

## Schools Phone Numbers

### Elementary Schools

Atholton	410-313-6853
<b>Bellows Spring</b>	<b>410-313-5057</b>
Bollman Bridge	410-880-5920
<b>Bryant Woods</b>	<b>410-313-6859</b>
Bushy Park	410-313-5500
<b>Centennial Lane</b>	<b>410-313-2800</b>
Clarksville	410-313-7050
<b>Clemens Crossing</b>	<b>410-313-6866</b>
Cradlerock	410-313-7610
<b>Dayton Oaks</b>	<b>410-313-1571</b>
Deep Run	410-313-5000
<b>Ducketts Lane</b>	<b>410-313-5050</b>
Elkridge	410-313-5006
<b>Forest Ridge</b>	<b>410-880-5950</b>
Fulton	410-880-5957
<b>Gorman Crossing</b>	<b>410-880-5900</b>
Guilford	410-880-5930
<b>Hammond</b>	<b>410-880-5890</b>
Hollifield Station	410-313-2550
<b>Ilchester</b>	<b>410-313-2524</b>
Jeffers Hill	410-313-6872
<b>Laurel Woods</b>	<b>410-880-5960</b>
Lisbon	410-313-5506
<b>Longfellow</b>	<b>410-313-6879</b>
Manor Woods	410-313-7165
<b>Northfield</b>	<b>410-313-2806</b>
Phelps Luck	410-313-6886
<b>Pointers Run</b>	<b>410-313-7142</b>
Rockburn	410-313-5030
<b>Running Brook</b>	<b>410-313-6893</b>
St. John's Lane	410-313-2813
<b>Stevens Forest</b>	<b>410-313-6900</b>
Swansfield	410-313-6907
<b>Talbott Springs</b>	<b>410-313-6915</b>
Thunder Hill	410-313-6922
<b>Triadelphia Ridge</b>	<b>410-313-2560</b>
Veterans	410-313-1700
<b>Waterloo</b>	<b>410-313-5014</b>
Waverly	410-313-2819
<b>West Friendship</b>	<b>410-313-5512</b>
Worthington	410-313-2825

### Middle Schools

Bonnie Branch	410-313-2580
<b>Burleigh Manor</b>	<b>410-313-2507</b>
Clarksville	410-313-7057
<b>Dunloggin</b>	<b>410-313-2831</b>
Elkridge Landing	410-313-5040
<b>Ellicott Mills</b>	<b>410-313-2839</b>
Folly Quarter	410-313-1506
<b>Glenwood</b>	<b>410-313-5520</b>
Hammond	410-880-5830
<b>Harper's Choice</b>	<b>410-313-6929</b>
Lake Elkhorn	410-313-7600
<b>Lime Kiln</b>	<b>410-880-5988</b>
Mayfield Woods	410-313-5022
<b>Mount View</b>	<b>410-313-5545</b>
Murray Hill	410-880-5897
<b>Oakland Mills</b>	<b>410-313-6937</b>
Patapsco	410-313-2848
<b>Patuxent Valley</b>	<b>410-880-5840</b>
Thomas Viaduct	410-313-8711
<b>Wilde Lake</b>	<b>410-313-6957</b>

### High Schools

Atholton	410-313-7065
<b>Centennial</b>	<b>410-313-2856</b>
Glennelg	410-313-5528
<b>Hammond</b>	<b>410-313-7615</b>
Howard	410-313-2867
<b>Long Reach</b>	<b>410-313-7117</b>
Marriotts Ridge	410-313-5568
<b>Mt. Hebron</b>	<b>410-313-2880</b>
Oakland Mills	410-313-6945
<b>Reservoir</b>	<b>410-888-8850</b>
River Hill	410-313-7120
<b>Wilde Lake</b>	<b>410-313-6965</b>

### Special Schools/Centers

Cedar Lane	410-888-8800
<b>Homewood</b>	<b>410-313-7081</b>

The Howard County Public School System does not discriminate on the basis of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation in matters affecting employment or in providing access to programs. Inquiries concerning the application of Title IX should be referred to: Title IX Coordinator, Office of Equity Assurance, Howard County Public School System at 10910 Clarksville Pike, Ellicott City, MD, 21042, 410-313-6654.

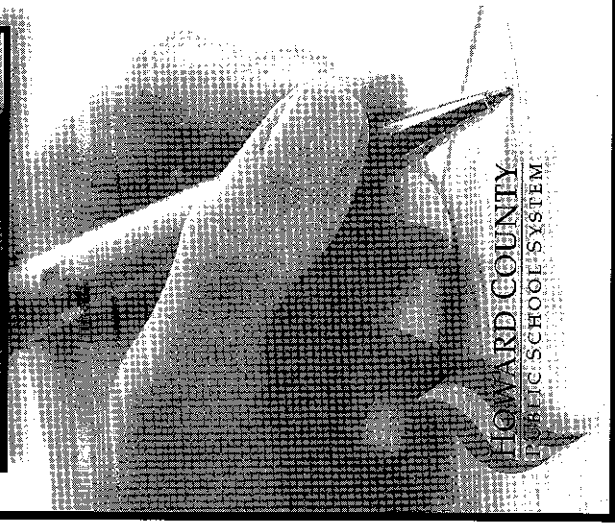
**Howard County Public School System**  
**10910 Clarksville Pike • Ellicott City, MD 21042**  
**410-313-6600**

Rev. 8/2014

IFAS # 39502124

# How to Enroll Your Child

in the Howard County  
Public School System



HOWARD COUNTY  
PUBLIC SCHOOL SYSTEM



## Enrollment Requirements

- Student must be registered by his/her custodial parent (biological, adoptive, legal guardian).
- Parents must live in the school attendance area of the school in which they plan to enroll their student.
- The following information is required at time of registration:
  - a. Parent picture ID - driver's license, military ID, or passport
  - b. Signed original, current lease or deed with your address, valid dates, signatures
  - c. Current utility bill with name and address (non-cellular telephone, gas and electric, cable bill)
  - d. Student's proof of birth (birth certificate, passport/visa, physicians certificate, baptismal or church certification, hospital certificate, parents affidavit, birth registration)
  - e. Proof of parental relationship, custody, or guardianship
  - f. Student's current proof of immunizations
  - g. Student's most recent grade report - transcript, report card from last school attended at time of withdrawal
  - h. Documentation of Special Education (IEP), 504, Psychological Report, or related services

Please call the school to find out when enrollments are scheduled and whether a registration appointment is necessary!



## Other Helpful Information

Where to go if . . .

- Lost birth certificate? For children in Maryland, a copy of a birth certificate can be obtained from the Howard County Health Department, 8930 Stanford Blvd., Columbia, 21045; 410-313-6300. There is a \$35 charge for this service.
- Can't find your deed? You can obtain a copy of your deed from the Howard County Circuit Court Clerks' Land Records Department, 9250 Bendix Road, Columbia, 21045; 410-313-5850. There is a charge for this service. Or go to [www.mdlandrec.net](http://www.mdlandrec.net).
- Haven't settled on your house yet? House in the process of being built? Contact the office that handles out-of-district requests, 410-313-6997.

Any deviation from the stated requirements must be approved by the Office of Pupil Personnel. Also contact the Office of Pupil Personnel in situations regarding:

- Residency
- Multiple family living arrangements
- Homeless students
- Custody/guardianship

410-313-6646 or 410-313-6792

## Registration Information

- Not sure which school your student should attend? Visit the HCPSS School Locator site at <http://public.hcpss.org/si/>. Or, call the Public Information Office at 410-313-6682.
- Immunization questions: Contact the health staff at the child's home school or the Health Services Office at 410-313-6812.
- Custody documents: In the case of a divorce or separation, it is important for the school to have a copy of the information pertaining to custody. Students can ONLY be registered by the custodial parent living in Howard County. If you are not the child's parent, you must have court-ordered guardianship to register a student in Howard County public schools.
- If you have any "special" living arrangements (living with a relative until your home is built, sharing residence with another family, homeless, etc.) please contact the school's Pupil Personnel Worker at 410-313-6646. Special documentation must be on file, if you do not have your own legal mailing address in your school's district.
- If you are buying/building/leasing, and don't live within your school district, you must contact the office that handles out-of-district requests at 410-313-6997.
- If the student is new to Howard County and the native language is not English, or if parents need language support, contact the International Student Registration Center for assessment and registration at 410-313-1525 or 410-313-7102. International students enrolling in high school must have their transcript evaluated by the International Student Registration Center.



