



EDGEWOOD HIGH SCHOOL

2023-2024 STUDENT HANDBOOK

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MISSION AND VISION

Edgewood High School

2023-2024

2415 Willoughby Beach Road
Edgewood, Maryland 21040 Phone: (410) 612-1500
Fax: (410) 612-1585

MISSION STATEMENT

This is . . . Edgewood High School: a learning community that prepares students for career, colleges, and post-secondary opportunities.

We are . . . a school community whose mission is to cultivate compassionate, inquisitive, knowledgeable, reflective, principled, balanced, and ingenious students.

I am . . . part of a school that works with families and the school community to facilitate international-mindedness, global citizenship, and the development life-long learners.

VISION STATEMENT

In conjunction with community stakeholders, we are focused on preparing students for college and careers, committed to creating a school in which students believe in the power of their education, and are determined to prepare students to become the leaders of societal change through authentic educational opportunities, recursive and rigorous curriculums, inter-disciplinary and project-based learning, and application of new technologies.

The policies and procedures provided in this handbook are based on the policies of the Board of Education of Harford County and on the administrative procedures of the Superintendent. Copies of policies and procedures on which the contents of the Handbook are based are also available on Home Access Center and from the main office of Edgewood High School.

The policies of the Board of Education of Harford County can be found at:

[www.hcps.org/Board of Education/Board Policies](http://www.hcps.org/Board%20of%20Education/Board%20Policies)

and in the Parent-Student Handbook distributed each fall and available at:

[www.hcps.org/AboutUs/Calendars/P/S Calendar Handbook](http://www.hcps.org/AboutUs/Calendars/P/S%20Calendar%20Handbook)

HONOR CODE

Edgewood High School

2415 Willoughby Beach Road, Edgewood, Maryland 21040

Sandra J. McMichael, Principal

Lisamarie Bermudez, Assistant Principal

Zachary M. Lovelace, Assistant Principal

Joshua T. Clemmer, Assistant Principal

Erik S. Snyder, Assistant Principal



EDGEWOOD HIGH SCHOOL HONOR CODE

Edgewood High School operates on the honor system.

As a student, I am expected to demonstrate a high level of integrity and honesty.

The honor code obligates me to neither *give* nor *receive* aid from other students on exams, tests, quizzes, classwork, homework, projects, or other academic assignments. It also obligates me to refrain from using ideas or text from print or electronic sources without disclosure and proper attribution.

It is my responsibility to ensure that all academic work is accomplished solely by me.

I understand that failure to meet these standards can and will result in disciplinary consequences.

By clicking that I have received and understand the Student Handbook, I am acknowledging that I will be held to the Edgewood High School Honor Code.

EDGEWOOD HIGH SCHOOL STUDENT HANDBOOK

As a quick reference for students, this handbook brief serves to provide a general overview of certain legal requirements, Board of Education policies, and administrative procedures. The following excerpts do not contain all laws, policies, or procedures in their entirety and should not be relied on as such.

Students and parents/guardians should familiarize themselves with the full handbook, available online at www.hcps.org in the Parent/Student Handbook Calendar. Items listed in this handbook are subject to change without notice.

QUICK REFERENCE

PEOPLE TO KNOW

TEACHERS, CLASSMATES AND MORE

The most important people to know are the ones you will spend most of your time with at Edgewood High, your teachers and classmates. Learn the names of your teachers quickly and get to know what they expect from you in class. Get to know as many classmates as you can. Find someone in each class who you can call to get homework and notes from in the event that you are absent. Find some friends to have lunch with.

In addition to your teachers and classmates, the following people are here to help you be successful:

Principal	Ms. Sandra McMichael	sandra.mcmichael@hcps.org
Assistant Principal	Mr. Zachary Lovelace (A-D)	zachary.lovelace@hcps.org
Assistant Principal	Mr. Erik Snyder (E-K)	erik.snyder@hcps.org
Assistant Principal	Ms. Lisamarie Bermudez (L-Q)	lisamarie.bermudez@hcps.org
Assistant Principal	Mr. Josh Clemmer (R-Z)	josh.clemmer@hcps.org
Counselor	Ms. Lauren Lloyd (A-D)	lauren.lloyd@hcps.org
Counselor	Ms. Alyson Calvello (E-K)	Alyson.calvello@hcps.org
Counselor	Ms. Meghan Morrison (L-Q) Dept. Chr	meghan.morrison@hcps.org
Counselor	Ms. Janniece Phillips (S-Z)	janniece.phillips@hcps.org
Counselor	Mr. Jeff Marzen (IB)	jeffery.marzen@hcps.org
School Psychologist	Ms. Adriana Pizzadili	giovanna.pizzadili@hcps.org
Lead Secretary	Ms. Quintessa Beard	quintessa.beard@hcps.org
Main Office Secretaries	Ms. Brittany Pantoja	brittany.pantoja@hcps.org
	Ms. Terri Reinhardt	theresa.reinhardt@hcps.org
	Ms. Chiwy Webster	chiwy.webster@hcps.org
Guidance Secretary	Ms. Marissa Kozlowski	Marissa.kozlowski@hcps.org
School Librarian	Ms. Linda Zvitkovitz	linda.zvitkovitz@hcps.org
Building Engineer	Ms. Sonya Benn	
Cafeteria Supervisor	Ms. Lesley Mattingly	
School Resource Officer	Deputy Larrimore	
Nurse	Ms. Tanaisha Lurry and Ms. Kelli Lane	
Athletic Director	Ms. Sara Friedman	

