

# SEVERNA PARK HIGH SCHOOL

*A TRADITION OF EXCELLENCE*



## 2014-2015 STUDENT HANDBOOK

The **mission** of Severna Park High School, the educational and cultural focal point of the community, is to empower all students to think critically, communicate and solve problems effectively and become lifelong learners. This will be accomplished in partnership with families and the community through the delivery of a rigorous and appropriate course of study in a setting that is safe, supportive and healthy.

### **Belief Statements**

We believe that:

- Students of all abilities, ethnicities, races and socio-economic conditions will learn.
- All students must be challenged to maximize learning.
- All students deserve a safe, healthy, supportive and orderly school environment.
- Teachers should model responsibility, respect, excellent communication and life-long learning.
- Life-long learning is essential for students to be productive citizens.
- The delivery of excellent instruction requires continued acquisition of content knowledge and research-based teaching methods.
- Teachers are most effective when they work as a team that delivers instruction.

### **WELCOME**

Welcome to Severna Park High School. This handbook has been prepared for student and parents to become acquainted with SPHS, its guidelines and programs. Take time to study this handbook. Best wishes for a successful school year.

### **ATTENDANCE REQUIREMENTS**

Regular attendance in school and classes is imperative for success in a high school. Students who are frequently or excessively absent from school will not meet the minimum course requirements necessary to receive credit in a course.

**Students who are truant from class or school (unlawfully absent) 8 days in a quarter, 15 days in a semester and/or 20 days in the school year, may not meet the requirements for earning credit.**

(Board of Education Policy JB)

A. Absence

1. *Return from absence notes:* A written note from the parent/guardian is required when a student returns from an absence. The note must include: a) student name, b) date(s) of absence, c) reason for the absence, d) parent signature, e) work/home phone or cell numbers.
2. The note is given to either of the student's first period teachers, who will turn in a "Return from Absence" form with the appropriate code with their attendance.
3. Teachers check the electronic Daily Attendance Bulletin for absence codes.
4. The note must be submitted within **three (3) days** of the student's return to school. **A NOTE BROUGHT LATER THAN THE THIRD DAY OR IF NO NOTE IS SUBMITTED THE ABSENCE IS CODED UNEXCUSED AND MAKE-UP WORK WILL BE GIVEN BUT NOT GRADED. These notes will need be submitted to an assistant principal before a code can be given.**
5. **THE FORGING OF SIGNATURES OR NOTES MAY RESULT IN SUSPENSION FROM SCHOOL.**
6. A doctor's note is required for illness in **excess** of five (5) consecutive school days.
7. It is the student's responsibility to arrange for make-up work with his/her individual teachers.

B. Late Arrival to School

If a student arrives late to school after 7:17 a.m., he/she must report to the Attendance Window. The student will be issued a pass to class by attendance personnel.

C. EARLY DISMISSAL

1. If you need an early dismissal, present a note from a parent or guardian at the Attendance Window prior to your 1<sup>st</sup> period class.
2. The note must include the date and time for dismissal, the reason(s), your legal name, and a phone number where a parent or guardian can be reached to confirm the note. You will receive a coded pass to present to your teacher at the time of dismissal. At the dismissal time, you must report back to the Attendance Window with the coded pass to sign out. Any absence from class as a result of early dismissal is counted as an absence.
3. If you receive an early dismissal through the Health Room, a pass will be issued by the Health Room, a pass will be issued by the Health Room Aide. If a student has alternative transportation, i.e. self-driving, walking, bicycle, etc., the Health Room will refer the student to an administration for dismissal.
4. Students taking part in any extra-curricular programs (athletics, band, dances, prom, etc.) must be in attendance the full day of school to be eligible to participate in the practice, game, performance or activity. Exceptions must be approved in advance by the principal.

D. EXTENDED ABSENCE (PLANNED/SCHEDULED IN ADVANCE)

In the event of a planned/scheduled extended absence during the school year (not to include semester exams), student must:

1. Schedule an appointment with Assistant Principal to review case.
2. Obtain teachers' signatures/comments on form.
3. Return completed form to AP for final review (approval/denial) at least one school day in advance of absence.

E. PARTIAL SCHEDULE AND WORK STUDY SENIORS

If you have a partial schedule or are a work study senior, you will be responsible for your transportation from school and you will leave the campus immediately following your last scheduled class.

## SCHOOL CLOSING

During winter months, schools are occasionally closed because of hazardous road conditions. For Information, listen to the radio or go to the AACPS website ([www.aacps.org](http://www.aacps.org)). The decisions are made by the Superintendent, who notifies the following stations: WNAV-1430, WISZ-1890, WRC-980, WFBR-2300, WANN-1190, WTOP-1500. Please **do not** call the school for closing Information.

## STUDENT SERVICES AND PROGRAMS

### COUNSELING SERVICES

Counselors are available to help you through individual and group counseling regarding school and personal concerns, academic review, college and employment recommendations, testing and the interpretation of test results, program planning and referral to other community agencies and services.

