

# **2021-2022 Student Guide**

**Magnolia  
Middle School**



**Love. Learn. Lead.**

# Magnolia Middle School

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## 2021-2022 PLANNER

Name: \_\_\_\_\_ Homeroom \_\_\_\_\_ Grade \_\_\_\_\_

Team \_\_\_\_\_ Class Name \_\_\_\_\_ Locker Numbers \_\_\_\_\_ Hall \_\_\_\_\_ PE \_\_\_\_\_ Bus Number \_\_\_\_\_

### Student Schedule

Hour	Time				
	<b>7:45 - 8:10</b>	<b>Homeroom</b>			
1		<b>Period</b>			
		Class Room			
		Teacher			
2		<b>Period</b>			
		Class Room			
		Teacher			
3		<b>Period</b>			
		Class Room			
		Teacher			
4		<b>Period</b>			
		Class Room			
		Teacher			
5		<b>Period</b>			
		Class Room			
		Teacher			
6		<b>Period</b>			
		Class Room			
		Teacher			
7		<b>Period</b>			
		Class Room			
		Teacher			
<b>Unified Arts Rotation</b>	<b>Period</b>	<b>Rotation 1</b>	<b>Rotation 2</b>	<b>Rotation 3</b>	<b>Rotation 4</b>
		Class Room	Class Room	Class Room	Class Room
		Teacher	Teacher	Teacher	Teacher

# Magnolia Middle School

## Mission & Vision



### Our Vision

Magnolia Middle School is a transformational school of distinction that promotes global citizenship and life-long learning for students, staff, and the community.

### Our Mission

The Magnolia Middle School Community commits to promoting a love of learning and literacy by creating a supportive, safe, and respectful environment that assures academic growth, empowers students to make positive decisions, and fosters individual strengths and talents.

LOVE. LEARN. LEAD.

# SCHOOL OPERATIONS

## VISITORS

The school policy is to accept only those visitors who have legitimate business at Magnolia Middle School. In order to ensure that those persons with whom you wish to talk are available, it is recommended to call and make an appointment in advance of your visit. **Guests and visitors must register in the office (a photo ID is required) and receive a visitor's pass.** Before, during and immediately after the school day, the visitor must wait for the secretary to call the classroom to inform the teacher that the visitor has arrived. Parents are always welcome and are encouraged to attend PTA meetings, back-to-school night, teacher/parent conferences, and special events.

## OPENING AND DISMISSAL

- Students should enter the building as soon as they arrive at school in the morning. **The entrance doors open at 7:45 a.m.**
- Once inside the building, students should go to their lockers and then proceed immediately to homeroom. To go to the media center, bookstore, cafeteria, etc. a student must obtain a pass from their homeroom teacher.
- Students are dismissed at 2:40-2:45 p.m. to board their buses for home. Students who do not ride the bus home must remain in the school lobby until after the last bus leaves. Students are discouraged from walking and may do so only with written parent permission on file with an assistant principal.
- No student may remain in the building after dismissal without teacher approval and parent permission.

## PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without permission from the school office. Students who need to leave school during the day for an appointment should bring a note from home stating the time and reason. **The student must take this note to the office upon arrival to school.** A secretary in the office will issue the student an out-of-school pass to be given to the dismissing teacher. The parent or guardian must meet the student in the office at the appointed time and sign them out of school. The parent or guardian must be designated as a contact or emergency contact in student documentation. If it is necessary to leave the building for illness or emergency, the student must be signed out by

a parent or guardian at the nurse's office or school office. The parent or guardian must be designated as a contact or emergency contact in student documentation.

## CLASSROOM BREAKFAST & LUNCH

All students are provided a free breakfast and lunch for the 2021-2022 school year. Those with special dietary needs should bring a doctor's note to the school so that accommodations can be made. Students will select their breakfast upon entering the building and proceed to their homeroom to eat it. Please note students are only allowed to not wear their masks while eating in the classroom during this time. Upon completion, they will remask and discard their trash. Every effort should be made by the classroom teacher to separate the students who are eating.

