments when they are absent from school. Any student who is lawfully absent from school may have the opportunity to make up the work and/or tests missed while out of school. The counseling office staff is able to provide assistance with obtaining work from teachers when students are out of school on a prolonged absence (5 days or more). Students who are absent for a short period of time (1-4 days) should return to school with a note verifying the reason for their absence and obtain the work they missed from their classroom teachers upon their return.

Students who are suspended from school have the opportunity to make up the work missed. If a student misses all or any portion of class for *any* excused reason, it is the student's responsibility to obtain and make up the missed work. All missed work must be made up and submitted as soon as possible after returning to school. A reasonable timeframe will be determined by the teacher as to when the make-up work will be due.

Students who are unlawfully absent from school may not make up work or tests in the class/classes missed due to absence.

Requesting Homework for Long-Term Absences (5+ Days)

Parents should contact the school counseling office secretary to request work. Teachers will be notified of the request and will have 48 hours to submit the assignments to the counseling office. Parents may pick up assignments from the counseling office in the afternoon 48 hours following their request and are encouraged to call ahead to see if work is ready for pickup. Any student who provides a lawful excuse for absence from school may make up work and/or tests missed while out of school.

Schedule Changes

Written requests for schedule changes will be accepted in the Counseling Department for the first ten (10) days of school as outlined in the Charles County Public Schools *High School Program of Studies*. Requests for schedule changes will only be considered for the following reasons:

- (1) Scheduling error
- (2) Course needed for graduation
- (3) Inappropriate academic placement

Interim Dates**

Quarter 1: October 9, 2017

Quarter 2: December 11, 2017

Quarter 3: February 26, 2018

Quarter 4: April 23, 2018 (seniors); April 30, 2018 (grades 9-11)

Marking Period Ending Dates**

Quarter 1: November 7, 2017

Quarter 2: January 23, 2018

Quarter 3: March 23, 2018

Quarter 4: May 23, 2018 (seniors); June 15, 2018 (grades 9-11)

Report Card Mailing Dates**

Quarter 1: November 15, 2017

Quarter 2: January 31, 2018

Quarter 3: April 4, 2018

Quarter 4: June 22, 2018

*****All dates subject to change at the discretion of Charles County Public Schools. *****

Attendance/Tardy Policies and Procedures

Verification of Absences & Tardiness

Students and parents/guardians have three (3) days to verify tardiness/absences, after which the tardiness/absences are coded as truant or unlawful. A written explanation of a student's absence from the parent/guardian or eligible student is required when the student returns from the absence. **Absentee notes via email are not accepted.** The parent/guardian is expected to call the appropriate school counselor on the third day of consecutive absences. If the parent/guardian does not call the school by the third day, the school may contact the family. A medical verification should be obtained by the parent/guardian for students who have been out for long periods of time. The principal has the discretion to accept medical notes received beyond three (3) days of the student's return to school.

Procedures to Follow Upon Return from Absence

1. A parent, guardian, or doctor must write a note including the student's name, date of absence, and reason for the absence within three (3) school days after the absence. Failure to provide a note within three (3) days will result in the absence being coded unlawful (U-22). **All absentee notes must have the parent's signature. Emails are not accepted.**
2. The student must present the written excuse to his/her homeroom teacher upon return to school.
3. The homeroom teacher will submit the written excuse to the attendance secretary for verification. Once verified the secretary will return a coded admission slip to the homeroom teacher to give to the student. The student must show this slip to his/her teachers to receive make-up work.
4. Admission slip must be signed by all teachers.
5. Make immediate plans to complete all make-up work due to absence. Students are held accountable for all missed work as a result of an absence. Grades will reflect as such if the work is not made up.
6. If absence is due to an educational trip, a parent or guardian must notify the school *at least ten (10) school days prior to the absence*. These absences, **up to five days total for the school year**, may be excused at the discretion of the Principal and the student will have the right to make up work.

If a student is absent for three (3) or more consecutive days, the parent/guardian must notify the appropriate school counselor.

Chronic Absenteeism

Parents will be notified by letter regarding absences from school:

- After **five (5)** absences of any kind, the school (at the principal's discretion) may notify parents/guardians through either a letter sent home or by phone.
- After **10** absences, parents/guardians are contacted. A meeting may be set to develop an attendance plan.
- After **15** absences, the student is referred to the school's pupil personnel worker.