# HOWARD COUNTY PUBLIC SCHOOLS REGISTRATION FORM

Enrollment School Name: \_\_\_\_\_  
\_\_\_\_\_

Has the student ever attended a Howard County Public School?  Yes  No

If yes, name of school \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender:  Male  Female  
Month Day Year

Birth Country: \_\_\_\_\_

Student's Legal Name (as it appears on evidence of birth):

\_\_\_\_\_ Last First Middle Suffix

Student's Preferred Name: \_\_\_\_\_

Home Language: \_\_\_\_\_

Dominant Language: \_\_\_\_\_

Native Language: \_\_\_\_\_

Social Security Number (optional): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Does the student have a F-1 Visa?  Yes  No

Student Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Student Cell Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Student Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Present Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Mailing Address (if different from physical address): \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Previous Address: \_\_\_\_\_  
Street

\_\_\_\_\_ City State Zip Code

Previous School Attended: \_\_\_\_\_ ( \_\_\_\_\_ )  
Name of School School Phone Number

\_\_\_\_\_ Street

\_\_\_\_\_ City State Zip Code

For Office Use Only	
ID#	_____
YOG	_____ Grade _____
Date	____/____/____ Code _____
Bus #	_____ Homeroom _____
Counselor	_____
<b>Evidence of Birth</b>	
<input type="checkbox"/> Birth Certificate	<input type="checkbox"/> Passport/Visa
<input type="checkbox"/> Physician's Certificate	<input type="checkbox"/> Parent's Affidavit
<input type="checkbox"/> Baptismal or Church Certification	
<input type="checkbox"/> Hospital Certificate	<input type="checkbox"/> Birth Registration
<input type="checkbox"/> Other _____	
Parent Photo ID	<input type="checkbox"/> Yes <input type="checkbox"/> No
Immunization Records received	<input type="checkbox"/> Yes <input type="checkbox"/> No
Custody Documents	<input type="checkbox"/> Yes <input type="checkbox"/> No
Out of District	<input type="checkbox"/> Yes <input type="checkbox"/> No
Home School	_____
<b>Proof of Residence</b>	
<input type="checkbox"/> Deed	<input type="checkbox"/> Lease <input type="checkbox"/> Utility Bill
<input type="checkbox"/> Multiple Family	
<input type="checkbox"/> Multiple Family Proof 1	
<input type="checkbox"/> Multiple Family Proof 2	

# HOWARD COUNTY PUBLIC SCHOOLS REGISTRATION FORM

Ethnicity (check one): Hispanic  Yes  No

Race (check all that apply):  American Indian/Alaskan Native  Asian  Black/African American  Native Hawaiian or Other Pacific Islander  White

Has the student ever received Special Education services?  Yes  No      504 Services?  Yes  No      ESOL Services?  Yes  No

Does the student have a current IEP?  Yes  No      Current 504 Plan?  Yes  No

Student lives with:  Both Parents  Mother  Father  Guardian  Caretaker  Foster Parent(s)

Are you the court-ordered parent?  Yes  No

## First Head of Household

Name: \_\_\_\_\_  
First Middle Last

Mother  Father  Guardian  Step Parent  Other \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

## Second Head of Household

Name: \_\_\_\_\_  
First Middle Last

Mother  Father  Guardian  Step Parent  Other \_\_\_\_\_

Home phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_ Work phone: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

If foster parents, placing agency: \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone number: (\_\_\_\_) \_\_\_\_\_

Brothers and Sisters: Please list name(s) and birth date(s)

_____	Month / Day / Year	_____	Month / Day / Year
_____	Month / Day / Year	_____	Month / Day / Year
_____	Month / Day / Year	_____	Month / Day / Year
_____	Month / Day / Year	_____	Month / Day / Year

*I certify that the above information is true and that the above student legally resides in Howard County, and that the questions have been answered to the best of my knowledge.*

Signature of Parent/Guardian/Caretaker: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Emergency Procedure and Confidential Student Information Card**

Please print all information clearly.

Student Name (Last, First, Middle)					ID #	
School Year	Grade	Bus #	Homeroom	Date of Birth	Gender	Primary Language
Student resides with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Mother/Stepfather <input type="checkbox"/> Father/Stepmother <input type="checkbox"/> Legal Guardian <input type="checkbox"/> Foster Parent <input type="checkbox"/> Other						
Student's Home Address				Student's Mailing Address - Leave blank if same as home address		
Street				Street		
City				City		
State, Zip Code				State, Zip Code		

**PARENT/GUARDIAN INFORMATION**

Name	Relationship to Child:	email:
Address (if different than above):	Home Phone:	Name of Employer:
	Cell Phone:	Work Phone:

Do you need an interpreter to communicate with the teacher/school?  YES  NO If yes, what language? \_\_\_\_\_

Parent/guardian is active military duty?  YES  NO If yes, state location: \_\_\_\_\_

Name:	Relationship to Child:	email:
Address (if different than above):	Home Phone:	Name of Employer:
	Cell Phone:	Work Phone:

Do you need an interpreter to communicate with the teacher/school?  YES  NO If yes, what language? \_\_\_\_\_

Parent/guardian is active military duty?  YES  NO If yes, state location: \_\_\_\_\_

**EMERGENCY CONTACTS**

This information will be used to assist the school with following the correct procedures and making appropriate contacts in case of an emergency. This includes the unscheduled closing of schools, illness of student, accident, or other situations in which someone other than the parent/guardian needs to assume temporary care of your child if you cannot be reached.

Name:	Relationship to Child:	email:
Address:	Home Phone:	Name of Employer:
	Cell Phone:	Work Phone:

The person named above is authorized to pick up the student listed above at any time without further consent:  YES  NO

Name:	Relationship to Child:	email:
Address:	Home Phone:	Name of Employer:
	Cell Phone:	Work Phone:

The person named above is authorized to pick up the student listed above at any time without further consent:  YES  NO

Name:	Relationship to Child:	email:
Address:	Home Phone:	Name of Employer:
	Cell Phone:	Work Phone:

The person named above is authorized to pick up the student listed above at any time without further consent:  YES  NO

**MAJOR EMERGENCIES WILL BE TAKEN TO THE NEAREST HOSPITAL**

Child's Medical Physician/Provider	Phone Number:
List any pertinent health problems, e.g., bee stings, food allergies, specific medications needed, etc.	
Does your child have health insurance? <input type="checkbox"/> YES <input type="checkbox"/> NO	

I authorize employees and agents of HCPSS to verify the information on this form.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## Emergency Procedure and Confidential Student Information Card

### ARRIVAL/DEPARTURE INFORMATION

Please indicate how your child will arrive and depart from school on a typical day, and in case of an unscheduled early school closing. If there are any changes in your child's arrangements, it is your responsibility to notify the front office in writing. These transportation plans will also be followed on any regularly scheduled early closing school days.

In the morning, my child will be: (check one)	In the afternoon, my child will be: (check one)	If there is an unscheduled early closing of school, my child will: (check one)
<input type="checkbox"/> A walker	<input type="checkbox"/> A walker	<input type="checkbox"/> Walk home (as usual).
<input type="checkbox"/> A car rider	<input type="checkbox"/> A car rider	<input type="checkbox"/> Be picked up and transported home by: _____
<input type="checkbox"/> In CA/Rec & Parks Before Care	<input type="checkbox"/> In CA/Rec & Parks Before Care	<input type="checkbox"/> Ride his/her assigned bus, # _____
<input type="checkbox"/> Transported by bus # _____	<input type="checkbox"/> Transported by bus # _____	
<input type="checkbox"/> Transported by daycare Name of daycare: _____	<input type="checkbox"/> Transported by daycare Name of daycare: _____	

**UNSCHEDULED EARLY CLOSING OF SCHOOL** - It is important that you discuss the emergency plan that your child should follow if school closes early for inclement weather, power failure, or some other emergency. Make sure your child is aware of his/her assigned bus number. Please note that:

- The CA/Rec & Parks Before and After Care programs will not operate when there is an emergency closing.
- The school will not be able to call a parent.
- No child may wait for a parent to pick him or her up, as it may be unsafe to wait at school.