## HEALTH SERVICES AND MEDICATION

If a student becomes ill in school, they should obtain a pass from their teacher, and go to the nurse. Students must not leave the building without authorization. If the nurse is not in, students are to go to the office.

If a student is taking a prescribed medication, every effort should be made to arrange for the medication to be taken outside of the school day. However, if an authorized prescriber has determined that a medication must be administered during the school day on either a regular or emergency basis, parents and students are required to observe the following guidelines:

- Before allowing a student to take medication in any form, health services personnel must have complete instructions, including the student's name; name of the medication; the route of administration; the exact dosage, time, and circumstances of administration; length of time the medication is to be continued; reason for administration; possible side effects; health care provider's name; time and frequency of administration; and date of order. Medication must be in its original prescription bottle, properly labeled by the pharmacy.
- Parents must also provide the school with written using the HCPS Medication Policy and Permission Form. Without this written permission, no medication can be given or taken. This policy applies to prescription or over the counter medications.

- Discretionary medications are available for occasional use only to students who have a signed permission slip on file in the health suite.
- Parents/Guardians or their designee must bring the medication to the school personally, and students are not permitted to carry medication on school buses or onto school grounds except as stipulated above in the Asthma Inhaler and Other Emergency Medications section. Bus drivers may not carry medications for students under any circumstances, with the exception of auto[1]injectable epinephrine (no medications may be stored on school buses).
- No medication will be stored over the summer. A parent/guardian must pick up all medication by the end of the school day on the last day of school. Any remaining medication not picked up by a parent/guardian will be destroyed. No medication will be sent home with a student.
- A new authorized health care provider's order and parent/guardian permission form is required for medications at the beginning of each new school year, and for any changes during the school year.

For more information about health services and the medication policy, please see the HCPS Parent Student Handbook/Calendar.

### LOST AND FOUND

Students who find lost articles are asked to take them to the Lost and Found area outside of the Cafeteria. Lost articles, which are not claimed within a reasonable time, will be given to a worthy charitable organization. The school will not be responsible for articles left in the lost and found area.

### CHECK ACCEPTANCE POLICY

Effective June 1, 2008, returned checks are subject to electronic recovery for the face value and the state allowed fee of \$35. We have the right directly or by agent to resubmit your check electronically and/or deposit a paper draft to withdraw the state allowed fee, without your signature, for each returned check as permitted by law. If you have any questions concerning our check acceptance policy, please call 1-877-891-5422. Your payment by check constitutes your acceptance of these terms.

## **SCHOOL SAFETY AND SECURITY**

### EMERGENCY PROCEDURES

Tampering with fire alarms or extinguishers is a violation of Maryland State Law and, as such, will be dealt with in accordance with the provisions of the law. Students found guilty of tampering with these items may be subject to parental contact; immediate suspension from school; bearing the cost of recharging or resetting the equipment; being reported to the State Fire Marshall; and/or being referred to the Superintendent of Schools for further disciplinary action.

The signal for fire evacuation is a pattern of continuously sounding bells. Other emergency evacuations are announced with a series of codes and accompanying announcement. When the evacuation signal is given, everyone in the building must vacate the building promptly. No one should, under any circumstances, remain in the building during an evacuation drill. Teachers will discuss evacuation drill procedures with students, and students will be responsible for acting in accordance with regulations in order to assure the safety of everyone.

In some emergency cases, students and teachers will be placed on "lockdown." In these instances, students and teachers will be required to stay in their classrooms with the doors locked. No one, under any circumstances should leave the rooms. Those students who are already out of their assigned classrooms should return to their rooms immediately (or the closest room) and await instructions from the teacher. The school administration will notify the teachers and students through the intercom system when a "lockdown" is occurring and when the "lockdown" is over.

Maryland Safe to Learn Act outlines expectations for all schools in Maryland to assure the safe and orderly operations of schools. Harford county Public Schools has embarked on training our staff in ACRT training; options based Active Assailant Critical Response. More information for students and families is forthcoming.