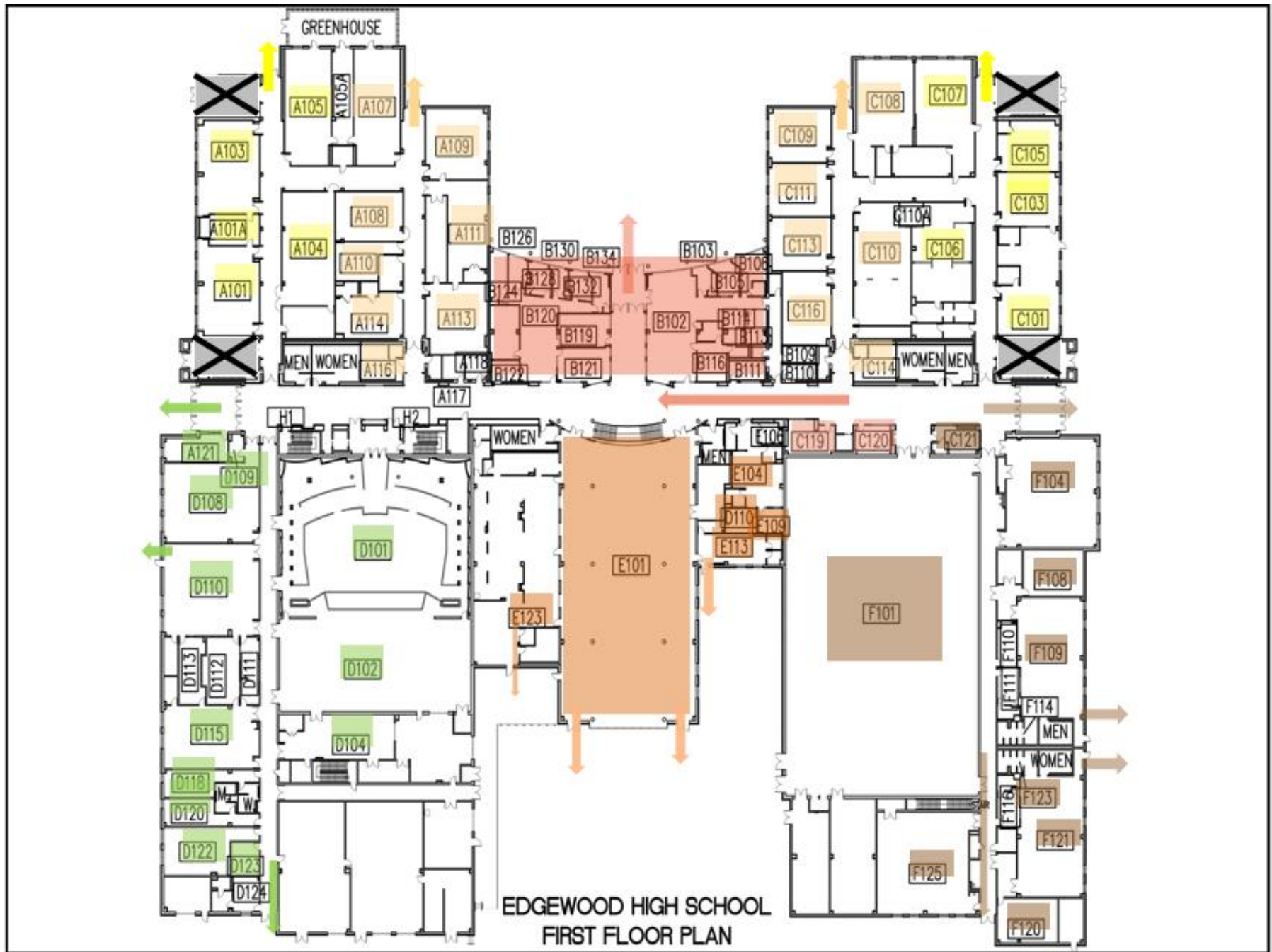
RESOURCES ON THE WEB

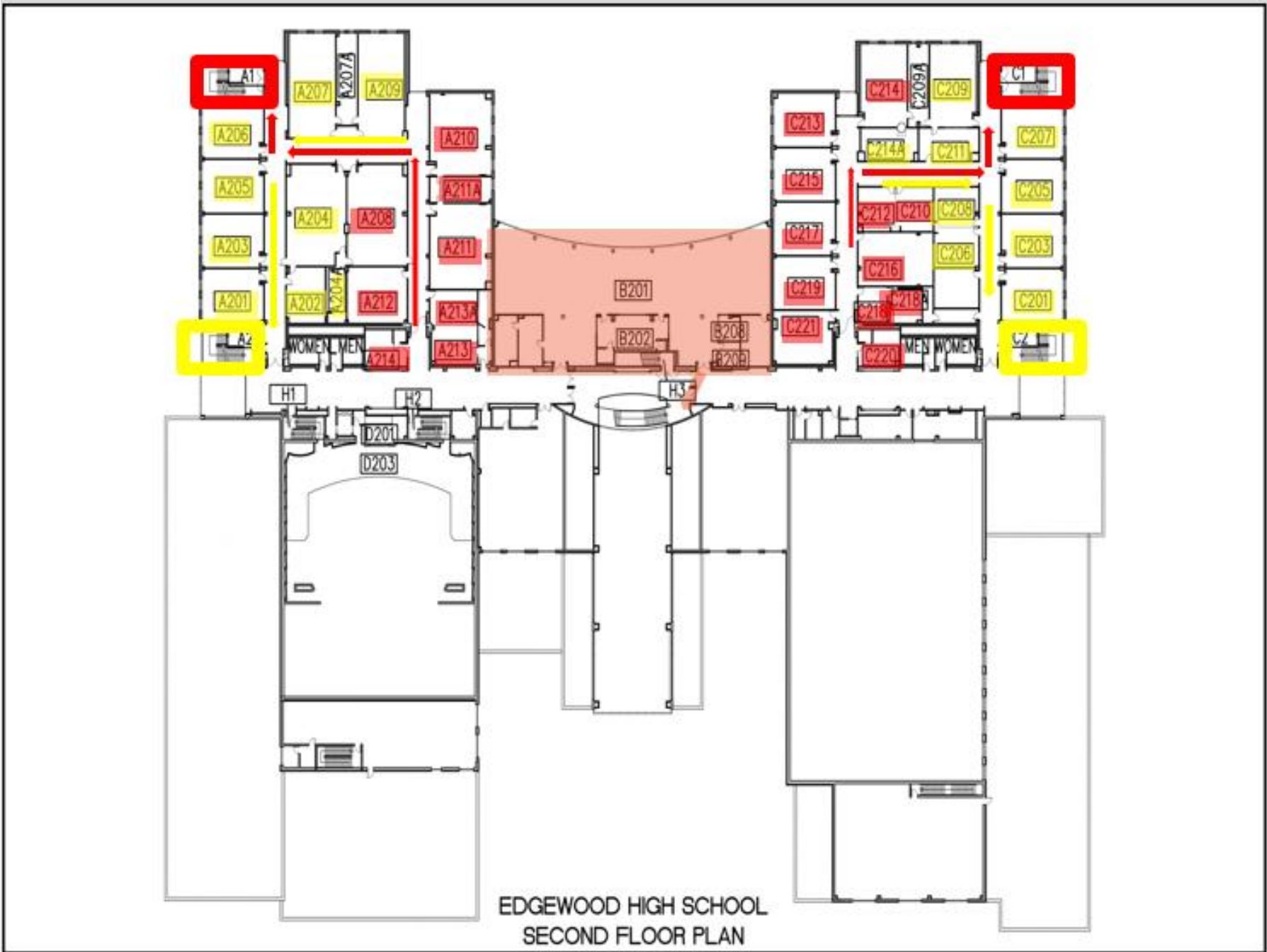
<p>EHS Webpage</p>	<ul style="list-style-type: none"> • Information for students, parents, and the EHS community <ul style="list-style-type: none"> ○ News ○ Events ○ Resources ○ links to our social media sites. 	<p>bit.ly/edgewoodhs</p>
<p>HCPS Start Page</p>	<p>Links to student resources including:</p> <ul style="list-style-type: none"> • Canvas (learning management system) • Home Access Center (HAC) • Office 365 • Follett Destiny Library Catalog 	<p>start.hcps.org</p>
<p>HCPS Website</p>	<ul style="list-style-type: none"> • Information for students, parents, and the HCPS community. <ul style="list-style-type: none"> ○ News ○ Resources 	<p>hcps.org</p>

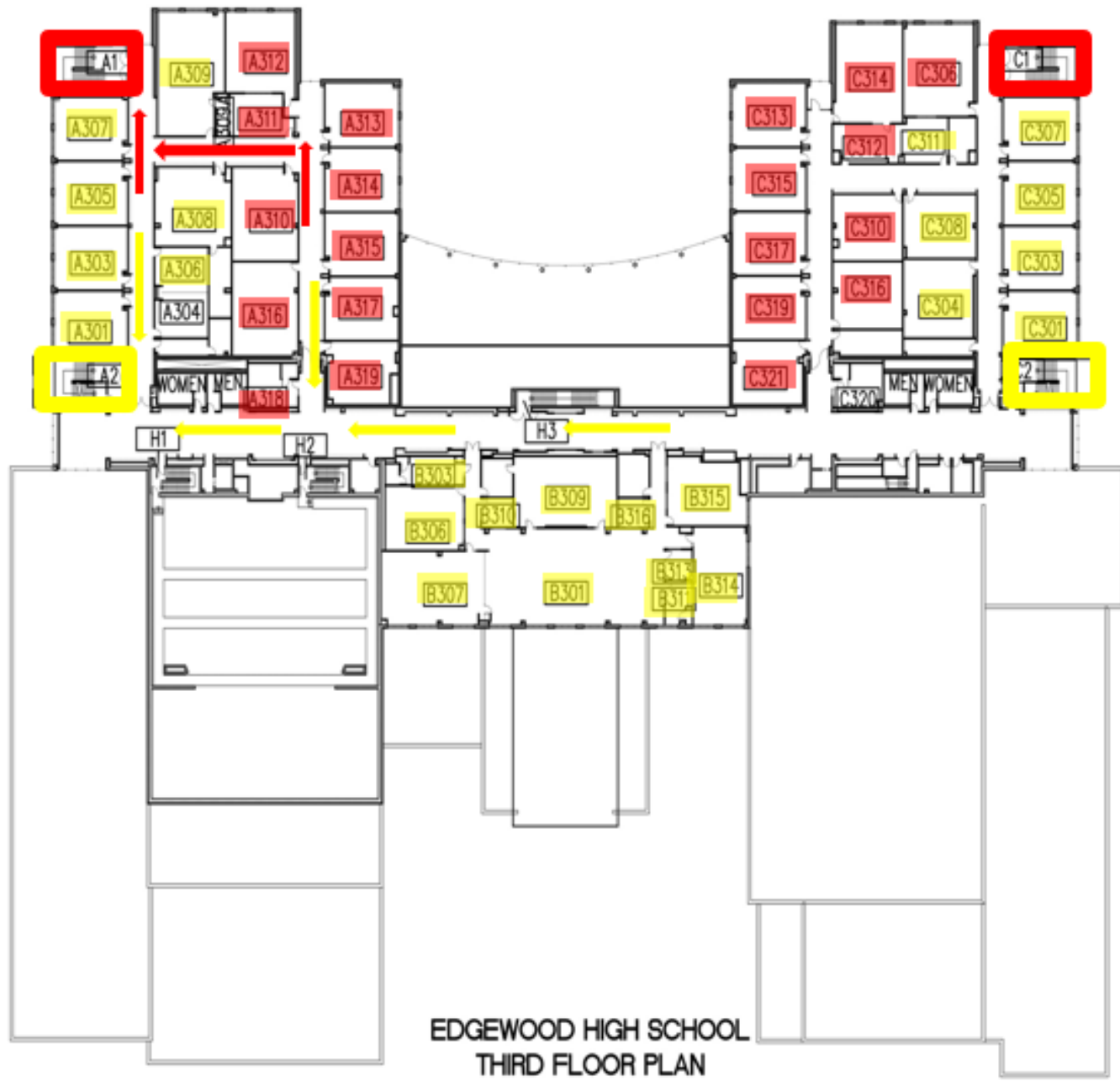
IMPORTANT PHONE NUMBERS

<p>Edgewood High School Main Office</p>	<p>410-612-1500</p>
<p>Edgewood High School Counseling Office</p>	<p>410-612-2071</p>
<p>Maryland Youth Crisis Hotline</p>	<p>1-800-422-0009</p>

SCHOOL MAPS







EDGEWOOD HIGH SCHOOL
THIRD FLOOR PLAN

STUDENT SERVICES

CAFETERIA

The Edgewood High School cafeteria staff takes pride in presenting daily breakfast and lunch menus. The menu includes a full breakfast and lunch, as well as many a la carte items.

Whether you buy your lunch or bring it, you must eat in the cafeteria. **You may not have food brought in or delivered to you (fast food, pizza, Door Dash, etc.). Deliveries will be turned away from the school.**

When you are finished with lunch, you must clean up the area where you have eaten before leaving the table. This includes returning your tray, dishes and utensils and throwing away any trash. If you drop something, pick it up. If you have a spill, seek the assistance of a custodian for clean-up. Since every student uses the cafeteria during lunches, it is crucial that everyone does his or her part to keep it as clean as possible. Leaving a mess in the cafeteria may result in disciplinary consequences and/or alternative seating.

After eating lunch, students must clean up their trash and then must remain in the cafeteria until the bell rings. A violation of these provisions may result in disciplinary consequences.

Breakfast \$ 1.35

Lunch \$2.60

COUNSELING DEPARTMENT

The Counseling Department is staffed by counselors trained to listen to you and to provide assistance and guidance to help you be successful in high school. Counselors can help you make future plans, explore career opportunities, and advise you in your course selections. If you are going to college, they can assist you in selecting a school, in preparing applications, and in finding scholarships and financial aid.

If you are having difficulty with a class or with school, or dealing with a personal problem, the counselors are available to talk with you. Often, they can help you figure out how to resolve these kinds of problems or can refer you to someone to provide the type of help you need. They can also help you resolve problems that may arise between you and other students.

Appointments to meet with your counselor can be made with the counseling secretary, Ms. Marissa Kozlowski.

HEALTH SUITE

Edgewood High School has a Registered Nurse who is available to provide care for illness and health-related issues which may arise at school. This includes first aid and private health counseling. **If you need to take medication brought from home during the school day, the nurse must store it and administer it to you.** Be sure to follow the Medication Policy of the Board of Education of Harford County. Violation of this policy is a disciplinary infraction.

Occasionally students may become so ill at school that they cannot perform normally in class. In such cases, the nurse can help you. It is very important that if you cannot be in class because of illness, that you get a pass from your teacher and report to the Health Suite. Unless it is a true emergency, the nurse cannot see you without a pass. You may not decide on your own to call home to make arrangements to be picked up or to leave. If this is necessary, it must be handled properly through the nurse. It is important that you go directly to the nurse when you are ill. **DO NOT stay in a bathroom or walk the halls when you become ill in school.** This will be considered class cutting and will be subject to disciplinary action.

LOCKERS

A hall locker will be assigned to you by your homeroom period teacher. An additional locker will be assigned to you when in a Physical Education course.

Every year, each locker is set to a new combination. Although the school cannot guarantee it, items in your locker should be safe provided the locker is locked by the student after use. You should use caution when opening and closing your locker in order to minimize the opportunity for someone to gain access to your locker. **Do not share your combination or the locker itself with anyone else;** sharing lockers can be disciplined by school administration, as this presents a possible safety issue and can disrupt the regular flow of school operations.

If you have a concern about your locker, see your homeroom teacher or administrator. Lockers remain the property of the school. They may not be used to store any item which does not belong in school. School personnel will not open another student's locker to retrieve your belongings. Lockers may not be accessed after 2:20 p.m. It is your responsibility to make sure that you have your coat, books and other needed items prior to attending any after school function.

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

LOST AND FOUND

Items found during the year and during summer locker clean out will be turned in to the main office. Students missing items should check with the main office during homeroom or class changes.

***Items not claimed by July 1 of the next school year will be donated or discarded.**

RAM BRANCH CREDIT UNION

EHS is the first school in Harford County to have a fully functioning student-run credit union available for students and staff. Transactions are limited to checking and saving accounts and there is a limit on the amount of money that can be processed. Please visit the RAM Branch or contact Mr. Hunter if you have a question about your account.

SCHOOL LIBRARY

The School Library is designed to be an information center. With our collection of books, magazines, eBooks, and databases that are accessible through Follett Destiny on the HCPS start page, we strive to meet all of our students' information needs. The School Library is available to you most days before and after school. To utilize the media center during the day, you must be with a class or have a signed pass. Students may also choose to spend their lunch break in the library but may not eat there. In order to do so, students must arrive during the first 5 minutes of their lunch, sign in, and stay for the duration.

SCHOOL LIBRARY MATERIAL POLICIES

Loan Periods:

Regular collection - 3 weeks

Fines:

Lost or damaged materials: Cost of repair or replacement.

Unpaid charges are considered obligations and will prevent students from attending various school sponsored events including homecoming, prom, and graduation.