- After 21 absences, the student is scheduled for a school attendance hearing.
- If the attendance review hearing is deemed unsuccessful or the student continues to violate the attendance guidelines established during the review, the student may be referred to agencies for additional support. Severe and/or ongoing attendance issues may be referred to the State's Attorney for Charles County.
- All policies and procedures for the Chronic Health Impairment Program for Students must be adhered to in order to ensure compliance with the Code of Maryland Regulations (COMAR). Failure to adhere to the policies and procedures will result in referral to the pupil personnel worker. Attendance is calculated the same as it is for all other students. **A medical note is required for an absence to be considered medically excused.**
- All absences due to school suspension will count towards the attendance monitoring procedures.

Any student who has two or more unlawful absences during a nine-week marking period, without appropriate parental notification, may receive a grade no higher than 59 percent for the marking period.

The scheduling of college visits, family vacations or trips should occur on dates when school is not in session. Any exception **must be requested in writing** of the Principal by the guardian **at least ten (10) school days in advance of the absence**. The Principal will decide whether the absence will be excused or unexcused. Students attending a college visit must have a confirmation slip from the college in order for the absence to be excused. It is the responsibility of the student and/or parent/guardian to request the make-up work and turn in completed assignments within the agreed time period. Teachers will not be required to provide work ahead of time for any vacation or trip. Teachers will not be required to give exams early for any vacation or trip. **A student may not miss more than 4.5 days in the previous quarter to be considered eligible for extracurricular activities.**

Early Dismissal

Students are not permitted to leave school grounds at any time during the school day without a permit from the attendance office. If you must leave school because of illness or any other emergency, you **must** be signed out in the attendance office by a parent or guardian listed on the emergency card. The parent or legal guardian listed on the emergency card **must** present a picture ID prior to signing out the student. **Notes signed by a parent or guardian requesting an early dismissal for student drivers must be brought to the attendance office before homeroom and must include a contact number where a parent can be reached for verification.** All early dismissal requests must be verified by a parent/guardian. Students leaving school early for approved early release programs **must** sign out in the main office.

If a parent or legal guardian is sending someone to pick up his/her student early from school for any reason, he/she **must** send a written note indicating who will be picking up the student and give consent. Upon receiving the note from the parent or legal guardian, the school will then verify its authenticity and check the ID of the adult who signs the student out of the building. The parent must provide written documentation explaining the reason for the early dismissal. The school will then code the early dismissal as lawful or unlawful in accordance with COMAR 13a.08.01.03.

Late Arrivals

If a student arrives to school between 7:25-7:35 a.m., he/she should report directly to homeroom but will be marked tardy. If a student arrives to school after 7:35 a.m., he/she should report directly to the attendance office.

Notes from parents/guardians stating the reason for the tardiness must be given to the attendance secretary. **There is no grace period for tardy notes.** When students are late to class and/or school, it creates a disruption to the learning environment and negatively affects academic performance. **Chronic tardiness to school will result in disciplinary action. Parking privileges may be revoked for students who are frequently tardy to school, both excused and unexcused.**

Class Tardy Policy

The expectation is that students arrive to all classes on time. Upon the 3rd tardy, teachers will issue a warning and contact the parent. Upon the 6th tardy, students may be assigned a disciplinary consequence by the appropriate administrator. Periodic, random hall sweeps will be conducted by the administration and students will receive consequences for chronic tardiness to class.

Attendance Awards Requirements

Students will receive exemplary attendance recognition if they maintain less than four (4) days of absence for the school year. End-of-year attendance awards will be considered through the final day of classes for seniors and through May 31 for grades 9-11. Any absence, late arrival, or early dismissal, *regardless of the reason*, will be counted towards attendance awards.

Students Scheduled for a Full Day: A student is counted present for a full day if the student is in attendance for at least four (4) hours or more of the school day. A student is counted present for ½ day if the student is in attendance for at least two (2) hours but less than four (4) hours of the school day.

Students Scheduled for a Partial Day: A student scheduled for less than a full day will be counted present based on the amount of time he/she is scheduled.

Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) is a program that allows staff and students to use their personal devices for CCPS and school-sanctioned activities and to connect to the internet for instructional activities if approved by the Superintendent and school Principal.

Guidelines for Students

Students who wish to participate in the BYOD program must submit a signed statement of understanding in order to receive the access code to the student wi-fi network. Students will be permitted to use personal technology devices in accordance with related CCPS policies and are expected to adhere to the Code of Student Conduct and *Acceptable Usage Agreement* at all times. Failure to comply with these policies may result in the temporary or permanent revocation of usage privileges, in addition to any other disciplinary action that may be deemed necessary. CCPS is not responsible for lost or damaged devices.

Expectations and Appropriate Use

Registered students will be permitted to use their personal devices through the student wi-fi network only. Approved use may occur only during instructional times under the direction of a teacher or other staff member to complete in-class activities, check grades, collaborate with other students and teachers, complete homework, conduct research, access websites with curriculum-related content, keep track of classroom assignments, record journal entries, and for other approved instructional activities.

Devices are only permitted in a supervised instructional setting at the discretion of the classroom teacher. At no time will permission be given for devices to be used during the school day while inside or outside of the classroom for the purposes of listening to music, socializing, or other non-instructionally related tasks. Devices are not permitted to be used in collaboration areas, restrooms, hallways, or the cafeteria during breakfast or lunch.

Inappropriate Usage

Inappropriate BYOD usage is defined as: 1) using a personal device during a non-instructional time (e.g. Red Days, collaboration spaces, hallways, second chance breakfast, or lunch); 2) using 3G/4G data during approved or unapproved times; 3) using an unregistered device to access the student wi-fi network, and; 4) not following teacher instructions for permitted usage for instructional purposes during instructional time. This includes but is not limited to text messaging, usage of social media, cameras, making or accepting phone calls, or using any website or app having nothing to do with the classroom instructional activity as noted by the classroom teacher.

Students who commit infractions of the appropriate BYOD usage expectations can be subject to temporary or permanent ban from the school’s wi-fi network and may face classroom and/or administrative disciplinary action.

Consequences for Misuse

The chart below outlines the classroom and administrative responses that may occur for violations of school or county BYOD policies:

Infraction	1st Offense	Second Offense	Third Offense
Inappropriate use of an approved device during an approved activity	Warning; parent contact by teacher	Referral to administrator; parent contact by administrator	Referral to administrator; removal of use privilege for designated class or classes; administrative consequences for insubordination
Use of an approved device during an unapproved time or in an unapproved setting	Follow CCPS cell phone policy	Follow CCPS cell phone policy	Follow CCPS cell phone policy
Use of an approved or unapproved device outside the student wi-fi network	Follow CCPS cell phone policy	Follow CCPS cell phone policy	Follow CCPS cell phone policy
Use of an unapproved device to access student wi-fi network	Follow CCPS cell phone policy	Follow CCPS cell phone policy	Follow CCPS cell phone policy

Electronic Devices and Testing

All national and state, county, and school testing regulations regarding the use of electronic devices apply. Unless otherwise noted, personal electronic devices will not be permitted on any national, state, county, or school quiz, test, or exam.

BYOD is a privilege not a right. Individual classroom teachers and St. Charles High School administration reserve the right to alter or terminate access to participate in BYOD as necessary.

Cell Phone Policy

Except as permitted by the school BYOD policy, high school students may not possess or use cell phones on school property except under the following conditions:

- Cell phones must not be visible and must be powered off at all times during the school day. A cell phone in vibrate or other non-audible mode is not considered “off.”
- Cell phones may be used before and after school hours, as defined by the school, but not during a time when the student is aboard a school bus or other school-sponsored vehicle, except as provided below.
- In order to briefly communicate with the student’s parent/guardian/caregiver, a cell phone may be used while traveling to or from a school-sponsored activity on a school bus or other school-sponsored vehicle, as long as the supervising teacher/coach has granted the student permission. At no time will permission for cell phone use be granted for socializing or other non-essential purposes.
- A student may possess and use a cell phone if that student’s parent or guardian receives written approval from the school principal for a specific purpose. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes.
- The possession or use of a cell phone must not cause any disruption to the school setting at any time.