I have discussed this procedure with my child and he/she knows what to do in the event of an unscheduled closing. I will periodically review these procedures with my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

### YOUR CHILD AND MEDIA EXPOSURE or INTERNET EXPOSURE

In the course of school activities, HCPSS staff and the news media occasionally photograph or videotape students, and/or make public their names, likeness, or school work for display/use intended for a public audience. Such exposure could occur in print, on TV, on radio, or by electronic means such as the Internet or social media. Unless you exclude your child from all such exposure by opting out below, we will assume your permission to do so.

DO NOT want my child photographed, videotaped, or identified by the HCPSS or the news media for display/use intended for a public audience. I understand that this release does not apply to public events, the Yearbook, and use by the Parent Teacher Association.

### OPTION TO RESTRICT DISCLOSURE OF STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (Public Law 93-380) authorizes local school systems to disclose certain information from the educational records of a student that is designated as directory information. This designation includes basic biographical information only, NOT student grades, test results, or any part of academic or discipline records. Based on categories designated by the federal government, the HCPSS's definition of directory information includes the following student data:

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Name</li> <li>• Address</li> <li>• Telephone Listing</li> <li>• Date of birth</li> </ul> | <ul style="list-style-type: none"> <li>• Major field of study</li> <li>• Participation in officially recognized activities/sports</li> <li>• Weight and height of athletic team members</li> </ul> | <ul style="list-style-type: none"> <li>• Date of attendance</li> <li>• Degrees and awards received</li> <li>• Most recent previous educational agency or institution attended</li> </ul> |
|---|--|--|

You have the right to restrict the school system from releasing any category of directory information about your child, by indicating so below. If you elect to restrict the release of any category of directory information about your child, exceptions for specific situations cannot be granted. For instance, if you restrict the release of your child's name, you may not ask that an exception be made to allow your child's name to appear in a school event program.

There are other provisions in law, which allow school systems to release information about students without parental permission under limited circumstances.

The school system WILL NOT release a student's HOME ADDRESS or PHONE NUMBER to any person or organization beyond those listed below. You may restrict the release of this information to one or more of the organizations listed by checking the corresponding box.

<b>DO NOT release my child's HOME ADDRESS OR PHONE NUMBER to:</b>
<input type="checkbox"/> An organization of parents, teachers, students, or former students, or any combination of those groups, of the school (i.e. PTA/PTSA, booster club, class reunion committee, etc.)
<input type="checkbox"/> An organization or force of the military (i.e. military recruiters, etc.)
<input type="checkbox"/> A representative of a community college in the state
<input type="checkbox"/> A representative of the Maryland Higher Education Commission

State and federal law permits school systems to release additional information about students. You may restrict the release of one or more categories of this information by filling in the corresponding box.

<b>DO NOT release the following category/categories of information about my child:</b>		
<input type="checkbox"/> Name*	<input type="checkbox"/> Participation in School Activities	<input type="checkbox"/> Degrees/Awards
<input type="checkbox"/> Date of Birth	<input type="checkbox"/> Weight and/or Height of Athletes	<input type="checkbox"/> Previous Educational Institutions Attended
<input type="checkbox"/> Major Field of Study	<input type="checkbox"/> Dates of School Attendance	

\*If you restrict release of your child's name, please note that your child will be excluded from such publications as the yearbook, a published honor roll, school event programs, and other publications of this nature.

If you do not restrict the release of certain information about your child, you are giving the school system and local schools the ability to perform daily operations and routine tasks without obtaining parental permission to release each piece of student information every time it is released.



HOWARD COUNTY  
PUBLIC SCHOOL SYSTEM

# REQUEST FOR STUDENT RECORDS

Student's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Last School Attended: \_\_\_\_\_ Grade: \_\_\_\_\_

Address of Last School Attended: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ has enrolled in Mayfield Woods Middle School effective  
\_\_\_\_\_. I hereby give permission for the release of all my child's records to the above  
named school.

\_\_\_\_\_  
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Please forward education, health, special education, disciplinary, and confidential records to:

**Student Services/Records Department  
Mayfield Woods Middle School  
7950 Red Barn Way  
Elkridge, MD 21075  
Phone: (410) 313-5025 Fax: (410) 313-5065**

Thank you for your cooperation.

\_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**This form must be mailed or faxed within 2 days of student registration.  
A second request must be mailed or faxed after 10 days.**

<b>For Office Use Only:</b> Date Request Sent/Faxed: ____/____/____      Second Request: ____/____/____      Date Records Received: ____/____/____
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## New Student Questionnaire

Student Name \_\_\_\_\_

Grade \_\_\_\_\_

1. What is the name of the most recent math course your child completed (or is currently taking)?
2. Is your child currently enrolled in a World Language course? Please indicate French or Spanish.
3. Was your child on an active IEP (Individualized Education Plan) at his/her previous school? If yes, what is the category he/she qualifies for special education services? (Ex. Specific Learning Disability, Other health impairment, Speech/Language, etc.)
4. Was your child on a 504 plan at his/her previous school? If yes, indicate your child's physical or mental impairment used for qualification.
5. Did your child learn another language prior to speaking English? Does your child receive ELL (English Language Learner) or ESOL (English for Speakers of Other Languages) services?
6. If you feel that your child is performing two or more grades above grade level, would you like your child screened for participation in the Howard County G/T program? Please check the subjects that apply.

\_\_\_\_\_ English/Language Arts (ELA)

\_\_\_\_\_ Science

\_\_\_\_\_ Social Studies

\_\_\_\_\_ Math\*

\_\_\_\_\_ My child was participating in G/T courses in Howard County. See transfer packet.

\*Math placement is also contingent on the math course in which your child was last enrolled.

7. Does your child want to participate in one of the following music programs?

\_\_\_\_\_ Band instrument \_\_\_\_\_ years played \_\_\_\_\_

\_\_\_\_\_ Orchestra instrument \_\_\_\_\_ years played \_\_\_\_\_

\_\_\_\_\_ Chorus

8. Was your child receiving any school counseling services, special assistance, or tutoring? Please describe.





9. Please describe your child's interests and talents.

10. How does your child feel about school?

11. Please describe any concerns you have for your child regarding starting in a new school or any additional information you would like to share.

**HOWARD COUNTY PUBLIC SCHOOL SYSTEM  
HEALTH SURVEY FORM**

39513022

Date \_\_\_\_\_

Child's Name \_\_\_\_\_ DOB \_\_\_\_\_ Entering Grade \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Entering School \_\_\_\_\_ Last School Attended \_\_\_\_\_

Name of Person Giving Information \_\_\_\_\_ Relationship \_\_\_\_\_

Date of last physical exam \_\_\_\_\_ Date of last dental exam \_\_\_\_\_

Does student have health insurance \_\_\_\_\_

HAS YOUR CHILD EVER ATTENDED A MARYLAND PUBLIC SCHOOL? \_\_\_\_\_

	YES	NO	COMMENTS
1. Has the student received all the immunizations required for school?			
2. Is the completed Maryland Immunization Certificate attached?			
3. Will the student require medication to be given at school?			
4. Does the student take any medication at home that the health room should be aware of?			
5. Does the student have any history of: a. Allergies (asthma, bee sting, foods, medication, etc.) b. Seizures c. Other serious illness d. Serious accidents e. Hospitalizations or operations f. Chronic illness (Diabetes, Sickle Cell, etc.) g. Speech difficulties h. Handicapping Condition			
6. Does the student have any activity restrictions?			
7. Does the student have any eye problems? (crossed eyes, trouble seeing, wears glasses or contacts, tear duct problem)			
8. Does the student have any ear or hearing problems?			
9. Do you have any concerns about your student's behavior or emotional well-being? (activity, fears, peer relationships, etc)			
10. Do you have any concerns about your student's medical history? (such as medical problems related to your pregnancy, labor or delivery?)			
11. Do you have any concerns about your student's general health? (eating and sleeping habits, posture, teeth, skin, weight, daytime wetting, etc.)			
12. Does your student have a doctor?			
13. Do you need help in finding a doctor or getting health insurance for your student?			