Library Services Available:

Research assistance

Printing

Reading recommendations

Tech support

Respect for the rights of others requires that anyone using the Media Center speak softly and refrain from socializing.

Students may check out materials using their assigned lunch pin numbers or their last names. You may not check out items under someone else's name. Please refrain from bringing food, drink, or backpacks into the School Library.

SCHOOL STORE

The school store carries many items for your convenience. Items needed for classes (such as gym suits, notebooks and other school supplies) are available. The school store also carries a variety of school spirit apparel. The school store is open from 7:00-7:25 Monday-Thursday.

STUDENT ACCIDENT INSURANCE PROGRAM

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

TECHNOLOGY RESOURCES

RESPONSIBLE USE OF TECHNOLOGY

Harford County Public Schools provides telecommunications resources to its students for educational purposes. Telecommunications resources shall be used in accordance with the Responsible Use Procedure (RUP). Harford County Public Schools utilizes an outside Internet filtering company to ensure the safety of our students while they access the Internet and allows Harford County Public Schools to comply with the Child Internet Protection Act (CIPA). The RUP is available at www.hcps.org. **Please view the full handbook and/or the Board Policy Manual for more information.**

LAPTOPS

HCPS issues each student a laptop and charger to use in school and at home as an essential instructional tool. **The laptop should be brought to school every day**, fully charged, and accompanied by the charger. It is the student's responsibility to take care of the laptop keeping it clean, damage free, and away from food, drink, and the elements. Damage or loss should be reported to the librarian Ms. Zvitkovitz immediately. If a laptop is damaged, a new laptop will be issued, and the student will be responsible for the damages. The laptop and charger must be returned at the end of the school year.

Replacement cost for lost or damaged laptop: \$300 Insurance is available through HCPS.

ACCESSING RESOURCES

HCPS provides a variety of resources to support the instructional program for students. The following information can aide in gaining access and facilitating use of these resources.

HCPS sponsored resources should be accessed from <http://start.hcps.org> and will use single-sign-on which allows the same password for all resources.

Username: most resources use the student's school email as a username firstname.lastname@student.hcps.org except HAC which is just firstname.lastname@student.hcps.org

SUPPORT AND PASSWORD ISSUES

- The same username and password is used for most HCPS resources
- If students forget their password, they can click "*Forgot my Password*" on the main Office 365 page.
- If they are unsuccessful resetting their password, any teacher can reset their password.
- For any technology issues including issues related to student laptops, please contact or visit our school librarian, Ms. Zvitkovitz, linda.zvitkovitz@hcp.org

OFFICE 365

Access to online and desktop versions of many Office applications including Word, PowerPoint, Excel, and OneNote

- Online access to student e-mail and online Office apps that can be used without installing the programs
- *Install Office for Free*: Students can download 5 free copies of the whole Office Package to their computers and tablets. To get these copies click "Install Office"
- Mobile apps for Word, PowerPoint, Excel, OneNote, OneDrive, and Teams can be downloaded for free from your app store

CANVAS

Canvas is the HCPS Learning Management System (LMS) that allows access to student class resources and assignments.

- Log in using your HCPS credentials
- Students can access each class by clicking Courses on the menu bar
- A mobile app is available for download from your device app store
- Parents do not have access to Canvas but may ask their child to allow them to view assignments and resources.

HOME ACCESS CENTER

During the 2023-24 school year, parents and students can monitor academic progress and communicate with teachers using HCPS' home progress monitoring platform, the Home Access Center (HAC). During the first weeks of school, students and parents will be provided passwords and directions to access this portal. The information will allow students and parents the opportunity to view their progress in a class on the schedule set by individual teachers.

Students and parents are encouraged to communicate with teachers through the e-mail addresses provided to teachers by the Harford County Public Schools. Please consult your child's course syllabi to find email and contact information for each individual teacher.

- Username: firstnamelastname Example: sandramcmichael
- Access to student progress and report cards
- Parents have their own separate account that can be set up by going to [HCPS.org](https://www.hcps.org)> Parents> Home Access Center
- HAC does not have a mobile app but can be accessed via your phone web browser

Teachers are expected to update HAC for accuracy at least once every two weeks, including at interim time and at the end of the quarter.

TRANSPORTATION

The Office of Transportation has a list of rules and policies that is published in an official brochure, as well as in the Harford County Public Schools Calendar. Students are responsible for knowing and following the rules of the Transportation Office. Violations can lead to a suspension of transportation services or other disciplinary actions.

At dismissal, students should board their bus promptly. They should not hang out and socialize. Drivers have been instructed that once the horn is sounded, they are to close their doors and no additional students will be allowed to board. This is to prevent students from being hurt while walking among moving vehicles. **Buses must leave by 2:10 to stay on schedule for middle and elementary school runs.**

HCPS TRANSPORTATION RULES FOR STUDENTS

The following transportation rules apply to all students riding buses to and from Harford County Public Schools. In addition, all other The following transportation rules apply to all students riding buses to and from Harford County Public Schools. In addition, all other policies adopted by the Board of Education regarding student behavior on school property will be enforced on Harford County Public Schools' buses including but not limited to the "Rights and Responsibilities of Students".

School bus transportation will be withdrawn from a student who is excluded from the classroom as a result of a condition that presents a clear and direct health risk to others. Some examples may include head lice, bloody nose, measles, fever and vomiting, etc.

Students who are suspended from school are not permitted to ride the school bus.

Parent/Guardians of students who are found to have damaged the bus or equipment beyond normal wear and tear will be held financially responsible. Transportation service may be suspended until the invoice for any damage is received. Invoices that remain unpaid may be subject to debt collection service. Boarding cards may be required for students to access the bus.

Students are required to:

1. Follow directions given by the bus driver. Insubordination or disrespectful behavior will not be tolerated.
2. Sit in assigned seat as directed by the driver.
3. Be respectful to other students.
4. Keep the aisleway clear.

5. Remain seated and face forward at all times when the bus is in motion.
6. Refrain from any loud, profane, obscene language or gestures.
7. Refrain from throwing any object inside, outside or in front of the school bus.
8. Keep all bookbags, books, school equipment, musical instruments, or other personal belongings contained to his/her assigned seat. If the instrument is too large it may not be able to be transported. This will be made at the discretion of the bus driver.
9. Keep all parts of the body inside the bus and in his/her assigned seat.
10. Keep all objects inside the bus and be respectful of motorists.
11. Cooperate in keeping the bus clean from debris and damage.
12. Never bring glass on the bus.
13. Never eat, drink or chew gum on the bus.
14. Use designated bus stop assigned by the Transportation Department.
15. Arrive to the bus stop five at least (5) minutes prior to the scheduled arrival.
16. Be prepared to present any required pass or boarding card.
17. When/if using any personal electronic device, students are required to use earbuds/headphones and must refrain from making calls, taking video or photographs while on the school bus.
18. Appropriately utilize any additional safety equipment such as seat belts or safety vests.

ADDITIONAL SCHOOL TRANSPORTATION POLICIES

- ♦ Any malicious or willful damage to a school bus will result in the immediate withdrawal of transportation privileges from the pupil or pupils involved. Transportation privileges may be withheld until the cost of repairing the bus has been satisfactorily settled.
- ♦ Pupils may not leave the bus on the way to or from school without the permission of the driver. The driver will not give permission except in case of personal emergency on the part of the pupil or upon written request of the pupil's parent with the approval of the principal.
- ♦ Pupils are permitted to ride only the bus to which they are assigned and which serves the area in which they live.
- ♦ Bus Pass Requests: Permission to ride another bus is not typically granted. Parents should contact the administration if there is an emergency situation requiring a transportation change.
- ♦ Pupils are not permitted to leave EHS property once transported to school by HCPS transportation.

PARENT/GUARDIAN TRANSPORTATION

Parents/Guardians who choose to drop their child off at the school are responsible for the safety of their child until the school is open for students. Students will not be granted access to the building until 7:00 AM as staff is not officially on duty until that time.

PARENT/GUARDIAN RESPONSIBILITY

Each parent/guardian has a role in the safe and efficient operation of the HCPS student transportation system. Parents/Guardians shall assume their responsibilities with the transportation system and extend cooperation and support to the people charged with its operation.

Any interference with the official duties of the school bus driver may result in suspension of service and/or criminal charges. Parents/Guardians should be aware that the privilege to ride a school bus may be temporarily or permanently revoked if the "Transportation Rules for Students" are violated.

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

Transportation Department. Requests may be made for the use of another bus stop to the principal for emergency situations and approval must be provided to the bus driver in writing.

- Parents/Guardians should be aware that large items or personal belongings that interfere with other students' seating are not permitted on the school bus.
- Parents/Guardians shall be responsible for any damage or destruction of the school bus. Any destruction to the school bus may result in withdrawal of transportation services until the cost of the damage is settled.
- Adult supervision may also be required for before and after school programs.
- Parent/Guardians of students who are found to have damaged the bus or equipment beyond normal wear and tear will be held financially responsible. Transportation service may be suspended until the invoice for any damage is received. Invoices that remain unpaid may be subject to debt collection service.

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

STUDENT PARKING

As a result of Edgewood High School's large student population and the extensive use of the school after school hours, there are many pedestrians on sidewalks and in parking lots. Student drivers must drive slowly and cautiously.

Dangerous and reckless driving will result in immediate prohibition from driving and parking on school property.

Parking permits will be \$10 per year; an application may be obtained from the main office. The signed application will constitute written permission by the parent for administration to search a vehicle registered by the student. No permits will be issued without a parent's signature. Employment after school does not guarantee receiving a parking permit. Having been issued a permit does not guarantee renewal. Permits will be issued according to school needs. A student who drives and is late without excuse will have parking privileges suspended or revoked. Replacement permits will be issued at cost of \$5.

IMPORTANT:

Student may not park in front of the school complex, including Edgewood Middle School and Deerfield Elementary, during the school day. Students who violate this policy are subject to a one day parking suspension for the first offense and longer for any subsequent offense, as well as subject to a ticket issued by the Harford County Sheriff Department.

THE SCHOOL DAY

CLASS CHANGE AND SCHEDULES

CLASS CHANGE

There are six minutes between classes to allow reasonable travel time to get from one class to another. "I didn't have enough time" is never an acceptable excuse for being late. Plan ahead to avoid problems. Repeated failure to be in class on time will result disciplinary consequences.

DISMISSAL

Dismissal from last period occurs at 2:00. Students riding a bus should follow the Transportation procedures on page 16.

Students must leave the building at dismissal unless there is a legitimate, pre-arranged school purpose for staying, e.g. practice, meeting, teacher help, detention.

Bus riders may only leave through the A Side entrance. Walkers and car riders must leave through the front doors. **No walkers should leave from the A Side door or congregate in the bus loop area.** Student drivers may only leave through the C Side entrance.

Any students in the building after school must be under the supervision of an adult staff member. Lobbies and other areas of the school will be closed to all other students at 2:20 p.m. **If you are waiting for a ride, be prepared to wait outside.**

Student athletes must be with their coaches after school and leave the building at the conclusion of practice or a game.

Students violating this policy are subject to disciplinary consequences.