It is the intent of the Superintendent to ensure cell phone possession does not disrupt the learning environment, after-school activities, or the safe transportation of students. Therefore, students found to be in violation of this rule are subject to the following disciplinary action:

- Upon the first offense the student shall be warned; the student’s parent or guardian shall be notified; and the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.
- Upon the second offense the student shall be warned and may be disciplined up to and including an in-school suspension as deemed appropriate by the appropriate school administrator; the student’s parent or guardian shall be notified; and the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.
- Upon any additional offense, the student shall be warned and may be disciplined up to and including an out-of-school suspension as deemed appropriate by the appropriate school administrator; the student’s parent or guardian shall be notified; the cell phone shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator; and the principal may remove the privilege of possession and use of cell phones for up to the remainder of the school year.

A student participating in AP testing, state testing, county testing, or other testing as designated by the superintendent or principal may not possess any personal digital assistants (PDAs), cameras, cell phones, iPods and other MP3 players, or any other non-test-related personal electronic devices. This prohibition includes possession by the student directly or in the student’s constructive possession in the testing room, such as in a desk, bag, purse, or clothing. Such possession may lead to discipline up to and including expulsion and will result in the invalidation of the student’s test.

Dress Code Policy

Spartans take pride in their appearance and a student's dress reflects the quality of their school, their conduct, and their school work. Students must convey an image of personal cleanliness and neatness.

Suggestive, provocative, or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. Charles County Public Schools does not allow clothing which display messages or images offensive in terms of their reference to race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability to be worn on school property or during school-sponsored activities. The school reserves the right to determine the appropriateness of clothing on a daily basis. The school system dress code standards include the following:

1. Shorts are permitted as long as the shorts reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh.
2. Skirts are permitted as long as the skirt reaches the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above fingertips.
3. Sleeveless shirts are permitted as long as at least two fingers' width of fabric covers both shoulders and the chest area for undergarments are not exposed.
4. Spaghetti straps are not permitted with the exception of formal wear.
5. Midriff area (front and back) must not be visible at any time, even while seated.
6. Undergarments must not be visible at any time.
7. Cleavage must not be visible at any time.
8. Pants must be secured no lower than mid-hip and must not cover the front of the shoes while walking.
9. Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. Flip-flops, shower shoes, beach footwear, or bedroom slippers are prohibited.
10. Headwear is not permitted. This includes but is not limited to hats, visors, bandannas, scarves, headwraps, bonnets, and hoods. (Exceptions may be granted based on religious and medical reasons with proper verification.)
11. Sunglasses are not permitted except during outdoor activities.
12. Sleepwear and sleepwear-type clothing are not permitted. (Exceptions are granted for certain activities, such as overnight field trips.)
13. Jewelry that poses a safety hazard to the student or other students is not permitted.
14. Sports uniforms that are worn during the school day must conform to the dress code.
15. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any groups is not permitted. This includes, but is not limited to material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.

16. Recreational and non-instructional swimsuit attire must not be disruptive or distracting. Female swimsuits must be one piece and fully cover the chest and buttocks. Male swimsuits must be mid-thigh. All swimsuits must remain non-transparent when wet. Swimsuits may not be worn uncovered outside the pool area.
17. Formal attire must not be disruptive or distracting. Spaghetti straps and sleeveless or strapless formal dresses are acceptable as long as adequate coverage is maintained during activity. Slits in skirts or dresses may not rise more than a hand's width above the knee. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless gowns may be permitted at the end-of-year prom, but are inappropriate for all other events including school dances, choral performances and in situations where a student or group of students officially represent the school system.
18. The dress code is in effect at all school-sponsored events on and off campus.

Emergency Procedures

The administration is required to conduct safety drills during the school year to test the alarm system, check the reactions of students during an emergency, evaluate the effectiveness of emergency plans, and familiarize each student with safety procedures and evacuation routes.

Fire Drills

As soon as the fire alarm sounds, the cooperation of all students is required and expected. All activity and talking must cease. Follow the teacher quickly and silently out of the room and building. **DO NOT RUN!** Classroom doors should be closed by the last person out of the room. Do not take time to close open windows. When the assigned evacuation area is reached, classes should form a single file line and students should turn and face the building. Staff members are expected to take roll and account for every student.