## STUDENT RIGHTS AND RESPONSIBILITIES

### RESPECT FOR PERSONS AND PROPERTY

Students are directed to treat one another with kindness and consideration. Touching another person for any reason (including public display of affection) will not be tolerated. Students having difficulties with other students should seek help from a teacher, guidance counselor, or administrator to resolve the problems. Students who resort to violent acts, threaten other students, or extort money or property from other students will face strong disciplinary action. Students who are victims of such acts are encouraged to report such incidents to their teachers or administrators.

### SCHOOL COUNSELING

Counselors work closely with teachers and spend a great deal of time in classrooms teaching study skills, decision-making, and career planning. They also work individually with students to help with personal problems. Any student may arrange to see a counselor by requesting an appointment in the guidance office. Parents are encouraged to make counselors aware of situations which might hamper a student's progress in school.

### INCIDENT REPORTS

Anytime a student has a question or concern that is not an emergency and would like to address it specifically to an administrator, that student should come to the office with teacher permission and a pass and fill out a yellow information sheet. The office secretary will put the completed yellow sheet in the box of the student's administrator.

### ASSEMBLIES

During assembly programs, it is expected that each student will show his respect for the performers or speakers by:

- Sitting properly with feet on the floor
- Remaining quiet
- Applauding at appropriate times
- Entering and leaving in an orderly manner following the teacher's direction.

Violators of these procedures may lose assembly privileges and receive disciplinary action.

## EVERYDAY PROCEDURES

### HALL PASSES

Students are permitted in the halls without a pass **only** during the exchange of classes. If a student must leave the room because of health or personal reasons, they must ask and receive permission from the teacher. The student is to sign out on the classroom sign-out sheet and take a lanyard that matches the location they are going.

If a student has a guidance pass or early dismissal slip, they should show it to the teacher when entering the class. If a teacher should forget to dismiss the student for the appointment, it is the responsibility of the student to raise his hand and remind the teacher.

### LATE FOR CLASS

Students are allowed adequate time to travel between classrooms and prepare for the next class. They are expected to arrive on time, prepared with the needed supplies (textbook, laptop, notebook, paper, pen, and pencil), be seated, and be ready to begin the day's lesson. After class has started, students will not be allowed to leave the room to go to lockers. Teachers will provide intervention for students who are chronically late to class.

### BATHROOM USE

Students are not permitted to use the bathrooms between classes. Students may use the bathrooms in the locker rooms before or after physical education classes. Should a student need to use the bathroom at another time, they should sign out on the classroom sign-out sheet and take the lanyard that matches the restroom area in which they are going.

### CHEWING GUM/CANDY

Chewing gum/candy is not to be brought into or consumed at Magnolia Middle School at any time including lunch and after school events. The sale or distribution of gum/candy in school may result in consequences.

### Use of Personal Electronic Device

Photographs, videos, audiotaping, etc. will not be taken or recorded without permission. School-related items will not be posted on any personal media accounts.

## CAFETERIA GUIDELINES

1. Students arriving and leaving the cafeteria must be accompanied by their teacher, if late must have a pass.
2. Students will go directly to their assigned tables and wait until the table is sent to line up for lunch or snacks.
3. Students will line up single file in the assigned line. No cutting in line will be permitted.
4. Students will speak in conversational tones, no unnecessary noises.
5. Students will sit at their assigned table for the entire lunch.
6. Students will refrain from throwing/flicking any item.
7. All students are responsible for cleaning up their table and the area around it.
8. After getting their lunch, students will remain in their seats until an adult dismisses them.
9. Students will follow set traffic patterns and will not stop to visit others.
10. No food or drink may be taken from the cafeteria.
11. Students will remain in the cafeteria during lunch unless a staff member gives them permission to leave. Then, students must get a pass and sign out on the log sheet.
12. Students will follow directions of the adults in the cafeteria.