To make an appointment, you should:

1. Report to the Counseling Center.
2. Fill out a counselor's appointment sheet and place in counselor's mailbox.
3. Your counselor will send a pass for you to report to the counseling center.
4. Report to the counseling center secretary when entering the Counseling Center. Parents may schedule appointments with counselors by calling the guidance secretary at 410/544-7591.

### DANCES

1. The Homecoming dance is 7:00 p.m. to 10:00 p.m. and Senior Prom is 7:00 p.m. to 11:00 p.m., unless otherwise stated. Students should arrange in advance to have transportation available immediately at the end of the dance.
2. Tickets will not be available at the door. Only a limited number of tickets will be available for each dance, so tickets must be purchased in advance. No ticket, no entry, no exception.
3. Use of tobacco, alcohol, illegal drugs or weapons is not permitted.
4. If student or the student's date leaves the dance, they will not be re-admitted. (This includes the Prom.) Cars must be driven from the premises immediately.
5. If tickets are available, a Severna Park High School student may bring an "outside" date. You must accept responsibility for your guest's conduct. Appropriate documentation for outside date must be completed prior to dance. ***Appropriate dancing is the expectation. Couples will be instructed to leave the dance immediately if this expectation is not met.***

### EXTRA-CURRICULAR PROGRAM

Information regarding interscholastic athletics and clubs may be obtained from respective coaches, sponsors or the Athletic Director. Students will receive an Extra-curricular Activities Handbook.

## HEALTH SERVICES AND MEDICATIONS

### A Few Health Room Do's and Don'ts:

- **DO** get a pass to visit the Health Room when you are ill. Students may remain in the Health Room for a brief time (10 minutes). After which the student will return to class or may be sent home. **Students are allowed to call home from the Health Room and are NOT to text or call parents before visiting the Health Room.** A student being dismissed early from school for illness will only be signed out from the Health Room.
- **DO** keep your **Emergency Card** updated with current phone numbers and information. Students can only be released to go home with parent permission AND only with those individuals listed on the Emergency Card.
- **DO** get a "Parent's Request to Administer Medication" for all prescription and over-the-counter medicine to be taken at school. This form must be completed and signed by a doctor. The form is available in the Health Room or at Severna Park High.org. Over-the-counter medication must be in an UNOPENED container and **MUST** be brought to the Health Room by a parent/guardian, not by a student. No medicine of any kind may be carried by a student while at school. A student who violates this policy is subject to disciplinary action.
- **DO** check out the Anne Arundel County Dept. of Health website at aahealth.org, "A Parent's Guide to School Health." It includes information on a wide variety of topics, from immunizations to flu updates.
- **DON'T** hesitate to call the Health Room with any questions or concerns. We are here to assist you and your child.

You can reach the Health Room by calling 410-544-0900

Fax: 410-544-3088 or email Doreen Carson RN@ nurse2013@aacps.org

## LIBRARY/MEDIA CENTER

*Hours:* Mon-Thurs.: 7:00 a.m. to 3:00 p.m.; Friday: 7:00 a.m. to 2:15 p.m. (Doors will be opened at 7:00)

*Admittance:* Signed agenda books with work assignment listed in required for all lunches. Students must sign in.

The CHECKPOINT Book Security System operates in our Media Center. Everyone is expected to enter and leave through the prescribed entrance gates and exit turnstiles.

### Book Circulation:

1. Fiction, non-fiction and career books: 3 weeks
2. Reference and encyclopedias: Overnight

### School Library Website

<http://severnaparkmedia.doomby.com>

# SPHS Online Databases

Go to [www.severnaparkhigh.org](http://www.severnaparkhigh.org)

Click on Media Center (left hand side of page)

Click on Catalogues and E-Books

## EBSCO Ultra

Username: aacps  
Password: proflib

## Sharpe Online E-Books

Username: Falcons  
Password: jackbrady

## Grolier—Amazing Animals

Username: aacps  
Password: research

## Thomson Gale Resource Center

Username: aacps  
Password: aacps

## SIRS

Username: aacps  
Password: aacps

## Teen Health and Wellness

Username: severnap  
Password: health

## ImageQuest Research Resources

Username: aacps  
Password: aacps

## Opposing Viewpoints

Username: aacps  
Password: aacps

## Salem Press (E-Books)

Username: spfalcons  
Password: spfalcons

## The Human Body/Biomes (E-Module)

Username: Severna  
Password: falcons

## Bloom's Literary Reference

Username: Severna  
Password: falcons

## ABC-CLIO Social Studies Site

Username: anne  
Password: Arundel

## Points of View

Username: aacps  
Password: proflib

## Biography Reference Center

Username: aacps  
Password: proflib

## Ferguson's Career Guidance Center

Username: Severna  
Password: falcons

### Financial Literacy

Username: aacps

Password: aacps

### World Book Online

User name: aacps

Password: library

### Sharpe Online E-books

Username: Falcons

Password: jackbrady

## **LOCKERS**

1. Lockers are optional for student use. They are issued only at student request.
2. Physical Education lockers will be assigned by your Physical Education teacher.
3. You are responsible for your assigned locker.
4. You are responsible for providing a reliable key or combination lock to secure your hall locker.
5. Exchanging of assigned locker is not permitted.
6. Locker inspection will be held periodically. You are expected to keep your locker orderly.
7. Locks will be removed from any unassigned lockers.
8. The school is not responsible for items stolen from lockers. However, suspected thefts should be reported to the office.
9. If you use a locker it is with the understanding that it is the property of the school. **Article 77, Section 96A authorizes public school officials to search lockers if there is reasonable cause.**