Violent Storm

- When the alarm sounds, everyone must report to his or her designated area. Teachers must take charge of their students and see that they are informed where to report.
- Teachers should be last to leave the classroom, taking care that all classroom lights are turned off and doors are closed but not locked.
- Students should proceed to their designated area in a quick and orderly manner.
- Class roll must be taken by each teacher and held until the emergency is over. Fire drill forms will be used for this accounting. This accounting is for students who should be with the teacher, but do not report to the proper location. Students who are absent from school that day are not listed. Lists should be sent to the designated staff member once the drill is concluded.
- If a student has been issued a pass to report to another teacher, librarian, counselor, administrator, etc., that person will become responsible for the student. If a student is given a pass to a place where there is no responsible adult, i.e., restroom, locker, water fountain, the student should return to the regular classroom immediately and follow the teacher's instructions.

Shelter in Place

A shelter in place announcement over the PA requires all students to remain in the building. Staff and students from outside areas are to come into the main building. Doors are to be secured and “sheltering in place” signs are to be posted on outside doors.

Dangerous Intruder

Dangerous intruder procedures are followed if someone is in the building to cause harm to others. In this situation, the school will go into a “lock down” and no one is allowed to leave or enter the campus for any reason.

Extracurricular Activities

Students are encouraged to participate in one or more activities. It is our belief that an active student will enjoy school more and experience higher grades and attendance. Activities will be scheduled during the day or after school at times convenient to the group and its advisor. No students are to remain after school unless they are participating in activities supervised by an advisor or coach. All students who are involved in an extra-curricular activity must report to their advisor or coach by 2:25 p.m. Students not involved in an extra-curricular activity after school must leave the building and grounds by 2:25 p.m.

Academic Eligibility

- 2.25 grade point average for previous nine-week quarter
- No “F” on the previous nine-week quarterly report card
- No more than 4.5 absences for the previous nine- week quarter
- Enrolled in a minimum of four classes

Attendance Eligibility

Students are not eligible if absent five or more school days during a nine-week period with the exception of a medical certificate or court appearance. Students absent from school, suspended, or in ISI for the entire day may not practice, compete, or participate until they are reinstated and have attended more than half of their classes for one day.

Additional Eligibility Requirements

Students who owe a financial obligation will be denied the opportunity to participate in extra-curricular activities, including athletics, until the obligation has been cleared.

Extracurricular Activities and Athletics

Accelerated/Enrichment	Foreign Language Club-French	Recycling
Art Club	Foreign Language Club-Latin	Rock n' Roll
Baseball (JV,V)	Future Business Leaders of America	SADD
Basketball-(Boy's-JV, V)	Golf	Soccer-(Boy's-JV,V)
Basketball-(Girl's-JV, V)	History Club	Soccer-(Girl's-JV,V)
Cheerleading-(JV, V)	Improv	Softball (JV,V)
Chess Club	Indoor Track	Spartan Paparazzi
Class of 2017	It's Academic	Spartan 300 Pep Club
Class of 2018	Key Club	Step Team
Class of 2019	Lacrosse-(Boy's-JV, V)	Student Government Association
Class of 2020	Lacrosse-(Girl's-JV,V)	Swimming
Cross Country	Lesbian, Gay, Bisexual, and Transgender (LGBT)	Tennis
Destination Imagination	Library Club	Tiara Organization
Distinguished Gentlemen	Math Team	Technical Theatre
Drama Club	MESA	Track & Field
Educators Rising	Marching Band	Unified Sports
Envirothon	Mock Trial	Vex Robotics
Fashion/Modeling Club	Movie Club	Video Game Club
Fellowship of Christian Athletes	Model UN	Volleyball (JV,V)
Field Hockey-(JV, V)	Music Arranging	Wrestling (JV,V)
Football-(Fr, JV, V)	National Art Honor Society	
Foreign Language Club-Spanish	National Honor Society	

General Rules and Expectations

Breakfast Conduct

On most days, breakfast is offered to students before school and immediately following 1st block. Second chance breakfast will not be served on early dismissal days or on days when school opens late due to inclement weather. Students are encouraged to purchase second chance breakfast daily at the kiosk located closest to their desired activity or second block location. There will be a kiosk on each floor for students attending activities or classes in the academic wings. There will also be a kiosk in the cafeteria for students going to the gym, weight room, performing arts, or engineering wings.