BELL SCHEDULES

Normal Schedule

Time	Period		Duration
7:18	First Bell		
7:25	Second Bell		
7:30-8:52	1A/1B		82 Minutes
8:52-9:02	Homeroom		10 Minutes
9:08-10:30	2A/2B		82 Minutes
Lunch A 10:36-11:01	3A/3B	4A/4B	Class 11:06-12:31 (85 minutes)
Lunch B 11:06-11:31		4A/4B	Class 10:36-11:06 (30 minutes) 11:36-12:31 (55 minutes)
Lunch C 11:36-12:01		4A/4B	Class 10:36-11:36 (60 minutes) 12:06-12:31 (25 minutes)
Lunch D 12:06-12:31		4A/4B	Class 10:36-12:06 (90 minutes)
12:37-2:00	4A/4B	3A/3B	83 minutes

Lunch Schedule

Red Week			
Lunch Period 3A			
Lunch A	Lunch B	Lunch C	Lunch D
<i>Business, Science, & Tech</i>	<i>English & Social Studies</i>	<i>Math, Special Ed, & World Languages</i>	<i>Art, FACS, PE, Health/PE, Music, McClean, Childs, & Ward</i>
Lunch Period 3B			
Lunch A	Lunch B	Lunch C	Lunch D
<i>Science & Tech</i>	<i>English, Social Studies, Vorsteg, & Watkins</i>	<i>Math, Special Ed, Nusbaum, & Weiner</i>	<i>Art, Business, FACS, Health/PE, & Music</i>

White Week			
Lunch Period 4A			
Lunch A	Lunch B	Lunch C	Lunch D
<i>Business, Science, & Tech</i>	<i>English & Social Studies</i>	<i>Math & Special Ed</i>	<i>Art, FACS, Health/PE, Music, & World Languages, Ross & Cutler</i>
Lunch Period 4B			
Lunch A	Lunch B	Lunch C	Lunch D
<i>Science & Tech</i>	<i>Business, English, World Languages</i>	<i>Math, Special Ed, & Social Studies</i>	<i>Art, FACS, Health/PE, Music, Morris, Sherif, Tucci</i>

Rotation of Periods

The four periods of the school day rotate as follows:

- 1, 2, 3, 4 during Red Weeks.
- 1, 2, 4, 3 during White Weeks.

2 Hour Delay Schedule

Time	Period		Duration
9:18	First Bell		
9:25	Second Bell		
9:30-10:12	1A/1B		42 Minutes
10:12-10:22	Homeroom		10 Minutes
10:28-11:10	2A/2B		42 Minutes
Lunch A 11:16-11:41	3A/3B	4A/4B	Class 11:46-1:11 (85 minutes)
Lunch B 11:46-12:11	3A/3B	4A/4B	Class 11:16-11:46 (30 minutes) 12:16-1:11 (55 minutes)
Lunch C 12:16-12:41	3A/3B	4A/4B	Class 11:16-12:16 (60 minutes) 12:46-1:11 (25 minutes)
Lunch D 12:46-1:11	3A/3B	4A/4B	Class 11:16-12:46 (90 minutes)
1:17-2:00	4A/4B	3A/3B	43 Minutes

3 Hour Early Dismissal Schedule

Time	Period		Duration
7:18	First Bell		
7:25	Second Bell		
7:30 - 8:25	First Block		55 minutes
8:25-8:35	Homeroom		10 minutes
8:41 – 9:36	Second Block		55 minutes
***See below for the corresponding lunch period			
Lunch A 9:41- 10:07	First Lunch		Class 10:07 – 11:00 (53 minutes)
Lunch B 10:07– 10:33	Second Lunch		Class 9:41 -10:07 (25 minutes) 10:33– 11:00 (27 minutes)
Lunch C 10:33 – 11: 00	Third Lunch		Class 9:41 - 10:33 (52 minutes)

3 Hour Early Dismissal Periods and Lunches

Month	Date	Day	Designation	RAE Classes	Lunch Period
September	22	Friday	A	1 & 2	3
October	19	Thursday	B	1 & 2	3
November	10	Friday	B	3 & 4	2
November	22	Wednesday	A	3 & 4	2
December	8	Friday	A	1 & 2	4
December	22	Friday	A	3 & 4	1
January	12	Friday	B	1 & 2	4
January	26	Friday	B	3 & 4	1
February	16	Friday	A	3 & 4	2
March	22	Friday	A	1 & 2	3
May	24	Friday	A	3 & 4	1

ATTENDANCE

Daily attendance is crucial to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are expected to attend school and all classes regularly and to be punctual. In order for an absence to be considered lawful, a written or e-mailed note from the parent must be received by the main office within three school days of the absence.

HOMEROOM

Attendance is taken in A1 and B1 classes which will also serve as homeroom. Students should be in the building and report to their 1st period class by 7:30. Frequent lateness will result in disciplinary action.

Students who arrive to school after 7:30 should report to the late desk or the main office to be signed in. **Failure to visit the late desk, or sign in in the office when late results in students being marked unlawfully absent.** It is the students' responsibility to follow the proper procedure to ensure they are marked present.

If a student was absent the prior school day and they have a note, they are to report to the absence/late desk in the main lobby or main office upon arrival. They will receive an absence note to give to their homeroom teacher.

During a normal operating schedule day:

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

During a delayed opening or early dismissal:

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

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

LAWFUL ABSENCES

Lawful absences include death in the immediate family; illness of the student, which may require a physician's certificate from the parent/guardian; court summons; hazardous weather conditions; work approved by the school, the local school system, or the State Department of Education and accepted by the local superintendent, school principal, or their designees; observance of a major religious holiday; pregnancy and parenting; state of emergency; suspension; lack of authorized transportation, not

including authorized transportation denied for disciplinary reasons; other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Family vacations during the school year are strongly discouraged. They are lawful only with prior written approval of the principal and must not exceed five days per school year. Written requests must be made at least ten days in advance of the potential absence, and if approved, parents/guardians and students are responsible for requesting assignments.

UNLAWFUL ABSENCES

Absences, including partial absences, for any reason other than those cited as lawful are presumed to be unlawful. Repeated unlawful absences will require a school conference between the appropriate school personnel and parent(s)/guardian(s) and may result in a referral to the pupil personnel worker.

STANDARD FOR REGULAR ATTENDANCE

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

Beginning with the fourth absence and/or tardiness, the parent/guardian will be notified in writing. Continued absence and/or tardiness of the student will result in the initiation of one or more of the following actions: conference with the parent/guardian, student, and principal or designee; referral to Student Services team and/or pupil personnel worker for appropriate intervention; probationary time period - verbal agreement; written contract; after-school detention; Saturday school (non-teaching day attendance); removal of school privileges; restriction of extracurricular activities; in-school suspension (due process procedures followed); referral to Student Services for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

MAKE-UP WORK PROCEDURES

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

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

****Students who arrive late or who must leave school early will NOT be permitted to participate in extracurricular activities on that day (including practices, games, and dances) unless permission is granted by an administrator.****

NOTES FROM PARENTS OR GUARDIANS

A note from home explaining any absence or lateness should provide the following:

1. Date the note was written
2. Student's complete name
3. Date(s) of absence(s)
4. Reason for absence
5. Parent or guardian signature
6. Daytime phone number for verification

It is important to know that a note from a parent/guardian does **NOT** automatically excuse the absence or lateness. The reason given must be a legal one according to state law.

LEAVING SCHOOL EARLY

- If you must leave school early for an appointment or other reason, the following procedure must be followed
- Bring a note from your parent or guardian
- Take the note to the main office before 7:20 am.
- Pick up your out of school pass from the main office during a class change.
- Show the out of school pass to the teacher of the class you will miss.
- Report to main office and sign out prior to leaving.

****Students who do not have a note from home will not be permitted to leave school. ****

ILLNESS AND OTHER EMERGENCIES

If you become ill or have another emergency, you must sign out through the nurse or the main office. Failure to get permission prior to leaving school will be considered the same as class cutting or truancy and will result in disciplinary action.

LATENESS TO CLASS

Time management detentions may be assigned by teachers, to be served with teachers at a time they designate. Administratively assigned detentions are scheduled Tuesdays and Thursdays from 2:20-3:20 pm in the cafeteria. Saturday Detentions will take place from 8:00-10:30 AM every other Saturday. Chronic lateness will result in an administrative or Saturday detention. Students who are tardy to, act inappropriately in, or who do not serve their detention(s) will receive a disciplinary consequence consistent with the EHS discipline policy.

- If you arrive to class after the bell has rung you are considered late to class.
- Continued lateness to class will result in parent contact and progressive discipline from your administrator.

NOTE: A lateness of 15 minutes or more without a note will be considered a class cut and will be disciplined as such.

COLLEGE VISITATION

College visitation excuses are only available to Juniors and Seniors. Excused absence will be provided for up to 3 days if student submits a written parent request prior to the visitation. The request is to be submitted to any counselor or administrator. Students should see their teachers prior to such visits to see what work will be missed.

SCHOOL PROGRAM

Every student who enters Edgewood High School is working toward graduation. When you registered, you received a booklet entitled Course Description Guide and additional information describing what was necessary to earn a Maryland High School Diploma. Review this material frequently so that you can make the best choices for your high school experience.

COURSE SELECTION

Registration for the following school year begins in January and the school counselors will work closely with you to ensure proper course selection. It is important to update your four-year plan each year and select courses accordingly. Course changes cannot be made during the year except by administration, so it is important that you consider every choice carefully during the registration process.

IMPACT ON CREDIT FOR GRADUATION

The Board of Education of Harford County has established a policy specifically describing how many unexcused absences a student may have in any course before credit is not granted, regardless of the grade earned. Appropriate warning of potential loss of credit will be in writing. If the unexcused absences continue, credit may be withheld.

	<u>Warning</u>	<u>Loss of Credit</u>
Half-Credit Course	After 2nd	After 5th
Full-Credit Course	After 6th	After 11th

This policy applies to class attendance as well as school attendance. For example, if you are late without an excused note and miss 1st hour, you will be counted present in school, but you will have an unexcused absence in the class you missed.

The appeal process for loss of credit due to unexcused absences is as follows:

- Upon notification, make an appointment to see your school counselor.
- Appeal to the Principal and follow the advice of your school counselor.

The principal will consider your circumstances and attitude in making a decision. An important factor is your commitment to change and evidence of consistent, on-going improvement.

GRADING

HCPS has a uniform grading policy across all classes that follows the 50/30/20 weighting system.

Students grades in all classes will be comprised of 50% Product, 30% Process, and 20% Practice. Individual teachers will determine the category to which assignments are placed. More information on the EHS grading policy is available from your administrator or school counselor.

Final grades will be calculated based on letter grades for the two/four quarters and exam(s). Final grades will not be calculated based on quarter percentages, total points, or other methods. However, other methods of calculating final grades may be used to document student achievement and to support requests for grade exceptions.

	A	B	C	D	E
Grade Value	4.0	3.0	2.0	1.0	0.0
Grade Ranges	4.0-3.50	3.49-2.50	2.49-1.50	1.49-0.50	0.49-0.0

Grades for classes are based on the following formula, and comply with Harford County Public School Policy:

For **alternating one credit classes** (meeting on either A days or B days only for the full year), each quarter will count for two-ninths of the final course grade, and the final exam) will count for one-ninth of the final course grade.