## ACADEMIC DISHONESTY

Academic dishonesty is sometimes called cheating or plagiarism and is taking credit for work done by someone else. Some examples of academic dishonesty would include copying someone's homework, looking at someone's paper for answers when taking a test or quiz, using notes without permission to take a test, or copying ideas from the internet, books, or magazines and not giving credit to the author. Another misunderstood example of academic dishonesty is giving your work to another person to copy. Academic dishonesty is a violation of school rules. Teachers and/or administrators will assign consequences for academic dishonesty which could include a zero on the assignment, parent notification, writing assignments, detentions, and/or suspension from school.

## **STUDENT ACHIEVEMENT**

### REPORTS OF STUDENT PROGRESS

Report cards are issued four times a year. Interim progress reports are issued for each student midway through each quarter. In addition, parents are encouraged to access *Home Access Center* for up-dates. Dates for report cards, progress reports, and parent/teacher conference nights are published on Edline. Parents are strongly encouraged to monitor these communications and contact the school immediately if they are not received. In addition to the parent/teacher conferences which are scheduled mid-way through each of the first three quarters; parents may call at any time to arrange conferences with a teacher or team of teachers. Parents must call the school to arrange appointments for conferences with teachers.

### STUDENT RECOGNITION

Students achieving a 4.0 in a quarter receive Principals List. Students achieving 3.66 or higher in a quarter receive Distinguished Honor status. These students will be invited to the Principal's Honor Breakfast where they will be awarded certificates/ letters/ pins and will receive congratulations.

Students achieving a 3.5 grade point average in a quarter earn Viking Valor Honor Roll and students who earn a 3.0 grade point average in a quarter earn Academic Honor Roll status. These students will receive a Magnolia Middle School Honor Student Bumper Sticker.

Every quarter, each team selects students as their student of the month. These students are selected based upon their performance in citizenship and behavior as well as academics.

## VIKINGS SHOW VALOR:

Value  
Accountability  
Loyalty  
Optimism  
Respect



## PBIS

It is the philosophy at Magnolia Middle School to empower students to make positive behavioral decisions that will lead to individual success. We incorporate PBIS (Positive Behavior Intervention & Supports) and Restorative Practices to proactively support students and intervene when necessary for behavior change to occur.

## STUDENT DISCIPLINE POLICIES

### SEXUAL HARASSMENT

The Harford County Public School system has the responsibility to provide a positive school environment for students. Sexual harassment of any nature will not be tolerated. **See the details of this policy in the Student Discipline Policies for the Harford County Public Schools.**

### BULLYING AND HARASSMENT

Students who experience bullying or other forms of harassment are urged to meet with a teacher, guidance counselor, or administrator immediately and report the behavior. If, after conducting an investigation, the administrator determines that a student is bullying or harassing other students, the administrator can assign a range of consequences including suspension or referral to the Superintendent.

### HATE/BIAS POLICY

In accordance with Board policy, hate/bias incidents are those in which physical violence and/or threats of harm or intimidation are motivated, at least in part, by hatred, hostility, negative attitudes or prejudice against a group or individual on the basis of race, color, religion, ethnic background, national origin, gender, gender identity, sexual orientation, or disability. These incidents also include those when a person is targeted for physical assault, threat of bodily harm, harassment or intimidation because he/she is a member of a race, color, religion, ethnic background, nation origin, or gender different from the perpetrator. Violators of this policy are subject to a range of

disciplinary actions including expulsion from school.

## PROHIBITION OF GANG RELATED ACTIVITIES

### *Definitions*

- Gang means any ongoing organization, association or group of three or more students, whether formal or informal, having as one of its primary activities the commission of criminal acts or violations of school discipline policies and having a common name or common identifying signs, colors or symbols or having in common an overt or covert organizational or command structure.

- School Sponsored Activities means any event or

function authorized, supervised and controlled by Harford County Public Schools (HCPS) or the school's administration.