Students choosing not to eat are expected to report to class promptly. Students eating breakfast are expected to throw away all trash and to report to their designated classroom on time by the end of the breakfast period. Second chance breakfast will not be offered on early dismissal days nor when there is a delayed opening.

Care of School Property

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who deface property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and may be subject to other disciplinary action.

Code of Conduct

Maintaining a safe and orderly environment is a high priority at St. Charles High School. No student has the right to interfere with the positive learning environment of another. Students must respect the rights of all individuals and accept responsibility for their actions. In addition to the CCPS Code of Conduct, the following guidelines will also be observed:

- No food or drink is permitted in the hallways and/or classroom except for during designated times. All visible food or drink will be confiscated.
- The use of profane or foul language is inappropriate and therefore prohibited.
- Public displays of affection, kissing, extended embraces, etc. are prohibited.
- Deliveries: balloons, cakes, flowers, etc. delivered or brought to school will be stored in the main office until the end of the day. **Food orders to be delivered to students are prohibited unless approved in advance by the administration.**
- Sitting in cars in the parking lot during any time during the school day is prohibited. Students must have a pass from an administrator to go to the parking lot during the school day.
- Students who fight or cause *any disruption* to the school environment, including “horseplay” will face disciplinary consequences. Such incidents may be referred to the School Resource Officer for possible legal action.
- Personal electronic devices (cell phones, headphones, etc.) are expected to be put away upon entry to the building. Devices must remain off and put away for the duration of the school day except as outlined in the school’s BYOD policy. Failure to follow these guidelines will result in the confiscation of the device and disciplinary consequences. Confiscated devices will be returned only to a student’s parent after a conference with the appropriate administrator.
- Students are expected to demonstrate respect and courtesy for themselves and others. All instructions issued by staff members are expected to be followed and insubordinate and/or disrespectful actions will not be tolerated.

Corridor Courtesy

- Keep corridors and stairwells open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

Hall Passes

Hall passes are only given in cases of emergencies. No student will be issued a pass during the first and last ten minutes of a class period. As an extra intervention to promote safety and decrease disruptions at the end of the school day, hall passes will become **LIMITED** after 2pm (12pm on early dismissal days). With the exception of a pass to the nurse or a student being called to the main office, students are to remain in their classrooms during the last 15 minutes of the school day.

Lockers

Students will be assigned a locker once all required forms are submitted at the beginning of the school year. **Lockers are not to be shared.** All personal items and books, when not in use, must be kept in your assigned locker. Do not tamper with another locker or give your combination to another person. These lockers are school property and, as such, are subject to search in an emergency, for just cause, or randomly at any time.

Lost and Found

Students who find lost articles are asked to take them to the main office before or after school. Lost articles which are not claimed within a reasonable time will be given to the Goodwill Industries or similar agency at the end of each quarter.

Lunch

Each student and staff member will be assigned to one 30-minute lunch shift each day. The time of a student's lunch will depend on the location of his/her third block class. Students are expected to eat only during their assigned lunch shift and only in the cafeteria.

Restrooms

Student restrooms are maintained for use between classes or when issued a valid hall pass during class time by a staff member. At no time should students use restrooms designated for use by staff. At times restrooms may be closed as needed for cleaning or for other reasons as deemed appropriate by the administration on a rotating basis. At no single time will access to all school restrooms be removed or limited.

Student Debt

Students are expected to remain in good financial standing throughout the school year, clearing financial obligations as they arise. Students may be prohibited from participating in any non-academic based activity/opportunity including but not limited to all extra-curricular activities, class events, and dances. Additionally, students may also be prohibited from parking privileges, locker assignment, borrowing books and other materials from the library/media center, graduation exercises. Diplomas may be withheld until student debts are satisfied. Please note that full replacement costs will be charged for all school instructional items, i.e., textbooks, library books, calculators, computers, etc.

Telephones

The office telephone is a business phone. Telephones are accessible to students *for emergency use only* with the permission of an administrator. Parents/guardians should not call the school to talk to the student except in cases of real emergency, nor should parents text or call their child's cell phone during the school day (see cell phone policy).