EXAMPLE:

$$\begin{array}{ccccccccc} 1^{\text{st}}\text{qtr} & 2^{\text{nd}}\text{qtr} & 3^{\text{rd}}\text{qtr} & 4^{\text{th}}\text{qtr} & \text{Final Exam} & & \text{Final Course Grade} \\ \frac{2}{9} & + & \frac{2}{9} & + & \frac{2}{9} & + & \frac{2}{9} & + & \frac{1}{9} & = & \frac{9}{9} \end{array}$$

For **daily one credit classes** (meeting every day for a semester) and **one-half credit courses** (meeting on either A days or B days for only one semester) each quarter will count for four-ninths of the final course grade, and the final exam grade as defined above will count for one-ninth of the final course grade.

EXAMPLE:

$$\begin{array}{ccccccc} 1^{\text{st}} \text{ qtr} & & 2^{\text{nd}} \text{ qtr} & & \text{Final Exam} & & \text{Final Course Grade} \\ 4/9 & + & 4/9 & + & 1/9 & = & 9/9 \end{array}$$

Final exams will be taken in all half credit and full credit courses during the designated exam period. A student whose absence on final examination day is unlawful will not be permitted to make up the examination and his/her final grade will reflect an “E” for the final examination this assessment.

If a student has a lawful absence for a final examination day, he/she must make arrangements with the principal to take the examination. The final course grade will reflect an “E” for the final examination until the examination is taken. When the final examination is taken, the final course grade will be adjusted as needed.

*A grade calculator is available at <https://www.hcps.org/students/GPACalculator.aspx>

Advanced Courses with a Weighted GPA

Advanced courses with a weighted GPA include Advanced Placement(AP), International Baccalaureate(IB) program, Dual Credit, and Honors courses. Additionally, a variety of courses have been identified by principals and content supervisors and approved by the General Curriculum Committee(GCC) to be of sufficient rigor and awarded a weighted GPA.

Weighted Grades for AP, IB, Dual Credit, Honors, and Identified Rigorous Approved Courses

Grades	Grade Points for Weighted Courses	Grade Points for Non-Weighted Courses
A	5.0	4.0
B	4.0	3.0
C	3.0	2.0
D	1.0	1.0
E	0.0	0.0

*Beginning this year, Biology and US Government will include the HSA score as 20% of the class grade. More information will be shared in these classes.

PROMOTION AND GRADUATION

There are minimum requirements in order to be officially promoted to the next grade. The requirements for class standing are:

- Sophomore 6 credits
- Junior 12 credits
(1 must be in English)
- Senior 18 credits
(2 must be in English)

Students must earn at least 4 credits after their junior year to graduate. *All specific course, testing, and service learning requirements must be met for graduation.*

HCPS requires students to earn 26 credits to graduate. Full graduation requirements can be found at

<https://www.hcps.org/sepg/NeedToKnow.aspx>

EXTRA CURRICULAR ACTIVITIES

ATHLETIC TEAMS

If you are interested in participating in a competitive school sport, see Ms. Freidman, the Athletic Director. An Athletic Handbook is available that describes all the details of such participation. The following are the Athletic EHS teams.

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Soccer	Basketball	Lacrosse
Football	Wrestling	Tennis
Volleyball	Swimming	Track and Field
Field Hockey	Indoor Track	Softball
Cross Country		Baseball
Golf		
Cheerleading		

CLUBS AND ORGANIZATIONS

1st Ladies of Edgewood	Heroes Criminal Justice Club
Art Club	Literary Publication
Art Honor Society	Mu Alpha Theta (Math Honor Society)
Black Student Alliance	National Honor Society
Book Club	Sexuality and Gender Alliance
Chess Club	Social Studies Honor Society
Crochet Club	Spanish Club
Educators Rising	Spanish Honor Society
Environmental Club	Speech and Debate Club
Feminist Club	Student Government Association
French Honor Society	STARS
Future Business Leaders of America	Yearbook

Auditions Required:

Marching Band

Flag Corp

Jazz Band

Fall Drama

Spring Musical

*Elections required to hold office.

**Students must meet qualifications to be inducted.

NOTE: Students participating in extra-curricular activities (teams, clubs, etc.) are required to leave the building at the conclusion of any practice, game, activity, or event. Therefore, be sure to arrange appropriate transportation with your parents or guardians before committing to any extra-curricular activity.

If an event is not immediately after school or is canceled, students are required to leave the building and then return at the designated time.

Students are not permitted to remain in the building unless they have direct adult supervision.

OTHER EXTRA-CURRICULAR ACTIVITIES

Athletic Events - Every team that plays interscholastically invites their family, friends, and classmates to enjoy the competition with them. For any competition beginning after 5:00 p.m., an admission of \$5 is charged, except for certain wrestling meets and tournaments for which admission will be charged at earlier times. You can save money by buying a season pass from the main office or at the gate at home games.

Please note that Harford County Public Schools adheres to a no re-entry policy for all athletic events. Once you leave an event, you will not be permitted to re-enter.

Coffee House Nights – Edgewood hosts student performance coffee house nights where students are judged on how well they perform their own poems. These typically occur twice a year.

Concerts - There are several concerts presented by the Music Department in the Winter and Spring. These are free to everyone and held in the auditorium.

Theater - A play is presented by the Drama Department each Fall. In late Winter, the Drama and Music Departments combine

their talents to present a Broadway musical. Admission is charged for each of these productions.

Art Show - The Art Department holds a public exhibit of works done by students in the art program. The works are judged and prizes are awarded.

MISCELLANEOUS EVENTS

Homecoming Week (Oct 2-7) - A highlight of every school year, Homecoming Week includes celebrations of school spirit, a pep rally, a Homecoming Parade, a Homecoming Football game, and the Homecoming Dance. The Homecoming Dance is a semi-formal dance (dresses, jackets, ties, etc.) held at night in the cafeteria and is highlighted by the crowning of the Homecoming King and Queen. All students must be eligible in order to be nominated to the court.

Dances (Homecoming, Junior/Senior Prom, Winter Formal, etc.)

- In order to purchase tickets, students must clear all financial obligations.
- Full day attendance is mandatory to be eligible to attend. (Friday attendance required if prom is on a Saturday.)
- HCPS dress code applies at all dances.

NOTE: In order for a non EHS students to participate in this event, the individual will need prior approval by the administration. Persons in middle school or over 20 years of age may not attend.

Graduation tickets: Students will not be issued their tickets until all financial obligations are cleared.

ELIGIBILITY

Harford County Public Schools has established a set of minimum scholastic and citizenship standards that any student wishing to participate in an extra-curricular activity must meet. These standards can be found in the HCPS Parent-Student Handbook and Regulations for Interscholastic Athletics.

Eligibility – Based on Grades

To be considered eligible, students must meet all of the following criteria:

- Pass all classes on quarterly report card
- Earn an average of 6 credits each academic year
- Pass all courses required for graduation during the school year

ELIGIBILITY TIME FRAME

- Ineligibility begins on the first day of school after report cards have been distributed.
- Return to eligibility can be effective on the first day after the quarter ends. The principal will make the final determination.

APPEALS

You may appeal your ineligibility to the school Eligibility Committee. Appeals must be made **in writing and submitted using the Microsoft Forms document** by the deadline set each quarter. If the ineligibility occurs at the end of the fourth quarter, the appeal must be made by the deadline set in the summer.

- If you were unable to control the circumstances causing your failures, the Eligibility Committee will recommend to the principal that you be declared eligible.
- If you were able to control the circumstances causing your failures, the Eligibility Committee will recommend to the principal that you be declared ineligible.
- An appeal will not be considered by the principal unless it has first been presented to the eligibility committee.
The principal's decision is final.
- Students permitted to participate in extracurricular activities pursuant to the granting of the principal's appeal will remain eligible as long as they maintain the conditions set forth in their contract. These include at a minimum the following: Maintaining a C average (70% or better) in every class at all times; turning in grade monitoring sheets every week while on appeal; No unexcused absences, latenesses, or disciplinary infractions.
- Students who are on a principal's appeal will be on probation for the entirety of their season or the duration of their extracurricular activity.

DISCIPLINE

DUE PROCESS

If you are accused of violating school rules or policies, you have the right to know the violation, to present your side of the story, and to present evidence on your behalf. Many situations do not permit these rights to be exercised immediately. For example, if a teacher tells you to leave the room for disrupting the class, do not question or argue with the teacher. Leave the room and follow your teacher's instructions. You may meet with the teacher or with an administrator later to present your side of the event.

Appeals involving decisions on disciplinary consequences can be made in this order: Teacher; Assistant Principal; Principal; Executive Director of Secondary Schools; Superintendent of Schools; County Board of Education; State Board of Education. Because of their commitment to the rights of students, the administrators will help you in the appeal process.

CONSEQUENCES OF MISCONDUCT

There are various consequences a student may receive for misconduct on or off school property. The level of the consequence will be determined by an administrator based on EHS and HCPS policies and guidelines.

Suspension Policy

Making Up Work for Suspensions of Five Days or More-

1. When a student is suspended, the student or parent may request from the secretary the make-up class work/assignments for the student to complete while suspended. A period of 48 hours is necessary for the teachers to gather the work. Since the suspended student is not permitted on school property during the suspension term, the parent or siblings may pick up the work if it is not available online. The assignments are due the day the student returns from suspension.
2. If work is not available online, a student may choose to wait until he/she returns from suspension to begin make-up work. In this case, all the make-up work must be completed within the same number of school days as the number of suspension days.
3. Upon return to school after the suspension, the student's make-up work is submitted to their teacher(s) for grading, and the grade(s) will count toward the student's excused suspension absence. Make-up work not completed will result in zeroes. It is the student's responsibility to make sure they understand the material that was taught during the suspension.
4. In most cases, tests/quizzes will not be sent home during the suspension. A student must make up tests/quizzes within the same number of school days as the number of suspension days. Failure to make up tests/quizzes within the allotted time will result in zeroes.
5. Long-term assignment due dates are not adjusted to accommodate suspensions. Parents must assume responsibility for submitting long-term assignments to the teacher(s) on or before their due date.
6. Failure to make up work within the allotted time will result in the loss of credit for the assignment.

Intervention

If directed by the teacher, the student must go immediately to the Intervention Center. Failure to do so is a suspendable offense for disrespect. While in the intervention room, the student must diligently work on their assignments. Failure to do so or causing any type of disruption will result in a behavioral referral.

Detention Policy

A teacher or administrator may assign detention. Failure to serve an administrative detention may result in suspension. It is the student's responsibility to notify parents and arrange transportation. Administrative detentions are assigned after school from 2:20 PM -3:20 PM. Administrative detention can only be rescheduled with parent contact prior to the assigned date. If the student is absent, detention is automatically assigned on the next detention day.

EXAMPLES OF MISCONDUCT

Every possible form of misconduct cannot be described here. The following is, however, a list of some of the more common or serious violations. The basic definition of misconduct in school is anything that is disruptive, inappropriate, unsafe, or illegal. Students are also responsible for knowing Harford County Public Schools Policies on Student Attendance, Student Discipline, Student Rights and Responsibilities, and Student Transportation Policies and Procedures as set forth in the HCPS Policy Handbook which can be found at HCPS.org.

Possession/Use of Forbidden Items - Be sure to read the county policies regarding items listed below. Many of these violations are considered very serious and will involve notification of the police.

Cigarettes, Vapes, or Other Tobacco or Inhalant Products or Paraphernalia - Possession will lead to automatic suspension and referral to police for issuance of a tobacco citation. See HCPS Policy for tobacco violation consequences.