## **WORK PERMITS**

Instructions on "How to get a Work Permit" are available in the Counseling Center. Log on to the Maryland Department of Labor at: <http://www.dlrr.state.md.us/labor/empm.shtml>. Completed applications should be returned to the Counseling Center for Processing. Please allow 24 hours for processing.

## **ACADEMICS**

### **HOMEWORK POLICY**

Outside assignments or "homework" can effectively extend and reinforce what has been done in the classroom. Homework can include written work, reading, reference work or similar activities. Homework is intended to:

- Provide independent practice toward mastery of skills introduced in the classroom
- Complete work begun in class
- Help develop study and work habits
- Extend learning beyond the classroom
- Develop research skills
- Develop critical thinking skills

Students in high school grades 9-12 should spend approximately 120 minutes per night on homework, four to five times per week.

## INTERIM REPORT PROCEDURES

The purpose of the interim report is to **communicate** your progress to your parents. The interim report procedure is used to improve class performance and will be issued at the middle of each marking period.

## FINAL EXAMS

Remember, the school calendar is established at the start of every school year (two-years in advance). It is imperative to be mindful of the dates, especially the EXAM dates. In particular, please do **NOT** plan vacations during EXAMS (January and June); vacations are not a valid excuse to miss or postpone exams. Students must take exams during Exam days to receive a grade, otherwise the exam will hold as an "E", 0%. This will adversely affect your child's final grade for each semester.

As stated in the SPSHS General School Syllabus for Final Exams (posted on [www.severnaparkhigh.org](http://www.severnaparkhigh.org)): High School final examinations are required comprehensive evaluations for the semester. Final examination periods are two hours in length, with the exception of final exams for second semester seniors, which are one class period in length.

Final examinations will include a variety of question types to include at least one essay question.

On the second semester final examination for seniors, the essay shall be at the discretion of the teacher. Exceptions to this procedure shall be made on a course-by-course basis by the Assistant Superintendent for Curriculum and Instruction in consultation with the appropriate content coordinator. Where an alternative assessment is to be substituted for the final examination, it shall take the form of a paper, project, or performance. This alternative final examination shall be due during the period set aside for the final examination in that course. Such exceptions shall be published as part of the course description.

a-Teachers in all subject areas shall give written examinations designed to be two hours in length.

b-Certain special subject areas may include a practicum exercise as part of the examination.

c-Each examination shall include one or more composed written response or essay questions appropriate to the phase of this course.

Course requirements include the completion of a final examination/alternative assessment for each course; however, the final examination or alternative assessment shall be waived at the election of a student should he/she take the Advanced Placement (AP) examination in the same subject. The principal may deny credit for those courses in which course requirements are not completed.

Students unable to take a final examination due to an emergency situation may, with the approval of the Principal/Principal's Designee, be permitted to take a make-up examination. In extenuating circumstances and solely at the discretion of the Principal/Principal's Designee, a waiver to the final examination may be considered. In such a case, the final grade shall be an average of the percentages from the last two marking periods. Under NO circumstances may a final examination be taken prior to the exam date for that class.

Prior to the distribution of exams, all cell phones and electronic devices must be turned off and put away. Cell phones may NOT be used at any time during the exams, for any reason (including for calculators or checking time). The use of cell phones, for any reason, during exams can be a violation of the academic integrity policy and may result in student discipline. If you have completed your exam prior to the end of class, you may NOT use your cell phone for any reason, including contacting a parent/guardian for early dismissal.

#### **SCHEDULE CHANGE REQUEST PROCEDURES**

Refer to AACPS Policy for Schedule Changes.

1. No assumption should be made the request will be approved. **Students are to continue to follow your regular schedule.**
2. If the request is approved, student will receive a new schedule that must be shown to the teacher(s) whose class(es) you are dropping and adding.
3. **SCHEDULE CORRECTIONS WILL NOT BE MADE TO ACCOMMODATE REQUESTS FOR SPECIFIC TEACHERS NOR TO ADJUST LUNCH PERIODS.**
4. **Schedule change requests MUST be submitted within the first 10 days of the new semester.**

#### **TEXTBOOKS**

Textbooks and school materials are provided free with the understanding that the user will give the book proper care, will protect it with a suitable cover, and will return it upon request. If you lose a book, you are required to pay for the book. You are responsible for damage to books beyond normal wear and tear. The amount of damage will be determined by the teacher.