MARYLAND STATE DEPARTMENT OF EDUCATION  
Office of Child Care

# HEALTH INVENTORY

## Information and Instructions for Parents/Guardians

### REQUIRED INFORMATION

The following information is required prior to a child attending a Maryland State Department of Education licensed, registered or approved child care or nursery school:

- **A physical examination** by a physician or certified nurse practitioner completed no more than twelve months prior to attending child care. A Physical Examination form designated by the Maryland State Department of Education and the Department of Health and Mental Hygiene shall be used to meet this requirement (See COMAR 13A.15.03.02, 13A.16.03.02 and 13A.17.03.02).
- **Evidence of immunizations.** A Maryland Immunization Certification form for newly enrolling children may be obtained from the local health department or from school personnel. The immunization certification form (DHMH 896) or a printed or a computer generated immunization record form and the required immunizations must be completed before a child may attend. This form can be found at: [http://ideha.dhmh.maryland.gov/IMMUN/pdf/896\\_form.pdf](http://ideha.dhmh.maryland.gov/IMMUN/pdf/896_form.pdf)
- **Evidence of Blood-Lead Testing for children living in designated at risk areas.** The blood-lead testing certificate (DHMH 4620) (or another written document signed by a Health Care Practitioner) shall be used to meet this requirement. This form can be found at: <http://apps.fcps.org/dept/health/MarylandDHMHBloodLeadTestingCertificateDHMH4620.pdf>

### EXEMPTIONS

Exemptions from a physical examination, immunizations and Blood-Lead testing are permitted if the family has an objection based on their religious beliefs and practices. The Blood-Lead certificate must be signed by a Health Care Practitioner stating a questionnaire was done.

Children may also be exempted from immunization requirements if a physician, nurse practitioner or health department official certifies that there is a medical reason for the child not to receive a vaccine.

The health information on this form will be available only to those health and child care provider or child care personnel who have a legitimate care responsibility for your child.

### INSTRUCTIONS

Please complete Part I of this Physical Examination form. Part II must be completed by a physician or nurse practitioner, or a copy of your child's physical examination must be attached to this form.

If your child requires medication to be administered during child care hours, you must have the physician complete a Medication Authorization Form (OCC 1216) for each medication. The Medication Authorization Form can be obtained at

[http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/30754/1216\\_MedAuth\\_r120511.pdf](http://www.marylandpublicschools.org/NR/rdonlyres/B0050A99-6B3C-4396-A996-CC9405971A42/30754/1216_MedAuth_r120511.pdf)

If you do not have access to a physician or nurse practitioner or if your child requires an individualized health care plan, contact your local Health Department.

**PART I - HEALTH ASSESSMENT**

**To be completed by parent or guardian**

Child's Name: _____			Birth date: _____		Sex M <input type="checkbox"/> F <input type="checkbox"/>
Address: _____ Last First Middle			Mo / Day / Yr		
Number Street		Apt#	City		State Zip
Parent/Guardian Name(s)		Relationship	Phone Number(s)		
		W:	C:	H:	
		W:	C:	H:	
Where do you usually take your child for routine medical care? Name: _____					
Address: _____				Phone Number: _____	
When was the last time your child had a physical exam? Month: _____ Year: _____					
Where do you usually take your child for dental care? Name: _____					
Address: _____				Phone Number: _____	
<b>ASSESSMENT OF CHILD'S HEALTH</b> - To the best of your knowledge has your child had any problem with the following? Check Yes or No and provide a comment for any YES answer.					
	Yes	No	Comments (required for any Yes answer)		
Allergies (Food, Insects, Drugs, Latex, etc.)	<input type="checkbox"/>	<input type="checkbox"/>			
Allergies (Seasonal)	<input type="checkbox"/>	<input type="checkbox"/>			
Asthma or Breathing	<input type="checkbox"/>	<input type="checkbox"/>			
Behavioral or Emotional	<input type="checkbox"/>	<input type="checkbox"/>			
Birth Defect(s)	<input type="checkbox"/>	<input type="checkbox"/>			
Bladder	<input type="checkbox"/>	<input type="checkbox"/>			
Bleeding	<input type="checkbox"/>	<input type="checkbox"/>			
Bowels	<input type="checkbox"/>	<input type="checkbox"/>			
Cerebral Palsy	<input type="checkbox"/>	<input type="checkbox"/>			
Coughing	<input type="checkbox"/>	<input type="checkbox"/>			
Developmental Delay	<input type="checkbox"/>	<input type="checkbox"/>			
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>			
Ears or Deafness	<input type="checkbox"/>	<input type="checkbox"/>			
Eyes or Vision	<input type="checkbox"/>	<input type="checkbox"/>			
Head Injury	<input type="checkbox"/>	<input type="checkbox"/>			
Heart	<input type="checkbox"/>	<input type="checkbox"/>			
Hospitalization (When, Where)	<input type="checkbox"/>	<input type="checkbox"/>			
Lead Poisoning/Exposure	<input type="checkbox"/>	<input type="checkbox"/>			
Life Threatening Allergic Reactions	<input type="checkbox"/>	<input type="checkbox"/>			
Limits on Physical Activity	<input type="checkbox"/>	<input type="checkbox"/>			
Meningitis	<input type="checkbox"/>	<input type="checkbox"/>			
Prematurity	<input type="checkbox"/>	<input type="checkbox"/>			
Seizures	<input type="checkbox"/>	<input type="checkbox"/>			
Sickle Cell Disease	<input type="checkbox"/>	<input type="checkbox"/>			
Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>			
Surgery	<input type="checkbox"/>	<input type="checkbox"/>			
Other	<input type="checkbox"/>	<input type="checkbox"/>			
Does your child take medication (prescription or non-prescription) at any time? <input type="checkbox"/> No <input type="checkbox"/> Yes, name(s) of medication(s): _____					
Does your child receive any special treatments? (nebulizer, epi-pen, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes, type of treatment: _____					
Does your child require any special procedures? (catheterization, G-Tube, etc.) <input type="checkbox"/> No <input type="checkbox"/> Yes, what procedure(s): _____					
I GIVE MY PERMISSION FOR THE HEALTH PRACTITIONER TO COMPLETE PART II OF THIS FORM. I UNDERSTAND IT IS FOR CONFIDENTIAL USE IN MEETING MY CHILD'S HEALTH NEEDS IN CHILD CARE.					
I ATTEST THAT INFORMATION PROVIDED ON THIS FORM IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF.					
Signature of Parent/Guardian _____					Date _____

**PART II - CHILD HEALTH ASSESSMENT**  
**To be completed ONLY by Physician/Nurse Practitioner**

<b>Child's Name:</b>	<b>Birth Date:</b>	<b>Sex</b>						
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-bottom: 1px solid black;">Last</td> <td style="width:33%; border-bottom: 1px solid black;">First</td> <td style="width:33%; border-bottom: 1px solid black;">Middle</td> </tr> </table>	Last	First	Middle	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; border-bottom: 1px solid black;">Month</td> <td style="width:33%; border-bottom: 1px solid black;">Day</td> <td style="width:33%; border-bottom: 1px solid black;">Year</td> </tr> </table>	Month	Day	Year	M <input type="checkbox"/> F <input type="checkbox"/>
Last	First	Middle						
Month	Day	Year						

1. Does the child named above have a diagnosed medical condition?  
 No     Yes, describe:

2. Does the child have a health condition which may require EMERGENCY ACTION while he/she is in child care? (e.g., seizure, allergy, asthma, bleeding problem, diabetes, heart problem, or other problem) If yes, please DESCRIBE and describe emergency action(s) on the emergency card.  
 No     Yes, describe:

3. PE Findings

Health Area	WNL	ABNL	Not Evaluated	Health Area	WNL	ABNL	Not Evaluated
Attention Deficit/Hyperactivity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lead Exposure/Elevated Lead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavior/Adjustment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bowel/Bladder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Musculoskeletal/orthopedic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cardiac/murmur	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dental	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Nutrition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Physical Illness/Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Endocrine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Psychosocial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Respiratory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Skin	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Speech/Language	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immunodeficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: (Please explain any abnormal findings.)