Lighters, Matches, etc. - Associated items such as lighters and matches are also forbidden. There is no valid reason for a

student to have a lighter, matches, or other incendiary devices in school. If a student is found with these, they will be confiscated. Additional disciplinary consequences may result. In some instances, a police report may also be made.

Drug Paraphernalia - Includes drugs and items represented to be drugs, and items such as pipes, rolling papers, clips, etc. (See HCPS Policy for further information.)

Alcohol - Possession or use in school will lead to serious disciplinary consequences.

Weapons and “look alike weapons” - Under county policy, weapons includes any size pocketknife, pepper spray, brass knuckles, and any other item looking like a weapon. This may also include items made or fashioned so that they could be used to inflict injury on another, e.g., a piece of metal sharpened in a tech class.

Fireworks, Firecrackers, etc. - Includes poppers, bang caps, snakes, etc. These are prohibited in school and at school events.

“Stink Bombs” - or other devices designed to emit strong or offensive odors. These are prohibited in school and at school events.

Glass Bottles - Because of the danger caused by breakage, these are not permitted in school. Drinks for lunches can be brought in drink boxes, cans, or plastic bottles.

Large amounts of money - Large amounts of money are potentially distracting, disruptive, and frequent targets of theft. If you are seen with large amounts of money, you will be questioned, and you may have to surrender the money to an administrator until a parent can pick it up.

Possession of Stolen Property - Having something in your possession that does not belong to you and was not given to you by the person owning it will have disciplinary consequences. This may include suspension or long-term suspension. The police may also be notified.

Disruptive or Inappropriate items - Any item which is seen by an adult as inappropriate or potentially disruptive (e.g., personal alarms, fake money, toys, pets, etc.).

Food and Other Items to be Sold- Food and other items, that are not part of a sanctioned school fund-raiser, may not be sold or distributed in school or on school grounds. If a student is found to be selling or distributing snacks, drinks, or items, the items will be confiscated, and the student will be subject to disciplinary consequences.

***Confiscation** - The law allows school personnel to take items from students that are forbidden by school policy or deemed disruptive to the school environment. These items will be held until appropriate arrangements are made for them to be picked up by a legal guardian. It is a serious offense to refuse to give an item to a staff member when requested to do so. This will be considered insubordination which is a suspendable offense.

Food and Beverages - All food and drink including items (except water) must be consumed in the cafeteria. Open food and drink items found in other areas of the school will be confiscated. These items should remain closed and stored in your locker until lunch or after school. Having food or drink in the hallway has disciplinary consequences, including confiscation and disposal.

Public Display of Affection - Physical displays of affection are not appropriate to the school environment. Referral to the office for violations of this policy may result in a parent conference. Subsequent referrals could lead to additional consequences, including suspension.

Classroom Disruption - Students and the teacher set the tone for learning in your classroom. Disrupting a productive atmosphere by talking, yelling, teasing, refusal to participate, and other distracting behavior is infringing on your classmates' right to an education and your teacher's right to teach. If the teacher feels you are being disruptive, do not add to the disruption by arguing. Follow your teacher's instructions and discuss the situation at a more appropriate time.

Harassment - Harassment takes many forms. However, it can simply be defined as any action or comment directed toward or referring to another that is unwelcome and/or unsolicited and may reasonably be seen to make the victim feel uncomfortable, embarrassed, angry, upset, or frightened. You have the right to be protected from harassment, and any concern you have should be directed to your teacher, counselor, or an administrator. The perpetrator will be subject to serious disciplinary consequences.

Harassment Reporting Form - If you are the student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, and wish to report an incident of alleged harassment or intimidation (bullying) on school property, the school bus, at a school event or on the way to or from school, you are asked to complete a harassment or intimidation reporting form and return it to the principal at the student victim's school. The form is available at <https://www.hcps.org/departments/studentservices/bullyingharassment> or at any school.

Verbal Assault - Related to harassment, verbal threats or taunting are considered aggressive behavior and are subject to serious consequences. If you are the victim of a verbal assault or threat, report this to a teacher, counselor, or administrator immediately.

Fighting/Physical Assault - Edgewood High School does not tolerate any kind of violent behavior. Everyone is expected to settle conflicts and differences in peaceful and respectful ways. If you feel a situation could lead to physical violence, you are responsible for removing yourself immediately from the situation and reporting it to a teacher, counselor, or administrator. Physical assaults and/or fighting may result in a 10-day suspension from school. A second incident or aggravated assault will result in a referral to the Superintendent, and long-term suspension or expulsion from school. Furthermore, the Sheriff's Department will be notified and asked to take appropriate action.

There is a difference between fighting and assault. A fight is where all parties involved are trying to hurt or harm others. An assault is an attack in which a person is trying to hurt another who is not attempting to hurt them. A person being assaulted may take defensive action, such as shielding or blocking punches, preventing the other person from swinging, or pulling away. However, any kind of a swing, kick, punch, etc., is NOT a defensive action and therefore constitutes fighting.

Failure to Report to the Office - Failing to report to the office when you are sent is a serious offense. When any staff member tells you to go to the office, you must go at once. Failure to go is considered insubordination and is a suspendable offense.

Failure to Cooperate with School Policies - This applies to any behavior not specified under another description and covers any other disruptive, inappropriate, or unsuitable behavior.

Behavior Off of School Property - The courts have made it clear that school authorities have the right to take disciplinary measures for behaviors off school property and beyond the school day. If the behavior is determined by the principal to impact the educational environment of the school, the safety and/or welfare of their students and/or staff, or the maintenance of school order and discipline, the principal may suspend the student(s) for up to 10 days. If circumstances warrant, the student(s) may also be referred to the Superintendent for further disciplinary action. These situations would include, but not be limited to, involvement in neighborhood conflicts, or criminal behavior. Refer to the Student Discipline Policies found at HCPS.org.

Gambling - There is to be no gambling on school property at any time. Violators will face severe consequences.

Fire Alarms and Equipment - Tampering with fire alarms or fire extinguishers is a violation of Maryland law. Students determined to have tampered with these items will be suspended from school, referred to the Superintendent, and charged for the cost of replacing, recharging, or resetting the equipment. In addition, the appropriate police agency will be notified.

Restrooms - Students are not to use the restrooms for loitering, socializing, smoking, or any purpose other than that for which they are intended. Students are strictly prohibited from taking pictures or video in restrooms and locker rooms. Additionally, no more than one student should be in a restroom stall at a time. Violations will result in disciplinary action appropriate to the offense.

Gang Related Activities – Students shall not engage in any act furthering the interest of any gang or gang activity including, but not limited to: wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, or items which evidence membership in, identification with or affiliation with any gang and/or is representative of any gang. Students who violate this policy are subject to disciplinary actions including suspension pursuant to Section 7-305 of the Education Article.

Unauthorized Area - Any area on campus where you do not have specific, legal permission to be. Typically, if you are not with a teacher or do not have a legitimate pass to be where you are, you are in an unauthorized area. This includes not reporting directly to the office or Intervention Center when directed to do so by any staff member.

Leaving the School Building or Property –Leaving without proper authorization before dismissal is subject to search and appropriate discipline.

Opening or Propping Doors- All doors to the building are locked from the outside to maintain security. After 7:25, students must enter through the main doors at the front of the building. At no time should students open doors to allow others entrance or prop doors open. Violation will result in appropriate disciplinary action up to suspension.

Cutting Class - Being present in school but absent from class without legitimate excuse.

Disrespect/Profanity/Inappropriate Language - Words or actions that a reasonable person would interpret as intending to belittle, embarrass, or offend. This includes gestures as well as language. Profanity, inappropriate language, or disrespect may result in disciplinary action up to suspension.

Insubordination - Any refusal to obey reasonable instructions from a teacher, administrator, or other staff member. To avoid this, follow instructions even when you do not agree with them, and at a later time and in an appropriate manner, address your concerns.

Academic Dishonesty - Academic dishonesty means not taking responsibility for the quality and completion of one's own work. Cheating, copying, and plagiarism are all forms of academic dishonesty. Any form of obtaining information unfairly and without authorization for a test, quiz or other graded assignment are also examples of academic dishonesty. Copying is the use of another's work with the understanding of a teacher that it is one's own. Cheating, whether verbal, written, or computer generated, can involve:

- Copying on tests
- Copying of homework
- Plagiarism of published works (including Internet resources)
- Giving answers to a test or homework
- Discussion of test materials with others
- Using AI, language translators, or other unauthorized resources to complete assignments

Plagiarism is, "the act of using another person's ideas or expressions in your writing without acknowledging the source. To plagiarize is to give the impression (intentional or not) that you have written or thought something that you have, in fact, borrowed from someone else."

Cheating, academic dishonesty, and/or plagiarism will result in the following consequences determined by the teacher:

- Teacher may have the student redo the assignment or a similar assignment for full or partial credit or the teacher may choose to give a zero on the assignment
- Teacher will notify parent of the infraction and may hold a parent conference
- Continued infractions will result in the above consequences and a referral to the office which could result in additional consequences

Computer Access and Use Policies - Students will receive individual student log-on credentials which cannot be used by anyone other than that student. Student access to computer lab facilities and computer workstations may be restricted or denied for, but not limited to, the following reasons:

1. Unauthorized use of a password; unauthorized access to another person's files; using or changing, without authorization, another person's password.
2. Unauthorized use of another student's device; disruption to another's use of their device.
3. Unauthorized changes to hardware or software, including but not limited to:
 - a. disconnecting and reconnecting or reconfiguring hardware.
 - b. removing, changing, or reconfiguring system files.
 - c. damaging lab hardware or software.
 - d. Installing or using unauthorized applications.
4. Attempts to bypass security measures, such as utilizing proxy servers to view blocked sites.
5. Inappropriate use of school e-mail including inappropriate messaging, harassment, spamming, sending mass e-mails, and using school e-mail for non-school related purposes.
6. Violating the rights to privacy of students or employees of Harford County Public Schools or others outside the school system.
7. Using profanity, obscenity, or other language that may be offensive to another used in a network environment.
8. Copying materials in violation of U.S. copyright law.
9. Attempting to degrade or disrupt system performance or unauthorized entry to and/or destruction of computer systems and files.
10. Accessing, downloading, storing, or printing files or messages that are sexually explicit, obscene, or that offends or tends to degrade others. The administration invokes its discretionary rights to determine such suitability.
11. Violating policies as outlined in the Harford County Public Schools Discipline Policies.

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

Respect for Property - Theft and vandalism are not only violations of school rules but violations of the Maryland Criminal Code. If a student steals from another student or from the school, or is guilty of vandalism -- regardless of the value of the stolen or damaged item -- the consequences include, but are not limited to:

1. Suspension (including long-term suspension and expulsion).
2. Restitution for all losses.
3. Notification of appropriate law enforcement authorities.

Communication devices – The following guidelines are in addition to the HCPS policies on page 40. Violations may result in disciplinary consequences.