### **STUDENT CONDUCT**

#### **ACADEMIC INTEGRITY**

The Anne Arundel County Board of Education believes learning occurs best in an environment of academic integrity.

Academic integrity is defined as exhibiting honesty in all academic assignments. High ethical standards are integral parts of student and teacher character. Students are expected to exhibit academic honesty in the completion of all course assignments, exams, and other instructional activities.

The following actions are examples of prohibited behaviors, which constitute academic dishonesty:

- A. Lending or copying homework that is individually assigned by the teacher.
- B. Committing plagiarism. Plagiarism is defined as deliberately presenting the ideas or works or statements of another as one's own, without acknowledgement of the source. Plagiarism includes downloading, copying and/or buying work and submitting it as the student's own work.
- C. Discussing test and/or quiz items with other students who have not yet taken the assessment.



D. Altering grades without teacher permission.

The following actions are examples of prohibited behaviors during a test, which may constitute academic dishonesty:

- A. Talking during the test without permission.
- B. Turning around in seat without permission.
- C. Passing notes during the test.
- D. Using unauthorized information stored in calculators or other electronic devices.
- E. Having information written or stored on the body, clothing or other objects.
- F. Having books, notes and/or notebooks open during a test without permission.
- G. Writing on a test paper after the test is over, or as the papers are being submitted, in violation of the specific directions of the teacher.
- H. Looking at or "viewing" other students' work during the test.
- I. Knowingly giving or receiving answers during the test.

Violations of academic integrity may result in the following disciplinary action:

- Violations of the Academic Integrity Policy shall be reported to the office on the discipline referral form.
- Consequences for violations may vary according to the severity of the violation as determined by the Principal or his/her designee.
- Credit may be withheld for an assignment submitted in violation of the Academic Integrity Policy.
- Violating the Academic Integrity Policy during the final examination may result in failing and/or not receiving credit for the course.

#### **ALCOHOL AND DRUGS**

There shall be no drinking of and no possession of alcoholic beverages and no use of or possession of drugs on school property, or at any school function at any time whether held on campus or off campus. A student may not attend a school event after having consumed drugs or alcohol. The procedural guidelines for possession or use of alcohol are the same as those for possession or use of drugs. For more information regarding **Board of Education Policy JCC-Student Conduct, Regulation JCC-RAC**, refer to the Anne Arundel County Student Handbook for Code of Conduct.

#### **BOMB THREATS**

All bomb threats, real or hoax, represent a serious and potential danger to the school, students, and staff. Anyone who knowingly contributes to any action that would take away from the safety and security of students and staff in a school building is subject to expulsion from school and full prosecution under the law. **(Annotated code of Maryland "Crimes and Punishments," Article 27, Sections 134B, 151A, 151C, 156, and 150)**

#### **BUS REGULATIONS**

1. Students who misbehave on the bus are subject to appropriate disciplinary action by the principal which may include a parent conference, suspension from the bus for up to five days, suspension and/or expulsion from school.
2. Smoking violators are subject to penalties prescribed by the Board of Education Smoking Policy. **(Board of Education Policy JCC-Student Conduct, Regulation JCC-RAB)**

3. Any student displaying a weapon or accused of assault on a school bus must be denied riding privileges until the investigation of the incident has been completed. **(Board of Education Policies JCC-Student Conduct – Regulations JCC-RAD and JCC-RAF)**
4. The rule prohibiting cars from entering bus lanes at school must be strictly enforced by School Administrators, who may request police assistance.
5. Vocational education students are required to carry a Voc. Tech pass for the current school year in order to be released from classes for transport to the vocational center. Students who miss their shuttle are required to report to the Student Office immediately. Students who fail to do so will be considered truant and be subject to disciplinary action. Refer to the Anne Arundel County Public School Student Handbook for further information.

#### **CELL PHONES, IPODS, AND ALL ELECTRONIC DEVICES**

No use of cellular phone, camera phone, video phone, or other communication devices during the school day or on school buses, unless in an emergency. Cell Phones and Other Electronic Devices are to be "off and out of sight."

Note: SPHS will abide by AACPS policies and regulations in regard to cell phones for sending and receiving text messages, checking email, posting on social media and the unauthorized use of the phone as a camera or recording device. Cell phones are to be "off and out of sight" during the school day. However, there will be times when it may be advantageous to use the technology available in cell phones (ie. timers, calculators) or other features (ie. internet, app) to augment classroom instruction. For example, students may want to capture data, diagrams, charts or lab set-ups with the camera or conduct a quick internet search as part of an instructional activity. On these occasions, the TEACHER WILL determine its instructional use and will make it clear to the students how and when the cell phone may be used. The cell phone will NEVER be allowed in a testing environment and is NOT PERMITTED for use during classroom lecture, unless otherwise instructed by the teacher. Any unauthorized use of the cell phone will result in immediate confiscation and consequences in accordance with AACPS and SPHS policy. The school is not responsible for loss, damage, or theft of these items. Seniors on early release may not use cell phone during school hours in the school building.