4. RECORD OF IMMUNIZATIONS – DHMH 896/or other official immunization document (e.g. military immunization record of immunizations) is required to be completed by a health care provider or a computer generated immunization record must be provided. (This form may be obtained from: [http://ideha.dhmh.maryland.gov/IMMUN/pdf/896\\_form.pdf](http://ideha.dhmh.maryland.gov/IMMUN/pdf/896_form.pdf))

**RELIGIOUS OBJECTION:**  
I am the parent/guardian of the child identified above. Because of my bona fide religious beliefs and practices, I object to any immunizations being given to my child. This exemption does not apply during an emergency or epidemic of disease.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Is the child on medication?  
 No     Yes, indicate medication and diagnosis:  
(OCC 1216 Medication Authorization Form must be completed to administer medication in child care).

6. Should there be any restriction of physical activity in child care?  
 No     Yes, specify nature and duration of restriction:

7. Test/Measurement	Results	Date Taken
Tuberculin Test		
Blood Pressure		
Height		
Weight		
BMI %tile		
Lead Test Indicated: <input type="checkbox"/> Yes <input type="checkbox"/> No		

(Child's Name) has had a complete physical examination and any concerns have been noted above.

Additional Comments:

Physician/Nurse Practitioner (Type or Print):	Phone Number:	Physician/Nurse Practitioner Signature:	Date:
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## CHILDREN WHO ARE REQUIRED TO RECEIVE LEAD TESTING

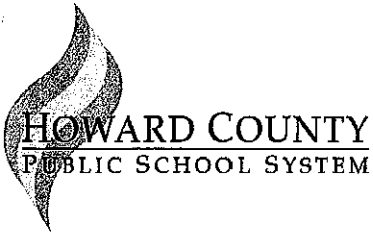
Under Maryland law, children who reside, or have ever resided, in any of the at-risk zip codes listed below must receive a blood lead test at 12 months and 24 months of age. Two tests are required if the 1st test was done prior to 24 months of age.

**If a child is enrolled in child care during the period between the 1st and 2nd tests, his/her parents are required to provide evidence from their health care provider that the child received a second test after the 24 month well child visit. If the 1st test is done after 24 months of age, one test is required.**

The child's health care provider should record the test dates on page 3 of this form and certify them by signing and stamping the signature section of the form. All forms should be kept on file at the facility with the child's health records.

### AT RISK AREAS BY ZIP CODE

<b>Allegany</b> ALL	<b>Baltimore (cont)</b> 21220 21221	<b>Cecil</b> 21913	<b>Garrett</b> ALL	<b>Montgomery</b> 20783 20787	<b>Prince George's</b> <b>(cont)</b> 20782 20783	<b>St. Mary's</b> 20606 20626
<b>Anne Arundel</b> 20711 20714 20764 20779 21060 21061 21225 21226 21402	21222 <sup>A</sup> 21224 21227 21228 21229 21234 21236 21237 21239 21244 21250 21251 21282 21286	<b>Charles</b> 20640 20658 20662  <b>Dorchester</b> ALL  <b>Frederick</b> 20842 21701 21703 21704 21716 21718 21719 21727 21757 21758 21762 21769 21776 21778 21780 21783 21787 21791 21798	<b>Harford</b> 21001 21010 21034 21040 21078 21082 21085 21130 21111 21160 21161  <b>Howard</b> 20763  <b>Kent</b> 21610 21620 21645 21650 21651 21661 21667	20812 20815 20816 20818 20838 20842 20868 20877 20901 20910 20912 20913  <b>Prince George's</b> 20703 20710 20712 20722 20731 20737 20738 20740 20741 20742 20743 20746 20748 20752 20770 20781	20784 20785 20787 20788 20790 20791 20792 20799 20912 20913  <b>Queen Anne's</b> 21607 21617 21620 21623 21628 21640 21644 21649 21651 21657 21668 21670  <b>Somerset</b> ALL	20674 20687  <b>Talbot</b> 21612 21654 21657 21665 21671 21673 21676  <b>Washington</b> ALL  <b>Wicomico</b> ALL  <b>Worcester</b> ALL
<b>Baltimore</b> 21027 21052 21071 21082 21085 21093 21111 21133 21155 21161 21204 21206 21207 21208 21209 21210 21212 21215 21219	<b>Baltimore City</b> ALL  <b>Calvert</b> 20615 20714  <b>Caroline</b> ALL  <b>Carroll</b> 21155 21757 21776 21787 21791					



**Responsible Use of Technology and  
Social Media/Third Party Services  
Secondary Form**

**Purpose:**

This document outlines the general requirements for Howard County Public School System (HCPSS) Policy 8080: Responsible Use of Technology and Social Media (<http://www.hcpss.org/board/policies>), which describes the responsibilities of all individuals when using HCPSS owned or personally owned technology devices on the HCPSS network. We require that you review and discuss this document with your child, sign it, and return it to the school.

**Social Media and Third Party Collaborative Tools**

HCPSS is using a number of technology tools to enhance instruction and educate students about safe and effective practices when interacting online. Students may be using third party web-based collaborative applications to create and post their work to the Internet. Examples of these tools include, but are not limited to: Canvas, Google Apps for Education, Edublogs, etc. For more information visit <http://www.hcpss.org/third-party>.

All web-based collaborative application activities are designed to protect student privacy. Teachers and staff who use these tools establish a safe digital community where participants involved in the project can read and/or post. Anonymous usernames allow the teacher and other students to identify the author, but maintain anonymity if viewed by guests such as parents. Furthermore, the teacher will be monitoring all posts for appropriateness.

**Responsible Use of Technology:**

All individuals will act in a responsible, civil, ethical, and appropriate manner when using technology for Howard County Public School System (HCPSS)-related activities. HCPSS technologies are accessible for instructional use and HCPSS activities consistent with current student instructional requirements. The personal use of technology and social media may not interfere with student work, cause disruptions to the school or work environment, result in additional cost to HCPSS, or violate HCPSS policies or applicable laws. Individuals are responsible for exhibiting the behavior as outlined in the policy on all HCPSS sanctioned devices and all HCPSS sanctioned digital and social media, just as they are in a classroom or a school hallway.

**Responsibilities of Users:**

Please review the *Appendix A: Responsibilities of Users*. Inappropriate use as outlined in *Appendix A: Responsibilities of Users* will result in the temporary or permanent termination of technology access privileges, in addition to any financial obligation incurred, and applicable disciplinary action in accordance with Policy 9200 Discipline.