Time of Day	Unacceptable Use of Cellular Device for Students at Edgewood High School (Student may be sent to the Main Office for device confiscation or possible disciplinary consequences.)
Arrival to school until 7:30 AM (start of 1 st period)	<ul style="list-style-type: none"> • In the morning prior to homeroom, students may not take pictures or videos, use the device to bully or harass another student or infringe upon the rights of others.
Class changes, lunch, and during breaks	<ul style="list-style-type: none"> • Students’ phones must remain silent • Students may not take pictures or videos including Tik Toks. • Devices may not be used to bully or harass another student nor infringe upon the rights of others. • Phone calls and video calls (FaceTime etc.) may not be made or received. If you have a emergency or need to make a call, please ask for a pass to the office.
During class	<ul style="list-style-type: none"> • Teachers will determine and share their class policy for cell phone including if and when headphones or air pods may be used. • Students should be aware that there are different cell phone procedures in each class. Failure to follow that teacher’s procedures will result in progressive discipline beginning with teacher consequences and progressing to referrals with administrative consequences. • Phone calls and video calls (FaceTime etc.) may not be made or received. If you have a emergency or need to make a call, please ask for a pass to the office.
Cafeteria (Lunch)	<ul style="list-style-type: none"> • During lunch students’ phones must remain silent • Student may not take pictures or videos during lunch. • Devices may not be used to bully or harass another student nor infringe upon the rights of others. • Phone calls and video calls (FaceTime etc.) may not be made or received. If you have a emergency or need to make a call, please ask for a pass to the office.
After school and at evening events	<ul style="list-style-type: none"> • Devices may not be used to bully or harass another student nor infringe upon the rights of others.

POLICIES AND PROCEDURES

STUDENT DISCIPLINE

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

Students are responsible for knowing the provisions of the Harford County Policy on Student Rights and Responsibilities, Discipline, Attendance, Transportation, and Internet Use. Refer to the Student Discipline Policies published by the Harford County Public Schools.

BEHAVIOR WHICH HAS TAKEN PLACE OFF SCHOOL PROPERTY

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

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

RESTITUTION

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

OFFENSES SUBJECT TO REFERRAL

The school principal has the right and authority to discipline students including suspension up to 10 days for offenses including but not limited to use/possession of alcohol, inhalants (including, but not limited to, a vaping device, hookah pipe or e-cigarettes), drugs, tobacco; other gun use/possession; other weapons; threat to an adult; attack on a student; threat to a student; fighting; extortion; sexual attack; sexual harassment; sexual activity; arson/fire; false alarms/bomb threats; explosives; disrespect; harassment/bullying; disruption; academic dishonesty; inappropriate use of electronics; theft; trespassing; destruction of property; acts that jeopardize the safety or security of students, employees or others.

The school principal has the right and authority to suspend students for 10 days and refer the students to the Superintendent for further disciplinary action for (1) chronic and extreme disruption to the learning environment and or (2) imminent threat of harm to others. Imminent threat will be evaluated on a case-by-case basis to include (1) the degree of harm and/or (2) the risk of continued harm after the student returns to school. Aggravated offenses are more serious violations with higher risk of harm and include, but are not limited to: possession/use/transfer of drugs, alcohol, inhalants or vape devices, or other controlled dangerous substances; arson; explosives; threat/attack on adult; threat/attack on student; threats of mass violence; fighting; firearms; other types of guns; weapons; serious bodily injury.

Students who commit attendance-related violations are subject to school-based disciplinary consequences, but may not receive out-of-school suspension. **Please view the full handbook and/or the Board Policy Manual for more information.**

STUDENT SEARCH AND SEIZURE

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

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

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

A search authorized above shall be made in the presence of a third party.

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

ALCOHOL, METAL DETECTORS & SURVEILLANCE CAMERAS

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

INCLEMENT WEATHER POLICY

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

BULLYING, CYBERBULLYING, HARASSMENT OR INTIMIDATION

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

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

HALL PASSES

In order to travel in the halls during class, students must have a pass registered in eHall pass and be carrying a colored clipboard. If you are not in your class and do not have an eHall pass registered, or if you have strayed from the area your pass authorizes you to go, you will be considered cutting class.

HOMEWORK

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

PORTABLE COMMUNICATION POLICY

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

- Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student's Individualized Education Plan or Section 504 Plan.
- Teachers may allow students to use a PCD in the school building for an instructional purpose if the teacher has received authorization from an administrator and the usage follows the Acceptable Use Policy for Students.
- Students in high schools may possess a PCD on school grounds and buses during the regular school day provided:
 - the student keeps and maintains the PCD so it cannot be seen by others;
 - the student does not use or activate the PCD in any fashion.
- Students enrolled in any grade may use PCDs on school grounds before the regular school day and after the regular school day.
- Students in any grade may use PCDs on school buses before or after the regular school day provided:
 - students may not use PCDs for conversation, calls, photographing or videoing;
 - such use does not include implementation of the audio component of the PCD unless the student uses ear buds.
- Students' possession or use of PCDs permitted under this policy shall not:
 - disrupt the educational environment;
 - violate federal or state law or regulation;
 - violate Board policy and procedure including Board policy and procedure relating to student conduct and harassment; or
 - invade the privacy of other students.

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

PERSONAL PROPERTY

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

DRESS CODE

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, inoffensive, and not disruptive to the educational process. The student dress code is intended to create and preserve a positive climate for teaching and learning, reduce the possibility of discipline problems, and preserve school order and safety. The intention of the policy is to seek compliance from students and to avoid disciplinary action unless there are repeated offenses or serious aggravating circumstances.

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

Clothing must cover the chest, midriff, pelvic/groin area and buttocks down to the upper thigh with opaque material.

Students must wear:

- Shirt
- Bottom (e.g., pants, sweatpants, shorts, skirt, dress, and leggings)
- Shoes must be worn at all times and should be safe for the school environment. Bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
- Curricular and activity specific shoes may be required.
- All tops must have shoulder straps. See through garments must not be worn without appropriate coverage underneath that meets the requirements of this dress code.

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

- Depict profanity, obscenity or violence.
- Promote the use of tobacco, drugs, alcohol or other illegal or harmful products.
- Contain sexually suggestive messages.
- Unduly expose or reveal skin or undergarments.
- Contain language or symbols that offend or demean an identifiable person or group or otherwise infringe on the rights of others in violation of the Board harassment or discrimination policies.

- Cause, or is likely to cause, a substantial or material disruption to school activities or the orderly operation of the school, including, but not limited to symbols of hate, both current and historic, hate groups, and gang-related attire.
- Contain profane, disrespectful or discourteous expression which is lewd or inconsistent with civil discourse and behavior.
- Endanger health or safety: This includes ski masks, baseball caps, brimmed hats, and hoods as they prevent easy identification.

SPECIAL PROVISIONS AND RESTRICTIONS

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

PHYSICAL EDUCATION – Proper physical education apparel and shoes are to be worn. For secondary students, the appropriate school physical education uniform should be worn. No jewelry, with the exception of stud earrings, medical bracelets, and fitness trackers, may be worn during physical activity. Jewelry which needs to be removed for physical education class shall be the responsibility of the student.

OUTERWEAR – It is a general expectation that outer garments, including, but not limited to, lightweight jackets, hats, etc. are not to be worn during the school day. These items are to be stored in lockers. Principals shall have the discretion to permit students to wear outerwear/headwear in the school building when conditions are warranted. Headwear that interferes with identification of a student for safety and security purposes, denotes membership in a gang or hate group, identified in partnership with law enforcement, and/or disrupts the orderly operation of school is prohibited.

JEWELRY – Jewelry/body piercings (example: spiked jewelry, chokers, rings, bracelets) that pose a health or safety hazard or is disruptive to the orderly process of the school is not permitted. Chains that could cause injury to others are not permitted.

SUNGLASSES – Sunglasses are considered inappropriate for inside wear. Medical exceptions may be considered by the principal.

DRESS CODE VIOLATIONS

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

STUDENT FILES

There will be a copy fee of 10 cents per page for student files. This includes attendance, behavioral, and health suite files, etc.

VISITORS

All visitors are required to report to the main office and sign in, show proper ID, and secure a visitors pass in order to request permission to be on school grounds. Visitors must have legitimate business on school grounds and must leave as soon as their business is concluded. In general, visitors from other schools, relatives, etc., are not permitted to accompany students in any area of the school including the cafeteria and/or have contact with other students in the building.

Visitors who do not receive permission to be on school grounds are considered to be trespassers and are in violation of Maryland law. In keeping with their responsibility to maintain a safe and orderly environment, school officials may find it necessary to contact the police. Please advise anyone you know who may be coming to school for a visit to follow the above procedures so that unpleasant situations do not develop.

It is a safety and security violation to allow open, prop doors, or allow access for any visitors including students. All visitors must enter through the main office and be signed in.

FIRE DRILLS & EMERGENCY EVACUATIONS

Because of the serious responsibility the school has for your safety, evacuation drills are conducted. In case of emergency, everyone in the building needs to be able to evacuate in a quick and safe manner. Maryland law requires that every school conduct 10 drills per school year with no more than 60 days between drills. In the event of an evacuation, you should:

1. Be familiar with the evacuation route and procedures for each of your classes
2. Exit from the building in a quiet and orderly manner

3. Remain with your class and teacher

LOST BOOKS/MATERIALS

You are responsible for the care and maintenance of school property assigned to you. You are expected to:

1. Keep textbooks covered,
2. Write your name in all texts assigned to you,
3. Handle textbooks and other assigned materials with care to avoid damage.
4. Report damage or malfunction of your locker to the office immediately.

Lost, stolen, or damaged books or materials are the responsibility of the student to whom these were issued. Assessments for replacement or repair are based on current costs.

STUDENT BACKPACK USE

Students are permitted to use backpacks or similar items to carry their schoolbooks, materials, or equipment while traveling to and from school. However, such items must be stored in lockers or designated areas during the school day. The school principal will have the authority to make exceptions based on medical or health conditions, or disability. Harford County Public Schools shall not assume responsibility for the theft, loss, or damage to a student's backpack or similar item, or its contents.

The following conditions shall apply: bookbags, backpacks, etc. shall be stored in the student's assigned locker or designated area; musical instrument cases shall be stored in the music room or designated storage areas; athletic bags and gear shall be stored in the student's locker, assigned physical education locker, or designated storage area, as appropriate.

String bags may be used to transport books and laptops.

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

STUDENT RIGHTS

PRIVACY RIGHTS OF PARENTS & STUDENTS

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

DEFINITIONS

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

NOTIFICATION OF RIGHTS UNDER FERPA The FERPA affords parents/guardians and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s records. These rights are:

- The right to inspect and review the student’s records within 45 days after the day the school receives a request for access. Parents/ Guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.

Under certain circumstances you may have the right to receive copies of your child’s records or to access them sooner than the 45 day time period set forth above. Please contact your child’s school to receive an explanation of these rights.

- The right to request the amendment of the student’s records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents/Guardians or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent/guardian or eligible student, the school will notify the parent/guardian or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to provide written consent which authorizes the school to disclose personally identifiable information (PII) from the student’s records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed or hired by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff), school resource officer or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant or therapist; a parent/guardian or a business providing technology services or student voluntarily serving on an official committee, such as a disciplinary or grievance committee; or a parent/guardian, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student’s enrollment or transfer.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The following is the name and address of the office that administers FERPA: Student Privacy Policy Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

NOTICE FOR DISCLOSURE OF DIRECTORY INFORMATION FERPA requires that Harford County Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Harford County Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with district procedures. The primary purpose of directory information is to allow Harford County Public Schools to include this type of information from your child’s records in certain school publications. In addition, two federal laws require local educational agencies receiving assistance under the Elementary and Secondary Education Act of 1965 to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents/guardians have advised the local school system that they do not want their student’s information disclosed without their prior written consent.