Failure to comply with above has resulted in confiscation of the device and the parent is required to come to school to pick it up. Refusal to turn over a device when asked is considered insubordination and may result in suspension. Subsequent violations will result in disciplinary action as follows:

- 1st Violation—Device confiscated – Warning – A parent may pick-up the cell phone at school in the Main Office after 2:05 p.m. the day of the violation. Letter sent home.
- 2nd Violation—Device confiscated. A parent may pick-up the cell phone at school in the Main Office after 2:05 p.m. the day of the violation. If a senior is on early release, a parent may pick up the phone after the senior's last class period. If picking up the phone day(s) after the violation, the parent may pick up the phone during school hours. Student is assigned a Saturday School.
- 3rd Violation or more—Device confiscated. A parent may pick-up the cell phone at school in the Main Office after 2:05 p.m. the day of the violation. If a senior is on early release, a parent may pick up the phone after the senior's last class period. If picking up

the phone day(s) after the violation, the parent may pick up the phone during school hours. Student is suspended from school.

#### **CONSUMPTION OF FOOD AND DRINKS DURING SCHOOL DAY & LUNCH POLICY**

To insure a clean, healthy, and attractive environment at school certain restrictions on where and when lunches, snacks, sodas, or similar refreshments may be consumed are in effect. Students are expected to know and observe these rules:

- All lunches are to be consumed in the cafeteria during the lunch periods.
- Candy or food sales by school groups may not take place during the school day. Such sales are restricted to after school and/or in the communities based on policy and procedures.
- Students must remain in the cafeteria or outside in the front of the building on the patio, weather permitting. The main lobby and all other areas both in and outside the school are off-limits, unless designated by Administration.
- Dropping off lunches is sometimes needed because your child has forgotten their lunch. We understand this unfortunate circumstance and are willing to assist. But please understand this courtesy is for limited times per student for the school year. "Drive by" delivery by parents or alum to students sitting on the patio is not acceptable. And delivering food/drink to students other than your own child is not acceptable either. We keep a running log of the lunches being dropped off and we will contact students and parents who are doing this on a regular basis, taking advantage of this courtesy. In high school, we ask students to be responsible and come to school prepared with all of their daily materials, such as their lunch (and instructional and extra-curricular items as well).
- Students are to dispose of trash and recyclables in the appropriate containers, not leaving trash on tables and floor/ground.
- Any behavior which results in an unhealthy, disruptive or unsafe situation will result in loss of cafeteria privileges, clean-up detention and/or suspension from school.
- Students are not permitted to leave campus during the school day. Students who violate this policy will be subject to suspension from school.

#### **OFF-LIMITS POLICY**

1. The following areas have been designated as "off-limits" to students during the school day:
  - a. All Parking Lots during school hours.
  - b. Wooded area surrounding the school.
  - c. Areas indicated by lunch policy and as announced.
  - d. All athletic fields, practice fields and stadium except when used by a Physical Education class.
  - e. In any area not specified on the student approved pass.
2. Any student found in these areas will be subject to suspension from school.
3. Administrators and School Resource Officer will routinely inspect these areas. Any student found in an off-limits area will be brought into the Main Office and an investigation will occur with regard to the whereabouts of the student and their belongings.
5. Once students have come onto school property during the school day, **THEY MAY NOT LEAVE** during the school day (unless they are a senior on early release or it is an approved early dismissal). Students who leave school property will be subject to suspension from school.

### **LANGUAGE AND PUBLIC BEHAVIOR**

We expect your language and conduct to show respect for others. Use of foul/inappropriate/profane language anywhere on campus may result in suspension from school.

Public displays of affection are not appropriate in the school setting and may result in a referral to the office.

### **HARASSMENT AND INTIMIDATION/HAZING/BULLYING/BIAS BEHAVIOR**

Board of Ed. Policy JCC-Student Conduct, Regulation JCC-RAE

Statements, gestures or actions committed against a student intended to belittle, embarrass, demean, threaten, or harm a person or group or which expresses a negative opinion or attitude toward that individual or group based on their race, religion, sex, sexual orientation or ethnicity/national origin can be considered as harassment and intimidation.

Any repeated, conscious, willful and deliberate statements, gestures or actions delivered either directly or indirectly with the intent to physically or psychologically intimidate or distress someone else can be considered bullying. Cyber-bullying includes any of the above actions committed through the use of technologies such as email, cell phones, pagers, text messages, instant messages or web sites.

Hazing is any harassment or persecution with meaningless, difficult, demeaning or dangerous tasks.

Any form of the behaviors described above are inappropriate in the school setting under any circumstance, is a violation of the standards of school conduct, and may be a violation of the law.

Any student who violates this policy will be subject to appropriate actions, which may include counseling, suspension and/or extended suspension, depending on the severity of the offense.

### **STUDENT AGENDA and PASSES**

The SPHS student agenda will serve as the pass when a student leaves the classroom during an instructional period. Students must receive permission from a faculty/staff member prior to leaving the classroom. The teacher will sign the student agenda prior to student's exit of the classroom. Students will also sign out on the classroom log when exiting (during the instructional period) and sign in upon return to the classroom.