### GANG ACTIVITY MEANS:

Soliciting, with or without coercion, membership in or affiliation with any gang; Painting, writing or otherwise inscribing gang related graffiti, messages, symbols or signs on school property; Engaging in violence, extortion or any other illegal act or other violation of school discipline policies in furtherance of criminal gang activity; Soliciting any person to engage in physical violence against another person in furtherance of gang activity; 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; Engaging in any act, either verbal or nonverbal, including gestures or handshakes which demonstrate membership or affiliation in any gang and/or is representative of any gang. Violating the provision of Section 9-803 of the Criminal Law Article of the Maryland Annotated Code.

HCPS administrators may identify a student as a gang associate if one or more of the following factors are documented:

- Self-admission;
- Individual has been identified as a gang member from a reliable source;
- Individual has tattoos indicating gang membership (must describe);



- Individual associates with validated gang members;
- Individual wears gang attire (must describe);
- Individual utilizes gang hand signs, possesses symbols, logos, graffiti, photos, documents, included in social media (must describe);
- Individual arrested with validated gang member;
- HCPS administrators may identify a student as a validated gang member if two or more of the above factors are documented and a law enforcement officer verifies that the student has been involved in gang-related activities in the community and/or school.

If you have any information about gang activity, you are asked to report it to the principal or complete a Gang-Related Incident Reporting

Form and return it to the school principal. The form is available on the school system website, [www.hcps.org](http://www.hcps.org), or at any school.

## DISCIPLINE & INTERVENTIONS

### DETENTION

One of the early steps in modifying student behavior is serving detention. Detention can be assigned from a teacher or the office. Students who are assigned detention will take home a form with the detention dates listed. It is the student's responsibility to get a parent's signature to have permission to serve the detention. Once the parent/guardian signature is on the form it can be returned to the person assigning detention. Office detention is held before school from 7:00 – 7:45 am or after school from 2:45 to 3:30 pm. The time and duration of teacher detentions will vary and will be listed on detention form. Parents must pick up their child in the main lobby at the conclusion of the detention.

### IN-SCHOOL SUSPENSION (ISS)

In-school suspension is designed to correct behavior, not merely punish behavior. In many instances a serious effort is needed to help a student become more productive in school. Students assigned to in-school suspension must complete work sent by their teachers and write a plan for improving their behavior. Failure to comply with in-school suspension rules will result in additional days of in-school or out-of-school suspension.

### SUSPENSION

Continuous and willful refusal to accomplish school tasks; disrespect; insubordination; fighting; disorderly, vicious, illegal or immoral conduct; and persistent violation of school regulations are causes for suspension. Suspension means that the student will lose a significant period of school time. Depending on the length of the suspension, the student will either be permitted to make up work missed during the suspension period or be required to enroll in and satisfactorily complete the Harford County Public Schools' Alternative Education Program. A suspension late in the school year, if of significant length, could be extended to the next school year. A re-entry conference with an administrator is required for all students entering school after a period of suspension.

## HARFORD COUNTY PUBLIC SCHOOLS STUDENT HANDBOOK BRIEF

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

## ALCOHOL, METAL DETECTORS & SURVEILLANCE CAMERAS

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

## ATTENDANCE

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

### During a normal operating scheduled day:

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

### During a delayed opening or early dismissal:

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

Students scheduled for a partial day are counted present based on the amount of time he/she is scheduled. Example: A student scheduled for a two-hour block of time will be counted present for a full day if in attendance for that entire block of time. The

student is absent if they are not present for that entire block of time. A student is present for one-half day if in attendance for one hour.

## LAWFUL ABSENCES

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

Family 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

Make-up work will not be given to students for unlawful absences. If a student is lawfully absent for five days or less, it is the responsibility of the student and/or guardian to request missed assignments. Students will be given the number of days equal to the number of days absent to turn in completed make-up work. If available, assignments may be provided prior to a lawful absence if requested by a parent/guardian at least five days in advance, and with approval by the principal or designee. Submission of make-up work provided in advance is required upon student's return to school, unless extenuating circumstances have been documented.