**Appendix A: Responsibilities of Users**

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ALL individuals using HCPSS or personally owned technology on the HCPSS network must comply with the following:

1. Individuals may use technology when directed to do so by an instructor or administrator or if the technology has been previously approved for student use.
2. Individuals may use personal technology devices only when approved by a teacher, administrator, and the Superintendent/Designee.
3. Individuals are responsible for their behavior while utilizing school system or personally owned technology.
4. Individuals will respect others: use appropriate language, constructive criticism, and support the efforts of others.
5. Individuals will respect online spaces and facilities: use appropriate edits, upload only appropriate images and files, and take care not to delete or damage other student or staff material on any site.
6. Individuals will utilize social media and third party online collaborative digital space to demonstrate exemplary work and to develop a positive online presence.
7. Individuals using technology will not intentionally create, access, share, download, or print content that:
  - a. Depicts profanity, obscenity, the use of weapons, terrorism, or violence.
  - b. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
  - c. Contains sexually suggestive messages or is sexually explicit or obscene.
  - d. Depicts gang affiliation.
  - e. Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.
  - f. Causes or is likely to cause a disruption to HCPSS activities or the orderly operation of the HCPSS.
  - g. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse or behavior.
  - h. Constitutes bullying, cyberbullying, harassment, or intimidation in violation of Policy 1040 Safe School Environments, or Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation.
8. Individuals are responsible for taking reasonable precautions to protect HCPSS-owned technology equipment against damage and/or theft.
9. All content transmitted through technology for HCPSS-related activities is subject to all relevant HCPSS Board policies.
10. Individuals are responsible for using HCPSS technology and social media, whether onsite or remotely, in an ethical, responsible, and legal manner.
11. Individuals will not engage in unauthorized activities. These include, but are not limited to:
  - a. Accessing information for which the individuals do not have privilege.
  - b. Knowingly deploying computer viruses or software with malicious intent.
  - c. Violating copyright laws or the privacy rights of others.
  - d. Plagiarizing.
  - e. Accessing technology via another individual's account credentials.
  - f. Damaging technology.
  - g. Circumventing or disabling technology protection measures put in place by the Superintendent/Designee.
12. Reasonable exceptions to this provision may be made for students conducting educational research under the direction of a teacher. Specific permission must be granted regarding the nature of the research to be conducted and the type of files related to that research which might be accessed/created.



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

**Acknowledgement:**

HCPSS uses technological measures such as filtering to promote Internet safety and comply with the federal Children’s Internet Protection Act (CIPA). This limits students’ ability to access harmful Internet sites from any device, but only when it is connected to the HCPSS network. Access through cellular networks does not provide the same measures of filtering. Students should only use the HCPSS network (not private cellular service) for Internet access while on HCPSS property.

Please discuss and sign this form with your child and review Howard County Public School System Policy: 8080 Responsible Use of Technology and Social Media (<http://www.hcpss.org/board/policies/8080.pdf>). By signing this form, you are acknowledging receipt of the provisions of Policy 8080 Responsible Use of Technology and Social Media and that your child understands and agrees to the provisions of HCPSS policy.

By signing this form below:

- I/We have read the HCPSS 8080 Policy Agreement and acknowledge receipt of the provisions of Policy 8080 Responsible Use of Technology and Social Media.
- I/We understand that any personal technology device my child brings to school is subject to the conditions in this document.
  - I/We understand HCPSS is not responsible for any device or data loss, theft, damage or other associated costs of replacement or repair incurred during the school day or at home.
  - I/We understand HCPSS is unable to store, support or troubleshoot personal technology devices and the student takes full responsibility for appropriately securing the device when not on use.

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Print Student’s Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

**Middle School Student Code of Conduct and Related Policies**

**My signature below indicates that I am aware of and have received a copy of the Howard County Public School System Student Code of Conduct, and the summaries and highlights of applicable policies and procedures as listed below. The signed copy of this form will be maintained in the student's file at the school.**

- **Student Code of Conduct**
- **Alcohol, Other Drugs, Prescription Medication and Over-the-Counter Products, Policy 9230 p. 23-24**
- **Attendance, Policy 9010 p. 24**
- **Bullying, Cyberbullying, Harassment, or Intimidation, Policy 1060 p. 24**
- **Civility, Policy 1000 p. 24**
- **Discrimination, Policy 1010 p. 24-25**
- **Gangs, Gang Activity, and Similar Destructive or Delinquent Group Behavior, Policy 9290 p. 25**
- **Grading and Report: Middle School, Policy 8010 and High School, Policy 8020 p. 25**
- **Responsible Use of Technology and Social Media, Policy 8080 p. 25-26**
- **Safe and Supportive Schools, Policy 1040 p. 26**
- **Sexual Harassment, Policy 1020 p. 27**
- **Personal Communication Device Guidelines p. 26**
- **Student Assault and/or Battery on School Staff, Policy 9270 p. 27-28**
- **Student Discipline, Policy 9200 p. 28**
- **Student Dress Code, Policy 9210 p. 28-29**
- **Student Representation, Policy 9210 p. 29**
- **Students' Rights and Responsibilities, Policy 9020 p. 29**
- **Student Search and Seizure, Policy 9260 p. 29**
- **Student Use and Possession of Tobacco Products, Policy 9240 p. 29-30**
- **Students Charged with Community or Reportable Offenses, Policy 9280 p. 30**
- **Trespassing or Willful Disturbance, Policy 3020 p. 30**
- **Weapons, Policy 9250 p. 30**

Student Signature \_\_\_\_\_

Please Print Your Full Name Here \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_

Parent Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Updated/Revised: August 2015

# HCPSS Student Code of Conduct

## Introduction

The Howard County Public School System is committed to providing a safe, engaging, and supportive learning environment where all policies are enforced fairly and consistently. Student disciplinary regulations emphasize instruction and rehabilitation rather than punishment, and are designed to foster and reward appropriate behavior and keep students connected to school so they can graduate college and career ready.

The HCPSS Student Code of Conduct provides a framework to support behavioral goals and disciplinary policies. All students are expected to be aware of and abide by this Student Code of Conduct. Parents/guardians are encouraged to read the Student Code of Conduct carefully and to discuss the information with their children.

## Philosophical Statement

Schools should provide the instruction and support necessary to meet students' academic and behavioral needs, and identify fair and developmentally appropriate behavioral expectations for all members of the school community. Educators and other adults in the school should teach students to behave in ways that conform to these policies and contribute to academic success. This is achieved by reinforcing positive behavior, preventing misbehavior before it occurs, supporting students in overcoming challenges, and fostering positive relationships among all members of the school community.

Research shows that students are more likely to accept responsibility for their actions and the consequences of their behavior when school discipline is administered fairly, equitably, and consistently. Schools must also employ due process protections when enforcing discipline, and must not allow harsh or exclusionary discipline to disproportionately impact specific groups of students, including but not limited to students of color, students with disabilities, economically disadvantaged students, male students, and LGBTQ students.

## Student Responsibilities

Students share responsibility with school staff for maintaining an environment of mutual respect and dignity in the school. Students take an active role in making school a supportive, safe, and welcoming place for all students and staff in these ways:

- Demonstrate pride in self, in the future, and in school by arriving on time, dressing appropriately, and being prepared to focus on your studies.
- Be respectful and courteous to fellow students, parents/guardians, and school staff.
- Seek the most peaceful means of resolving conflict, and obtain the assistance of teachers, administrators, parent/guardian, or school staff, when unable to resolve conflicts.
- Follow school rules and policies, and contribute to a positive school climate by behaving appropriately, even when not specifically asked to do so.
- Recognize how your conduct affects other students and school staff, and make every reasonable effort to restore relationships and correct any harm caused to others in the school community.
- Seek access to and complete make-up work while out of school for disciplinary reasons.

## Staff Responsibilities

Students who have meaningful relationships with caring adults in the school are less likely to engage in disruptive behavior, be absent, or drop out of school. School staff members should take the initiative in developing positive, meaningful relationships with students. When disruptive behavior does occur, school staff will use professional discretion when applying these consequences/responses and interventions in a progressive manner, to teach students appropriate behavior and correct any harm that results from their behavior.

Staff will:

- Create and promote a positive, supportive, safe, and welcoming school environment that is conducive to teaching and learning.
- Be respectful and courteous to students, parents/guardians, and other school staff.
- Establish clear expectations for behavior, take an instructional approach to discipline, and acknowledge positive and appropriate conduct by students.
- Involve families, students, and the community in fostering positive behavior and student engagement.
- Ensure that clear, developmentally appropriate and proportional consequences are applied for misbehavior as outlined in applicable discipline policies.
- Implement graduated, progressive consequences for recurring inappropriate behavior.
- Administer discipline rules fairly, consistently, and equitably, regardless of race, ethnicity, culture, gender, color, national origin, ancestry, religion, age, disability, sexual orientation, and/or gender identity.
- Remove students from the classroom only as a last resort, and return students to class as soon as possible.
- Promptly notify parents/guardians if their child is suspended and if there is any investigation by law enforcement or school resource officers, related to school discipline.