### **STUDENT ATTIRE & PERSONAL APPEARANCE**

- I. Students have the right and responsibility to choose their attire and to arrange their personal appearance in a manner which is healthy, safe, inoffensive and not disruptive to the educational process. Accordingly, students are prohibited from wearing clothing hats, jewelry, book bags or other articles of personal appearance which:
  - a. depict profanity, vulgarity, obscenity, or violence;
  - b. promote use or abuse of tobacco, drugs or alcohol;
  - c. may create a health or safety hazard; or
  - d. may create a significant risk of a material and substantial disruption to the educational process or the operation of school.
- II. In addition, except in individual cases as approved by the principal of a school, the following specific items are not permitted:

- a. Bare feet;
  - b. Hats, caps, hoods or other head wear except as required for health, safety or religious purposes; and
  - c. Clothing worn in such a manner so as to reveal underwear or bare skin between the upper chest and mid thigh.
- III. When there is evidence that a student's attire or personal appearance violates this policy, the principal or principal's designee shall intervene and take corrective action necessary to correct the violation. IN EACH CASE, DEPENDING ON THE ATTIRE WORN IN VIOLATION, THE PARENT MAY BE REQUIRED TO BRING A CHANGE OF CLOTHES OR THE STUDENT SENT HOME TO CHANGE. See **Board of Education Policy JCC-Student Conduct Disruptive Clothing or Appearance** for further information.

#### **TARDY POLICY AND CONSEQUENCES**

Learning can only take place when students are present in class and ready to learn and teachers are ready to teach!

Teachers will close their doors at the late bell to each period and at the late bell after each lunch period.

Consequences for tardiness to any instructional period, including returning from lunch will be as follows:

- 1st Tardy** – Warning/reminder of responsibility
- 2nd Tardy** – Parent contact and/or detention
- 3rd Tardy** – Parent contact and/or detention
- 4th Tardy and above** – Referred to administrator

Administrative interventions may include but are not limited to: Parent contact; after school detentions; cafeteria clean up; Saturday school; campus clean up; formal letters; parent conference; Contract PPW referral; loss of parking privilege.

#### **TOBACCO FREE SCHOOL ENVIRONMENT**

BOARD POLICY JCC-Student Conduct, Regulation JCC-RAB,  
formerly Policy 902.09, Effective July 18,1996

**BOARD POLICY JCC-STUDENT CONDUCT, REG. JCC-RAB PROHIBITS THE SALE, USE OR POSSESSION OF TOBACCO IN ANY FORM BY STUDENTS AT ALL TIMES ON ALL SCHOOL PROPERTY, AT ANY SCHOOL-SPONSORED ACTIVITIES, ON ALL SCHOOL BUSES, ETC.**

**Procedure:** Definitions – as used in these regulations. Tobacco means products derived from the tobacco plant that are smoked, chewed, sniffed, or otherwise consumed, including but not limited to cigarettes, cigars, pipe tobacco, snuff, chewing tobacco, or smokeless tobacco. The term does not include nicotine replacement therapy. Anti-Tobacco Use Program (ATUP) means the school system's formal program designed to educate and counsel middle and high school students about the hazards of tobacco use.

#### **School Action**

**1st Violation** – Administration/Student Conference; parent contact; mandatory enrollment in ATUP program and up to 3 days suspension.

**2nd Violation** – Suspension 1-3 days; referral to Pupil Personnel Department; complete Tobacco Use Reinstatement form.

**3rd Violation or more** – Suspension 4-10 days for insubordination—non-compliance; student referred to health nurse to assist student and parent in obtaining community-based program designed to help

individuals be tobacco free; police department will be notified by the school so the police officers can issue any citation which may be applicable under the law.

### **VANDALISM**

The care of school property is the responsibility of each of us. Individuals who vandalize school property will be subject to disciplinary measures in addition to making restitution for damages.

### **COMPUTER MISUSE POLICY**

Computer Misuse is any unauthorized or inappropriate use of computers. Computer misuse falls under four categories:

- *Criminal behavior* – Using school system computers to commit a criminal act such as hacking into servers or altering grades without a teacher's permission.
- *Malicious modification* – Purposely damaging school system computer resources, such as forcible removal of CD tray doors and the tray itself.
- *Mischievous modification* – unauthorized modifications of school system computers that do not permanently damage system resources, such as loading unlicensed software on a school computer.
- *Mischievous use* – Using school system computers for unauthorized activities such as playing unauthorized games, using discs or CDs brought from home or visiting any unauthorized site.