Use of Elevator

Only students who submit a written note from a parent or doctor will be permitted to use the elevator. The note must include the student's name, grade, parent contact information, injury or purpose for the use of the elevator, and the length of time in which the elevator will be needed. Students will present the note to the school nurse for verification. Once verified, the student will present a \$5 deposit to the financial secretary in order to receive an elevator key. The deposit will be returned once the elevator key is returned. Students are prohibited from allowing other students to ride with them on the elevator.

Spartan Activity Period Rules and Expectations

Spartan Activity Period is an opportunity for students to participate in extra-curricular activities, receive extra instructional help from teachers, take advantage of reassessment opportunities, and to work on homework or other assignments, projects, etc. This 35-minute period will occur Monday through Friday between first and second block immediately following Second Chance breakfast. Spartan Activity Period will not occur on early dismissal days or delayed opening days. It may also be canceled due to testing, poor student participation, or other reason as deemed necessary by the administration.

Expectations

Students are expected to:

- Purchase Second Chance breakfast at the kiosk closest to the desired activity of the student's choosing.
- Arrive to the chosen activity period promptly, on time, prior to the ringing of the late bell.
- Sign in using the designated database program. This will allow administration to locate students in the event of early dismissals, emergencies, etc.
- Utilize the activity period for its intended purpose.
- Remain in the chosen activity for the full duration of the period (45 minutes).

A schedule of activities available for each given activity period day will be provided to students, displayed throughout the school building, and posted on the school website. Daily hall sweeps will be conducted by the administration and other staff members during the activity period. Students not adhering to the expectations for the activity period will receive disciplinary consequences.

Participation in the activity period is a privilege. Students must comply with all CCPS, school, and classroom rules. Failure to adhere to the established expectations will result in immediate consequences, including the loss of activity period privileges. The administration reserves the right to assign students to specific activities and to suspend and/or cancel the activity period and return to the regular bell schedule as necessary.

Parent Visitation/Observation

Parents are encouraged to come to their child's school during normal operating hours. All visitors are asked to sign in at the main office and obtain a visitor's badge to ensure the safety and security of students and staff.

Parents may either visit the classroom at the teacher's/school's invitation or request to make a formal observation of a classroom. Making an appointment with the school at least two (2) days in advance of an observation is not only a courtesy and a requirement, but enables you to schedule the observation for the maximum benefit. Teachers cannot stop teaching to confer with parents who stop by without an appointment. **Parents may schedule up to two (2) classroom observations of forty-five (45) minutes in duration each grading period.** Staff will accompany visitors to the classroom. Siblings should not attend. Teachers will be happy to discuss the observation at a mutually convenient time. Parents are welcome to visit the cafeteria and eat lunch with their child.

Principals retain the authority to deny access to the school for any individual who has disrupted or who may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school. Our shared commitment and cooperation is essential for the safety of our students and staff.

Transportation Guidelines

Bus Conduct

Bus transportation to and from school is a privilege and not a right. The public school system is not required to transport students to and from school, and students may be denied transportation if they violate the rules set forth by the school and the transportation service. The school bus ride is an extension of the school day and student misbehavior will result in school disciplinary measures being taken that might include suspension from school. In addition to being subjected to discipline, a student may have his/her bus riding privileges suspended for a period of time or for the remainder of the school year. Parents are normally notified if there is a bus infraction and of the disciplinary action taken. Charles County Public Schools reserves the right to randomly videotape students on school buses. This might include both audio and video recording. The use of the videotapes helps to monitor student behavior and evaluate bus drivers. Please be sure to read, review, and discuss expectations for riding the bus as outlined in the *Code of Student Conduct*.

Walkers

Students who walk to and from school should do so in an orderly manner. Sidewalks are available to all walkers and students must only cross streets at designated traffic signals and crosswalks. St. Charles High School discourages the use of dirt paths and wooded trails. No walkers or car riders are permitted in the bus loading zone before or after school while any bus is present. Violators will be subject to disciplinary action.

Student Drivers

Acceptance of a St. Charles High School permit constitutes acknowledgement by the parent(s) and student that he/she has read and agrees to the policies, provisions, and regulations set forth for student drivers. Parking on school property is a privilege and can be revoked by the administration at any time. Additionally, the owner and operator agree that when the vehicle is located on the property of the Board of Education of Charles County, the superintendent, principal of the building or their designee, may search any vehicle and its contents, in the presence of the operator, without the necessity of obtaining a search warrant. St. Charles High School and Charles County Public Schools are not responsible and assume no liability arising from fire, theft, damage to (or loss of) the vehicle or any article therein.