# HCPSS Student Code of Conduct

- Make every reasonable effort to communicate with and respond to parents/guardians in a timely manner and in a way that is accessible and easily understood.
- Provide students who are suspended or expelled from school with make-up work, and allow them to complete the work for credit so they do not fall behind academically.

## Parent and Community Responsibilities

Parents, guardians, and community members play an important role in establishing a positive school climate where students will thrive. Parents can help students and staff members promote a supportive, safe, and welcoming school environment in these ways:

- Talk with their child about appropriate conduct at school.
- Be respectful and courteous to other students, fellow parents/guardians, and school staff.
- Read and be familiar with school policies, regulations, and rules.
- Have regular contact with school staff and make every effort to ensure that their child maintains regular school attendance.
- Be involved in conferences, hearings, and other disciplinary matters concerning their child.
- Help their child access supportive groups or programs designed to improve his/her conduct, such as counseling, after-school programs, and mental health services available in the school and community.
- Promptly share any concerns or complaints with school officials and work with school staff and administrators to address any behavioral problems their child may experience.

## Behavior-Related Offenses and Responses

In accordance with Policy 9200, the Board believes that disciplinary responses should encourage responsible actions, promote the development of self-discipline, and change inappropriate behavior. Discipline will be administered using a continuum model that includes conferences, detention, alternative educational settings, student reassignment, suspension, and expulsion.

- **On the following pages is a non-exhaustive list of possible responses to student behavior.** Factors to consider when determining the appropriate response may include patterns of behavior, impact on the school community, and the overall severity of the infraction.
- Offenses included in the Student Code of Conduct apply to behaviors that occur on school property, at school-related activities, or when students are otherwise subject to the authority of the Howard County Public School System. Disciplinary action may be taken for off-campus incidents if the action could have an adverse effect on the order and general welfare of the schools.

In addition to the responses below, loss of credit for an assignment or course may be appropriate. Restitution for loss or damage may be requested and law enforcement will be involved when appropriate.

# HCPSS Student Code of Conduct

The following examples constitute a listing of possible responses and interventions that may be used by a staff member in responding to a student's inappropriate behavior. The responses within each level are examples and are not listed in a particular order of use.

<b>LEVELS OF RESPONSES</b>	
<b>LEVEL 1</b>	<p><b>Examples of Classroom, Support, and Teacher-Led Responses</b></p> <p>These responses are designed to teach appropriate behavior, so students are respectful, and can learn and contribute to a safe environment. Teachers are encouraged to try a variety of teaching and classroom management strategies. When appropriate, teachers may engage the student's support system to ensure successful learning and consistency of responses, and change the conditions that contribute to the student's inappropriate or disruptive behavior. These responses should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Classroom-based Responses (Verbal Correction, Written Reflection/Apology,</li> <li>• Reminders/Redirection, Role Play, Daily Progress Sheet</li> <li>• Check in with School Counselor/Resource Specialist</li> <li>• Parent outreach (contact parent via telephone, e-mail or text)</li> <li>• Conference with student</li> <li>• Verbal redirection</li> <li>• Time out for written reflection/apology</li> <li>• Loss of privileges</li> </ul>
<b>LEVEL 2</b>	<p><b>Examples of Classroom, Support, and Removal Responses</b></p> <p>These responses are designed to teach appropriate behavior, so students behave respectfully, can learn, and contribute to a safe environment. Many of these responses engage the student's support system, and are designed to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm, while still keeping the student in school. These responses should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Classroom-based responses (e.g. verbal correction, written reflection/apology, reminders/redirection, role play, daily progress sheet</li> <li>• Parent/Guardian and Student Conference (with Teacher)</li> <li>• Parent Outreach (Contact Parent via Telephone, E-mail or Text)</li> <li>• Peer Mediation</li> <li>• Temporary Removal from Class</li> <li>• Loss of privileges/Removal from Extracurricular Activities</li> </ul>
<b>LEVEL 3</b>	<p><b>Examples of Support, Removal, and Administrative Responses</b></p> <p>These responses engage the student's support system to ensure successful learning, and to alter conditions that contribute to the student's inappropriate or disruptive behavior. These responses aim to correct behavior by stressing its severity and acknowledging potential implications for future harm, while still keeping the student in school. These responses may involve the short-term removal of a student from the classroom. Such a removal should be limited as much as practicable without undermining its ability to adequately address the behavior. These responses should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Parent/Guardian and Student Conference (with Administrator)</li> <li>• Detention</li> <li>• Temporary Removal from Class</li> <li>• Behavioral Contract</li> <li>• Loss of privileges/Removal from Extracurricular Activities</li> <li>• Campus clean-up</li> <li>• In-school suspension</li> <li>• In-school intervention</li> <li>• Extended school day</li> </ul>
<b>LEVEL 4</b>	<p><b>Examples of Support, Removal, Administrative, and Out-of-School Exclusionary Responses</b></p> <p>These responses address serious behavior while keeping the student in school, or when necessary due to the nature of the behavior or potential implications for future harm, remove a student from the school environment. They promote safety of the school community by addressing self-destructive and dangerous behavior, and should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Restricted access</li> <li>• Request for alternative educational setting</li> <li>• Referral to Student Support Team</li> <li>• Parent/Guardian and Student Conference (w/ Administrator)</li> <li>• Loss of privileges/removal from Extracurricular Activities</li> <li>• In-school suspension</li> <li>• In-school intervention</li> <li>• Short-Term Out-of-School Suspension</li> </ul> <p>Parent/guardian notification required</p>
<b>LEVEL 5</b>	<p><b>Examples of Long-term Administrative, Out-of-School Exclusionary, and Referral Responses (May be Administrator or District Staff-Led)</b></p> <p>These responses remove a student from the school environment for an extended period of time because of the severity of the behavior and potential implications for future harm. They may involve the placement of the student in a safe environment that provides additional structure and services. These responses promote the safety of the school community by addressing self-destructive and dangerous behavior, and should be used in a progressive fashion.</p> <ul style="list-style-type: none"> <li>• Long-Term Out-of-School Suspension</li> <li>• Extended-Out-of-School Suspension</li> <li>• Expulsion</li> <li>• Request for alternative educational setting</li> <li>• Referral to Student Support Team</li> <li>• Recommend for further action</li> </ul> <p>Parent/guardian notification required</p>

# HCPSS Student Code of Conduct

KEY	LEVEL 1 Classroom, Support, and Teacher-Led Responses	LEVEL 2 Classroom, Support, and Removal Responses	LEVEL 3 Support, Removal, and Administrative Responses	LEVEL 4 Support, Removal, Administrative and Out-of-School Exclusionary and Referral Responses	LEVEL 5 Long-term/Involuntary Out-of-School Exclusionary and Referral Responses (May be Administrative or District Level)
	← <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> →