If you do not want Harford County Public Schools to disclose directory information from your child’s education records without your

prior written consent, you must notify the student's principal in writing within 10 school days of the first day of school. Harford County Public Schools has designated the following information as directory information:

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

NONDISCRIMINATORY PRACTICES

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

TITLE IX COMPLAINT PROCEDURES

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

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

1. Reporting.

a. Any HCPS employee or member of the Board of Education who has knowledge of or is on notice of conduct that may constitute sexual harassment or allegations of sexual harassment occurring in the education program or any activity of the school system must report that information immediately.

b. Any parent or student who believes they are a victim of sexual harassment occurring in the school system's education programs or activities is encouraged to report the matter to the student's administration.

2. Investigations

a. Once an allegation has been accepted by the Title IX coordinator, an investigation is initiated.

b. Information is gathered through witnesses, technology, or any other means.

c. In some instances, the police may be involved. HCPS will work with the police investigation as well.

d. Both parties (Complainant & Respondent) will review evidence within the investigation. This will allow either party to provide additional information as needed.

3. Decision making

a. Superintendent or the Designee will make a determination of responsibility based on the allegation.

b. If found responsible, sanction/discipline can range from a warning to suspension/expulsion or termination.

4. Appeals

a. Either party can appeal the outcome of the decision.

b. Appeal guidelines must be followed.

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

CALENDARS AND SCHEULES

HAC UPDATES AND REPORT CARDS

HARFORD COUNTY PUBLIC SCHOOLS
2023-2024 Academic Calendar

Home Access Center Posting Dates 2023- 2024 SY

First Quarter: August 28, 2023 – November 02, 2023

Report Cards: November 17, 2023

Home Access Center Update	September 14, 2023
Home Access Center Update	September 29, 2023
Home Access Center Update	October 13, 2023
Home Access Center Update	October 27, 2023

Second Quarter: November 06, 2023 – January 12, 2024

Report Cards: January 26, 2024

Home Access Center Update	November 17, 2023
Home Access Center Update	December 8, 2023
Home Access Center Update	December 21, 2023
Home Access Center Update	January 12, 2024

Third Quarter: January 16, 2024 – March 22, 2024

Report Cards: April 12, 2024

Home Access Center Update	January 26, 2024
Home Access Center Update	February 9, 2024
Home Access Center Update	February 23, 2024
Home Access Center Update	March 8, 2024
Home Access Center Update	March 22, 2024

Fourth Quarter: April 02, 2024 – June 05, 2024 *(If no inclement weather days are used)*

Report Cards: June 21, 2024

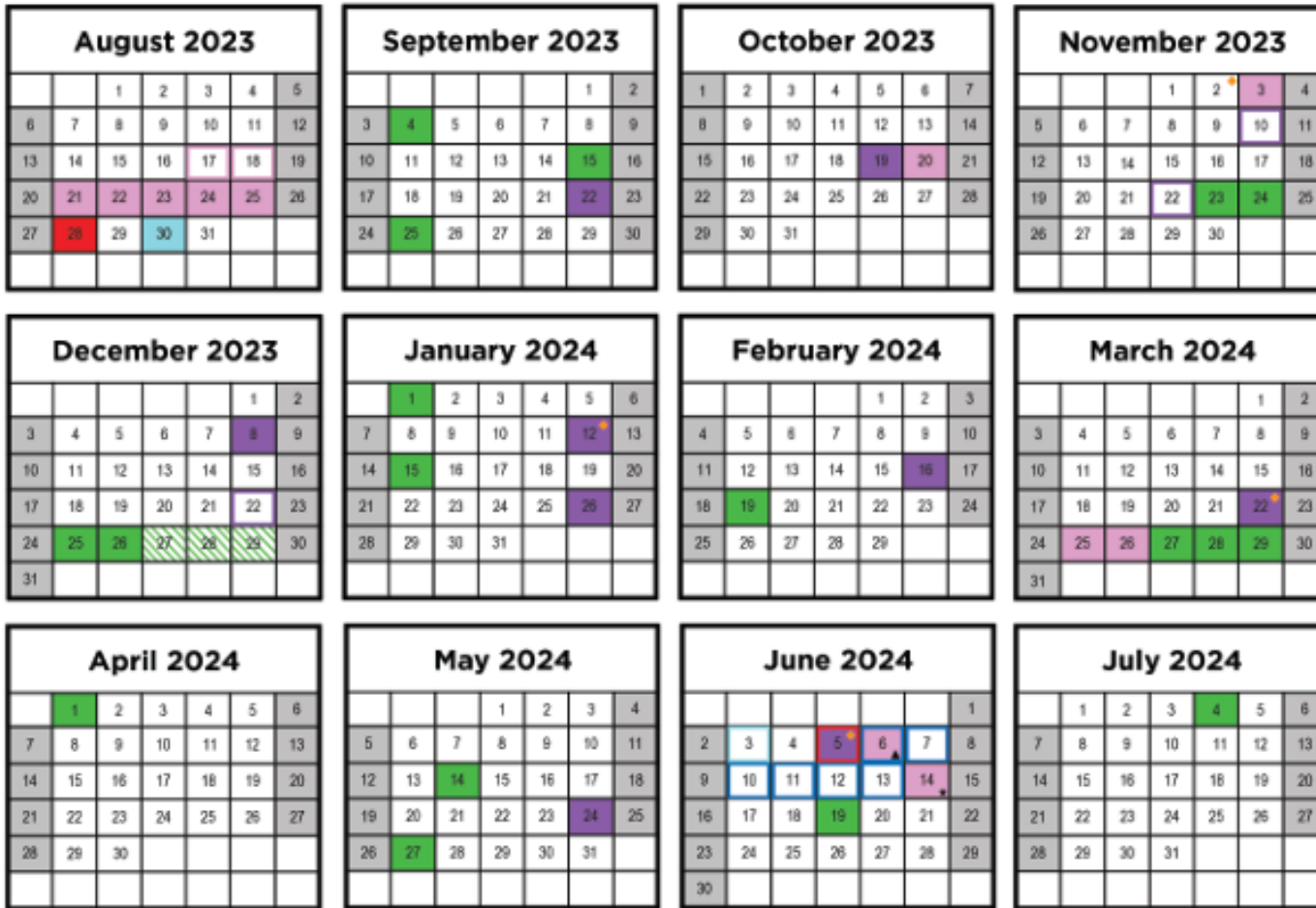
Home Access Center Update	April 12, 2024
Home Access Center Update	April 26, 2024
Home Access Center Update	May 10, 2024
Home Access Center Update	May 24, 2024



2023-2024

COLOR CODED CALENDAR

Quarters
 1st: Aug. 28 - Nov. 2 = 45 days
 2nd: Nov. 6 - Jan. 12 = 42 days
 3rd: Jan. 16 - Mar. 22 = 48 days
 4th: April 2 - June 5 = 45 days



- First Day of School (K-12)
- First Day of School (PreK)
- Scheduled Closings (Schools AND Offices)
- 3-hour Early Dismissal (ALL Schools)
- Professional Development
- Potential Professional Development Make-Up Day
- Last Day of School (K-12)
- Last Day of School (PreK)
- Scheduled Closings (Schools ONLY)
- 3-hour Early Dismissal (Schools AND Offices)
- New Teacher Professional Development
- Potential Incentive Weather Make-Up Day
- Weekend
- Assessment Windows (testing dates vary by school)
- Professional Development (contingent on student's last day)

This calendar was approved by the Board of Education of Harford County on December 19, 2022. An edit was approved on May 22, 2023, when the Maryland primary election date was moved.

ROTATION SCHEDULE

A/B Schedule Rotation 2023-2024																									
	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
AUG														17 New Teachers on Duty	18 New Teachers on Duty	21 P	22 P	23 P	24 P	25 P	28 A	29 B	30 A	31 B	
SEPT					1 A	4 Labor Day	5 B	6 A	7 B	8 B	11 A	12 B	13 A	14 B	15 H Rosh Hashanah	18 A	19 B	20 A	21 B	22 A	25 H Yom Kippur	26 B	27 A	28 B	29 A
OCT	2 A	3 B	4 A	5 B	6 A	9 A	10 B	11 A	12 B	13 B	16 A	17 B	18 A	19 B	20 MSEA Day	23 A	24 B	25 A	26 B	27 A	30 A	31 B			
NOV			1 A	2 B EQ 1	3 P	6 A	7 B	8 A	9 B	10 B	13 A	14 B	15 A	16 B	17 A	20 A	21 B	22 A	23 H	24 H	27 A	28 B	29 A	30 B	
DEC					1 B	4 A	5 B	6 A	7 B	8 A	11 A	12 B	13 A	14 B	15 B	18 A	19 B	20 A	21 B	22 A	25 H	26 H	27 H	28 H	29 H
JAN	1 H New Year	2 B	3 A	4 B	5 A	8 A	9 B	10 A	11 B	12 B EQ2	15 H Martin L. King	16 B	17 A	18 B	19 A	22 A	23 B	24 A	25 B	26 B	29 A	30 B	31 A		
FEB				1 B	2 A	5 A	6 B	7 A	8 B	9 B	12 A	13 B	14 A	15 B	16 A	19 H President's Day	20 B	21 A	22 B	23 A	26 A	27 B	28 A	29 B	
MAR					1 B	4 A	5 B	6 A	7 B	8 A	11 A	12 B	13 A	14 B	15 B	18 A	19 B	20 A	21 B	22 A	25 P	26 P	27 H Spring Break	28 H Spring Break	29 H Spring Break
APR	1 H Spring Break	2 B	3 A	4 B	5 A	8 A	9 B	10 A	11 B	12 B	15 A	16 B	17 A	18 B	19 A	22 A	23 B	24 A	25 B	26 B	29 A	30 B			
MAY			1 A	2 B	3 B	6 A	7 B	8 A	9 B	10 B	13 A	14 H Primary Election	15 A	16 B	17 A	20 A	21 B	22 A	23 B	24 A	27 H Memorial Day	28 B	29 A	30 B	31 B
JUNE	3 A	4 B	5 A EQ4	6 *	7 *	10 *	11 *	12 *	13 *																

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

HOLIDAYS AND CLOSURES

- Monday, September 4, 2023– Labor Day, Schools Closed
- Friday, September 15, 2023 – Rosh Hashanah, Schools Closed
- Monday, September 25, 2023 – Yom Kippur, Schools Closed
- Friday, October 20, 2023 – MSEA Day, Schools Closed
- Thursday, November 2, 2023 – First Marking Period Ends
- Friday November 3, 2023 – Professional Development, Schools Closed
- Thursday & Friday, November 23 & 24, 2023 – Thanksgiving Holiday, Schools Closed
- Monday, December 25, 2023 – Winter Break Begins, Schools Closed
- Tuesday, January 2, 2024 – Return from Winter Break
- Friday, January 12, 2024 – Second Marking Period Ends
- Monday, January 15, 2024 – MLK Day – Schools Closed
- Monday, February 19, 2024 – President’s Day, Schools Closed
- Friday, March 22, 2024 – Third Marking Period Ends
- Monday, March 25 – Monday April 1, 2021 – Spring Break, Schools Closed
- Tuesday, May 14, 2024 – Primary Election Day, Schools Closed
- Monday, May 27, 2024 – Memorial Day, Schools Closed
- Wednesday, June 5, 2024 – Fourth Marking Period Ends (tentative)