## **SCHOOL SAFETY**

### **EMERGENCY ALARM**

#### *AT THE SOUND OF THE ALARM*

1. All students in classrooms should be alert immediately and await instructions by the teacher for evacuation of the building.
2. All persons in corridors, restrooms, or cafeteria should evacuate the building and report to a teacher outside.
3. All students are responsible for following the directions of any teacher.
4. Students who are in class should evacuate in an orderly manner and remain with their assigned classroom teacher until directed to return to the building.
5. Students must remain orderly and quiet during the evacuation.
6. Anyone caught setting off a false alarm is subject to disciplinary action, request for expulsion, and/or arrest and prosecution. (Annotated Code of Maryland Article 27, Section 156)

### **STUDENT PARKING REGULATIONS**

STUDENT PARKING ON CAMPUS IS A PRIVILEGE THAT IS RESERVED FOR **SENIORS ONLY**. ADDITIONALLY, HAVING A PARKING PERMIT DOES NOT GUARANTEE THAT A PARKING SPACE IS AVAILABLE EVERY DAY FOR EACH STUDENT, AND THE SCHOOL IS NOT OBLIGATED TO PROVIDE SPACES FOR EVERY VEHICLE THAT HAS A PERMIT.

1. All motor vehicles on campus must display a valid (**current semester** and year) Severna Park High School parking permit. The permit must be **permanently** visible and affixed to the inside of the windshield of the vehicle, on the passenger side in the far right corner. **Parking permits may NOT be transferred to other vehicles or students.** Vehicle registration must be up-to-date. If the need to change permits arises, the old sticker must be turned in to obtain a new sticker within five (5) school days. Student must see the Business Manager to obtain a new

or temporary permit. Replacement fee for decal is \$5.00 **REMEMBER ONLY ONE PERMIT PER STUDENT.** Disciplinary action will occur if an underclassman uses permits obtained by a senior.

## 2. Parking

- Students are required to pay \$15.00 for the parking permit per semester.
- Parking permit is obtained through the Business Manager. Student must provide a completed parking application, up-to-date vehicle registration, driver's license (not a learner's permit) and valid proof of insurance.
  - Parking spaces will be assigned to SENIORS in the following **PRIORITY ORDER**:
    - **Priority 1:** Seniors participating in **school-supervised** work/intern programs (seniors must be enrolled in the SPHS Internship course).
    - **Priority 2:** Seniors attending ECAP (formerly Jump Start) or another educational pursuit.
    - **Priority 3:** *If parking spaces remain*, seniors who are involved in **school-sponsored** extra-curricular activities.
    - **Priority 4:** *If parking spaces remain*, seniors who have a minimum cumulative GPA of 2.0 and above at the time spaces are allotted.
    - **Priority 5:** *If parking spaces remain*, all other seniors.

In the event that all student parking needs cannot be met within any priority group, permits will be assigned in the order in which the applications were received. Principal/Principal's Designee reserves the right to use discretion to grant parking permits in special circumstances.

- Parking permits are issued to students only after completion of a safe driving workshop conducted by the SRO or Business Manager.
- Disciplinary sanctions related to student parking are aligned with the AACPS Code of Student Conduct and could result in suspension from school
- Students with assigned permits are permitted to park in the designated/assigned student parking lots/spaces. **Do not park in numbered parking (faculty) or visitor spaces.**
- **NOTE:** A PARKING PERMIT **DOES NOT** GUARANTEE THAT A PARKING SPACE IS AVAILABLE EVERY DAY FOR EACH STUDENT. THE SCHOOL IS **NOT** OBLIGATED TO PROVIDE SPACES FOR EVERY VEHICLE THAT HAS A PERMIT.

3. Vehicles may not leave the Senior Student Parking lot between 7:17 a.m. to 2:05 p.m., unless the student has prior permission from an Administrator, an early dismissal pass from the Attendance Office or Health Room or is on Early Release.

4. All parking lots are designated as "**off-limits**" areas between 7:17 a.m. to 2:05 p.m. Students are not permitted to be in vehicles or to loiter in this area during school hours, including lunch periods. Upon arrival, students are to park and lock their vehicle and enter the building. No student is to use their car as a locker.

5. The driveway that runs along the front of the school is designated as a Bus Zone and a No Parking Area from 6:30 a.m. to 7:17am and 1:30 p.m. to 2:10 p.m. No vehicles, other than school buses, are permitted in the driveway during this time. Parking on yellow or red curbs is subject to ticketing by the police and/or towing at the owner's expense.

6. Failure to comply with the SPHS parking policy and AACPS parking regulations may result in any of the following disciplinary actions: parent notification, detention, loss of parking privileges, Saturday School, or out-of-school suspension from school.

7. The school grounds, including the parking lots, are monitored by school administrators and the police, so constant surveillance is not practical. Students are reminded that those who park on school grounds do so at their own risk. The school is not responsible for loss of property from or damage to vehicles parked on school grounds. If your vehicle is vandalized, please report the vandalism to the police and to the Business Manager or an Administrator.

8. Vehicles parked on school grounds may be searched by school administrators upon the determination that a reasonable belief exists to support the appropriateness of the search. All vehicle searches will be made in the presence of a third party. Accepting a parking permit implies acceptance of this provision.

9. Police canine units may periodically sweep student parking, checking for compliance with SPSHS and AACPS policies and Maryland State Law.