If a student is lawfully absent for six days or more, it is the responsibility of the parent/guardian to request to arrange for make-up work. The teacher will provide make-up work in a method of their choice and will collect and correct the work. A reasonable timeline for the completion of work will be established. The student will be accountable for all assigned make-up work.

All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline.

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

## **BULLYING, CYBERBULLYING, HARASSMENT OR INTIMIDATION**

Bullying, cyberbullying, harassment, 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](http://www.hcps.org), and at your child's school. The form may be submitted online or returned to the principal at the student victim's school. Contact the school for additional information or assistance.

## **DRESS CODE**

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

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

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

Students must wear:

- Shirt
- Bottom (e.g., pants, sweatpants, shorts, skirt, dress, and leggings)
- Shoes must be worn at all times and should be safe for the school environment. Bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
- Curricular and activity specific shoes may be required.

- All tops must have shoulder straps. See through garments must not be worn without appropriate coverage underneath that meets the requirements of this dress code.

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

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

### SPECIAL PROVISIONS AND RESTRICTIONS

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

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

**OUTERWEAR** – It is a general expectation that outer garments, including, but not limited to, lightweight jackets, hats, etc. are not to be worn during the school day. These items are to be stored in lockers. Principals shall have the discretion to permit students to wear

outerwear/headwear in the school building when conditions are warranted. Headwear that interferes with identification of a student for safety and security purposes, denotes membership in a gang or hate group, identified in partnership with law enforcement, and/or disrupts the orderly operation of school is prohibited.

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

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

### DRESS CODE VIOLATIONS

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

## **DRUG DETECTING DOGS IN SECONDARY SCHOOLS**

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

## HOMWORK

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

## INCLEMENT WEATHER POLICY

Any change from the normal school schedule as a result of inclement weather will be communicated through the school system's 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](http://www.hcps.org). No telephone calls or media announcements will be made when schools are operating on a normal schedule. **Please view the full handbook and/or the Board Policy Manual for more information.**

## NONDISCRIMINATORY PRACTICES

The Board is committed to providing an environment that is safe and optimal for academic achievement and productive work activity and free from any form of unlawful discrimination. Any act of 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.

## PERSONAL PROPERTY

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

## PORTABLE COMMUNICATION POLICY

Students may possess and 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 (IEP) or Section 504 Plan.
- Secondary teachers may allow students to use a PCD in the school building for an instructional purpose following the Responsible Use Procedure.

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

Students enrolled in any grade may use a PCD on school buses before or after the regular school day provided:

- the student does not use the PCD 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 who violate the above restrictions shall be subject to appropriate disciplinary action. **Please view the full handbook and/or the Board Policy Manual for more information.**

# PRIVACY RIGHTS OF PARENTS & STUDENTS

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

## DEFINITIONS

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

## NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY SCHOOLS

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

- The right to inspect and review the student's education records within 45 days after the day the school receives a request for access. Parents/Guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education 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 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 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 education 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;
- Student's name and photograph as they appear in individual school or school system publications.

## **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](http://www.hcps.org).

## **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](http://www.hcps.org/departments/BusinessServices/riskmanagement). If you have any questions, please contact the Risk Management Office at 410-588-5326. **Please view the full handbook and/or the Board Policy Manual for more information.**

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

## **STUDENT DISCIPLINE**

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

### **BEHAVIOR WHICH HAS TAKEN PLACE OFF SCHOOL PROPERTY**

Students may be disciplined, including suspension or expulsion, for behavior which has taken place off school property and/or beyond the school day, if the behavior is determined by

the principal to impact the educational environment of the school, the safety and/or welfare of other students and/or staff, and/or the maintenance of school order and discipline. The principal may suspend the student for up to 10 school days.