Parking is a privilege that is available to juniors and seniors and is limited. In order for students to apply for a parking permit, students must be registered at St. Charles High School, have a valid driver's license and automobile insurance, and pay a \$25 fee per school year. All applications will be reviewed and available spaces will be assigned by administration. Students receiving parking permits will park in the student parking lot near the gymnasium and may not return to their vehicle during the school day without written permission from an administrator. Falsification and/or forgery of information of any kind will result in disqualification and/or withdrawal of driving privileges for all parties involved for the school year. The expectations and regulations as well as the application are available on the school website, www.cbboe.com/schools/stcharles/ under the students/parents tab.

Requirements for Student Drivers

Applicants must:

- Be classified as a junior or senior at St. Charles High School
- Have at least a 2.0 cumulative GPA
- Have good attendance (no attendance contracts, concerns, or issues)
- Hold a valid Maryland driver's license, held for at least one month prior to application (30 days)

- Have valid Maryland insurance policy
- Be in good financial standing with St. Charles High School (no debts or holds)

Rules & Regulations

In order to establish and maintain a safe, orderly environment for student drivers:

- A completed application must be submitted prior to parking on campus.
- All student drivers must park in their assigned space (nose first) in the student parking lot. ***Student drivers are not permitted to park in the staff lot, visitor lot, administrative lot, bus lot, along curbs, on any other Charles County Public Schools property, or at Regency Furniture Stadium.***
- The parking permit must be displayed on the front of the rear view mirror at all times and able to be read from the exterior of the vehicle.
- Student drivers must be in class by 7:25 AM. ***Excessive tardiness may result in driving privileges being suspended and/or revoked.***
- Students who wish to ride with a student driver must be listed on the student driver's registration application and meet current Maryland State Driving law requirements.
- It is the responsibility of the driver of a vehicle to see that all riders who use his/her vehicle for transportation to and from school are properly registered.
- Unauthorized vehicles will be removed from school property at the owner's expense.
- Drivers of unauthorized vehicles will be subject to disciplinary action.
- Approved drivers are not to "loan" or "give" their driving permit to others to use. All parties involved will be subject to disciplinary consequences.
- Students are **not** permitted to visit automobiles during school hours. Students **must** have administrative approval to return to their vehicle during the day.
- Loitering and loud music in the parking lot are not permitted.
- Automobiles are only permitted to leave the lot after the buses have departed unless otherwise directed by school personnel.
- Excessive speed or any act of reckless driving are infractions of safe driving rules and may result in suspension of driving privileges.
- Students enrolled in the Explorers Program will not be allowed to drive to the Robert D. Stethem Educational Center (RSEC) unless it is approved by both the St. Charles and Stethem administration.
- Lost or misplaced parking permits must be reported immediately to the designated school personnel. ***A replacement cost will be assessed.***
- Any change in vehicle tags, registration, insurance, etc., must be reported immediately to the designated school personnel.

Students who drive to school in violation of a driving suspension will be subject to disciplinary consequences, forfeit their driving privileges, and may have their vehicle towed at their expense.

September 2017

ST. CHARLES HIGH SCHOOL



The St. Charles High School Parent/Student Handbook explains the academic program, expectations for academic achievement and behavioral expectations, guidelines, policies, and consequences for behavioral infractions. This is an opportunity for parents to communicate expectations for academic achievement and behavior to their student. Please take the time to review these expectations with your student to ensure understanding of the policies, procedures, rules, and consequences for behavioral infractions, Spartan Activity Period, Bring Your Own Device (BYOD), and Student Driver expectations.

Your signature below indicates that you have received and reviewed the contents of this booklet. Please remove this form and return it to your student's homeroom teacher. If you have any questions or comments, please call 301-753-2090. A copy of the Parent/Student Handbook is also posted on the school website at www.ccboe.com/schools/stcharles.

Printed Name of Student

Signature of Student

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Name of Homeroom Teacher

Student's Grade Level