### **LIABILITY**

If you use an automobile in connection with school activities, the liability is entirely yours, since the Board of Education carries no insurance with this coverage

OTHER POWER-DRIVEN VEHICLES: Mini-bikes, go-carts, and other such unlicensed power-driven vehicles are not prohibited on school property.

NOTE: Drivers must use caution when driving on school grounds. Students may drive only on paved roadways. Any person who drives recklessly, or is in violation of the above regulations, will be subject to disciplinary action by the school and/or police. Any van-type vehicle must permit visibility into the interior at all times while on school grounds.

### **PARKING INFRACTIONS include, but are not limited to:**

- Reckless driving
- Parking without a permit
- Parking in an unauthorized area
- Any other violations contained in this letter

### **CONSEQUENCES FOR RECEIVING A PARKING TICKET:**

#### **Seniors:**

- 1<sup>st</sup> Parking Violation – \$15.00 parking ticket, a warning and may result in vehicle being towed at owner's expense
- 2<sup>nd</sup> Parking Violation –\$15.00 parking ticket, loss of parking privileges for a marking period during senior year, and may result in vehicle being towed at owner's expense
- 3<sup>rd</sup> Parking Violation –\$15.00 parking ticket, loss of parking privileges for a Semester senior year and may result in vehicle being towed at owner's expense
- 4<sup>th</sup> Parking Violation - \$15.00 parking ticket, loss of parking privileges for the entire senior year, a Saturday School, and may result in vehicle being towed at owner's expense.
- 5<sup>th</sup> Parking Violation and beyond -\$15.00 parking ticket, a suspension from school and may result in vehicle being towed at owner's expense.

**For seniors, a 4<sup>th</sup> lateness to school will result in loss of parking privilege for a quarter (as described in the SPSHS Tardy Policy).**

Example: 4 Tardies 1<sup>st</sup> MP means no parking pass 2<sup>nd</sup> MP.

4 Tardies 2<sup>nd</sup> MP means no parking pass 3<sup>rd</sup> quarter.

4 Tardies 3<sup>rd</sup> quarter means no parking 4<sup>th</sup> quarter.

4 Tardies 4<sup>th</sup> quarter means loss of parking pass for remainder of 4<sup>th</sup> quarter.

#### **Juniors/Underclassman:**

- A violation for non-senior students will adversely affect your opportunity for getting a permit senior year.
- All unpaid citations will be considered an obligation.
- A student's report card will be withheld and may be subject to additional administrative action up to suspension and/or loss of student parking privileges during senior year.



### COMMENCEMENT EXERCISES & DIPLOMAS

There will be one official commencement exercise annually and one commencement practice (mandatory). Students who have completed all requirements for the Maryland High School Diploma by the end of the second semester may participate in the commencement exercises for that academic year. International exchange students who do not meet all diploma requirements do not participate in commencement exercises, but may be recognized at other appropriate ceremonies or assemblies. Appropriate attire and behavior are requirements for participating in commencement exercises.

### MESSAGES FOR STUDENTS

Parents are asked to refrain from having the school deliver personal messages to students. Only extreme emergency calls will be handled through the office. ***During the school day, parents are encouraged not to contact their students on the student's cell phone.***

### RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 provides guidelines regarding the release of student information. Students 17 years of age and under must present written parental consent allowing the school to release any information. Students 18 and over sign their own consent. Transcript request forms are available in the guidance office.

### VISITORS

The school does not allow visitation by friends or relatives during the school day; therefore, visitors' passes are not issued except as authorized by the Principal or his designee.

## Severna Park High School Bell Schedules

		REGULAR (Mon.-Thurs.)	ADVISORY (Friday)	2 HOUR EARLY	2 HOUR DELAY
ALL STUDENTS	1st Period	7:17-8:42	7:17-8:37	7:17-8:10	9:17-10:10
	Morning Announcements	8:42-8:50	ADVISORY 8:42-9:15	8:10-8:15	10:10-10:15
	2nd Period	8:55-10:25	9:20-10:35	8:20-9:10	10:20-11:10
A Lunch	<b>3A Lunch</b>	<b>10:30-11:00</b>	<b>10:40-11:10</b>	<b>9:15-9:45</b>	<b>11:15-11:45</b>
	3rd Period	11:05-12:35	11:15-12:40	9:50-11:10	11:50-1:10
B Lunch	3rd Period	10:30-11:10	10:40-11:15	9:15-9:55	11:15-12:00
	<b>3B Lunch</b>	<b>11:15-11:45</b>	<b>11:20-11:50</b>	<b>10:00-10:30</b>	<b>12:00-12:30</b>
	3rd Period	11:50-12:35	11:55-12:40	10:35-11:10	12:25-1:10
C Lunch	3rd Period	10:30-12:00	10:40-12:05	9:15-10:35	11:15-12:35
	<b>3C Lunch</b>	<b>12:05-12:35</b>	<b>12:10-12:40</b>	<b>10:40-11:10</b>	<b>12:40-1:10</b>
ALL STUDENTS	4th Period	12:40-2:05	12:45-2:05	11:15-12:05	1:15-2:05