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

### **RESTITUTION**

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

### **OFFENSES SUBJECT TO REFERRAL**

Students shall receive a 10-day suspension and referral to the superintendent of schools with the recommendation for further disciplinary action for certain offenses including, but not limited to, possession, use, sale, distribution, or transference of a controlled dangerous substance, medicine, alcohol, inhalant or other intoxicant, or to be in possession of paraphernalia or a substance misrepresented to be a controlled dangerous substance or alcohol; verbal or physical threat to a person; attack on a person; chronic disruption; dangerous weapons; possession or use of an object which reasonably could cause physical harm or injury to a person, or an object which is represented to be, and a reasonable person would conclude was, a dangerous weapon, and for which there is no reasonable or legitimate cause for the student to possess or use on the property of Harford County Public Schools or at a



school-sponsored activity; arson/fire; sexual attack; and false alarms/bomb threats. **Please view the full handbook and/or the Board Policy Manual for more information**

## STUDENT LOCKERS

Where available, lockers will be provided for students to have a secure repository for books, clothing, school materials, etc. 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, including the searching of lockers. **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 or violates 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; a violation of any other Maryland state law; or a violation of a rule or regulation of the local school Board. A search authorized shall be made in the presence of a third party. **Please view the full handbook and/or the Board Policy Manual for more information.**

## TITLE IX COMPLAINT PROCEDURES

Title IX of the Education Amendments of 1972 states in part, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. Section 1681 et seq., and its implementing regulations, 34 C.F.R. Part 106; et seq., prohibit 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. There are two different sets of Title IX complaint procedures. One set addresses discrimination on the basis of sex or retaliation, which does not involve sexual harassment. The other set of procedures addresses discrimination on the basis of sex or retaliation, which does involve sexual harassment.

Complaints alleging discrimination on the basis of sex, sexual orientation or gender identity or retaliation, which do not involve sexual harassment or allegations of sexual harassment, shall be submitted orally or in writing to: Title IX Coordinator, 102 S. Hickory Avenue, Bel Air, MD 21014, or 410-809-6065.

Student Reports:

- Any student who believes he or she is 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 principal or to the Title IX Coordinator. Reports may also be made to a teacher, counselor, assistant principal, teacher assistant, or any other school employee. Middle and high school students may also report sexual harassment through the anonymous tip line, but school officials may be limited in their ability to respond if the report does not identify the victim.

Content of Report:

- To the extent possible, reports should be sufficient to put the Title IX Coordinator on notice of conduct that could constitute sexual harassment. Employees making mandatory reports should provide as much detail about the alleged sexual harassment as is

known, unless such disclosure would violate law or standards of professional ethics. Reports, other than mandatory reports by employees, may be made anonymously, but anonymous reports may limit the school system's ability to respond fully if the alleged victim is not identified.

Time Period for Making a Report:

- Reports can be made at any time. During non-business hours, reports can be made by using the contact information for the Title IX Coordinator provided on the school system's website.
- A report should be made as soon as possible after disclosure or discovery of the facts giving rise to the report. Delays in reporting may impair the ability of school officials to investigate and respond to any subsequent formal complaint.
- School employees and board members must report information regarding sexual harassment or allegations of sexual harassment immediately.

After receiving a report regarding allegations relating to sexual harassment or retaliation related to sexual harassment, the Title IX Coordinator will take action related to the report in accordance with the Title IX Procedures relating to sexual harassment.

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

## TRANSPORTATION

### TRANSPORTATION RULES FOR STUDENTS

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

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

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

Students are required to:

1. Follow directions given by the bus driver. Insubordination or disrespectful behavior will not be tolerated.
2. Sit in assigned seat.
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.
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 (5) minutes prior to the scheduled arrival.
16. When/if using any personal electronic device, students are required to use earbuds/headphones and must refrain from making calls, taking video or photographs while on the school bus.

### PARENT/GUARDIAN TRANSPORTATION

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

### PARENT/GUARDIAN RESPONSIBILITY

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

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 parent/guardian 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 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 loss of the damage is settled.
- During the mid-day bus run, adult supervision is required for prekindergarten students at the bus stop until the child is picked up, and at the time a child is dropped off.
- Adult supervision may also be required for before and after school programs.

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