<b>Academic Dishonesty/Plagiarism</b>	Academic dishonesty through cheating, copying, plagiarizing, or altering records, or assisting another in such actions. Plagiarizing, such as by taking someone else's work or ideas (for students grades 6-12); forgery, such as faking a signature of a teacher or parent; or cheating. Action taken by a student that is deemed inappropriate based on information, rules, guidelines, or procedures found in Policies 8120 and 8121 **				
<b>Alcohol Violation</b>			Possession or use of any alcoholic substance, including constructive possession and possession with intent to sell, deliver or distribute. (Policy 9230) **		
<b>Arson/Fire Violation</b>			Attempting to, aiding in, or setting fire to (or in) a school building or to other school property. **		
<b>Assault and/or Battery on Staff</b> (includes threat against and/or physical attack on staff)			<p><b>Assault</b> – Any willful attempt or threat to inflict harm upon another person or any display of force or expression that would give the victim reasonable fear of harm. An assault may be physical, oral or written.</p> <p><b>Battery I</b> – The unlawful touching of another person by the aggressor or by some substance put into motion by the aggressor, which is not consented to by the other person.</p> <p><b>Battery II</b> – Battery I accompanied by circumstances which reflect the student's blatant disregard for the safety of staff members or other persons evidenced by, but not limited to, the student's intentional conduct, disregard of directions, or the fact that the battery resulted in serious bodily harm. (Policy 9270) **</p>		
<b>Bullying, Cyber bullying, Harassment or Intimidation</b>	Intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's or staff member's educational benefits, opportunities, or performance, or with their physical or psychological well-being and is motivated by an actual or a perceived personal characteristic including race, national origin, marital status, sex, sexual orientation, gender identity, religion, ancestry, physical attributes, socioeconomic status, familial status, physical or mental ability or disability, or threatening or seriously intimidating; and occurs on school property at a school activity or event or on a school bus; or substantially disrupts the orderly operation of a school or workplace, including any acts of cyberbullying, harassment or intimidation. (Policy 1060)				
<b>Bus Misbehavior</b>	Failure to comply with expected student behaviors while on school buses or to interfere with safe transport of students is a violation of this policy. (Policy 9200) **				
<b>Class Cutting</b>	Failing to attend a class, after arrival at school, without an excused reason. Missing class for more than 20 minutes will be treated as an absence for that class (Policy 9010). Persistently failing to attend a scheduled class, after arrival at school, without excused reasons.				
<b>Destruction of Property/Vandalism</b>	Causing accidental or intentional damage, destruction or defacement (including graffiti) to school/other's property. **				
<b>Discrimination</b>		Conduct and/or behavior related to race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation, that creates a hostile or offensive educational environment or substantially interferes with an educational environment; or otherwise limits a student's ability to participate in or benefit from their educational program. (Policy 1010)			
<b>Disrespect</b>	Making intentional and harmful gestures, verbal or written comments, including profane language, or symbols to others. Being insubordinate: repeatedly or persistently disrespectful, in defiance of authority.				
<b>Disruption</b>	Intentionally engaging in behavior distracting from the learning environment or school related activities including behavior that originates off campus and/or affects the safety of others. (This can include the use of technology.)				

\*\*Apply extended suspension and expulsion only to Grades 6-12.

# HCPSS Student Code of Conduct

KEY	LEVEL 1 Classroom, Support, and Teacher-Led Responses	LEVEL 2 Classroom, Support, and Removal Responses	LEVEL 3 Support, Removal, and Administrative Responses	LEVEL 4 Support, Removal, Administrative and Out-of-School Exclusionary and Referral Responses	LEVEL 5 Extended Suspension, Out-of-School Exclusionary, and Referral Responses (May be utilized in combination with other strategies)
	← 1	2	3	4	5 →

<b>Dress Code Violation</b>	Wearing attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health or safety of that student or others during school hours and school related activities. (Policy 9210)				
<b>Drug Violation</b>	Possession or use of (including constructive possession and possession with the intent to sell, give, or distribute) any inhalants or other intoxicants; controlled dangerous substances including prescription drugs, over-the-counter medicines/products look-a-likes, and substances represented as controlled dangerous substances; or drug paraphernalia. (Policy 9230) **				
<b>Electronics, Computer /Communication Misuse</b>	Any unauthorized use of computers, software, Internet, network or other technology; accessing inappropriate websites; misuse of account credentials; disrupting the normal operation of a technology system. (Policy 3040, Policy 8080) **				
<b>Electronics, Personal Communication Device</b>	Behavior not in compliance with the responsible use of the Technology Agreement policy 8080 and or Personal Communication Device guidelines laid out in the Student Handbook. Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages.				
<b>Explosives</b>	Possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device. **				
<b>Extortion</b>	The process of obtaining property from another, with or without that person's consent, by wrongful use of force, fears, or threat. **				
<b>Failure to Serve Assigned Consequences</b>	Failure to serve detention, suspension or other assigned consequences. **				
<b>False Alarms/ Bomb Threats</b>	Initiating a warning of a fire or other catastrophe without valid cause or discharging a fire extinguisher. Making a bomb threat or threatening a school. **				
<b>Fighting</b>	A hostile confrontation with physical contact involving two or more students				
<b>Gambling</b>	Wagering money or property.				
<b>Gang Activity</b>	Committing, attempting to commit, or soliciting of two or more crimes; or acts by a juvenile that would be a crime if committed by an adult. (Policy 9290) **				
<b>Hazing</b>	Participation in any intentional or reckless act directed against another for the purpose of initiation into, affiliation with, or maintenance of membership in an organization. (Policy 1060)				
<b>Indecent Exposure</b>	Exposure to sight of the private parts of the body in a lewd or indecent manner.				
<b>Leaving School Grounds Without Permission</b>	Leaving school grounds during regular school hours without written or verbal permission from a parent or someone listed on the emergency procedure card. **				
<b>Physical Attack</b>	Unwelcome, aggressive action, with physical contact, directed at another person, student or non-student, on school grounds or at a school-related activity; or substantially disrupts the orderly operation of a school or workplace. **				

\*\*Apply extended suspension and expulsion only to Grades 6-12.

# HCPSS Student Code of Conduct

KEY	LEVEL 1 Classroom, Support, and Teacher-Led Responses	LEVEL 2 Classroom, Support, and Removal Responses	LEVEL 3 Support, Removal, and Administrative Responses	LEVEL 4 Support, Removal, Administrative, and Out-of-School/Exclusionary, and Referral Responses	LEVEL 5 Long-term Administrative and Out-of-School/Exclusionary, and Referral Responses (May be administered by District Staff)
	← <b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> →

<b>Serious Bodily Injury</b>			Causing an injury that involves a substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. (Policy 9200)		
<b>Sexual Activity</b>		Behavior of a sexual nature including public displays, consensual sexual activity, possession of pornographic materials. **			
<b>Sexual Discrimination</b>		Includes sexual harassment, sexual assault and sexual violence and is characterized by unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities or with an employee's/third party's term, condition, or privilege of employment/relationship with the school system. Sexual discrimination can be committed by a student, employee or third party. (Policy 1020) **			
<b>Stalking</b>				A malicious course of conduct that includes approaching or pursuing another where the person intends to place, knows or reasonably should have known the conduct would place another in reasonable fear of; serious bodily injury or death; Assault in any degree; Sexual assault in any degree; or which might cause a third party to suffer from any of the above actions.	
<b>Tardiness</b>	Reporting late to school or class when the day/period begins. Missing class more than 20 minutes equals one class absence. Extended tardiness may be counted as a partial or full day absence from school. (Policy 9010)				
<b>Theft</b>	Taking or obtaining the property of another without permission or knowledge of the owner.				
<b>Threat to Students</b>	Threatening language (verbal or written/electronic; implicit or explicit) or physical gestures directed toward another student or group of students.**				
<b>Tobacco Violation</b>			Possession or use of any tobacco or tobacco products, cigarette rolling papers, or electronic cigarette products. (Policy 9240)		
<b>Trespassing Violation</b>			Entrance onto school property by a currently registered student at the school who has been suspended or expelled from the property or student who has been denied access to the property as a result of administrative action. (Policy 3020)		
<b>Truancy</b>	An absence for a school day or any portion of a school day for any reason other than those cited as lawful and/or failure to bring a note written by a parent to verify a lawful absence. (Policy 9010)				
<b>Weapons Violation (Firearms, Other Guns, Other Weapons)</b>			Possession of an object or implement capable of causing harm or used to cause harm to another. This includes all guns, knives, and any implement, visible or concealed, possessed under a circumstance that would reasonably lead a person to believe it was a weapon or would be used as a weapon. Weapons are prohibited on school property, school buses, locked/unlocked vehicles on school property, and at school-related activities. (Policy 9250) **		

\*\*Apply extended suspension and expulsion only to Grades 6-12.



# HCPSS Student Code of Conduct

## Responses for Violations of Behavior and Discipline Policies

The professional staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, they take the following into consideration:

- The age-appropriateness of the response.
- The severity of the incident.
- A student's previous violations and/or responses for the same or a related offense.
- If the offense interfered with the responsibility/rights/privileges/property of others.
- If the offense posed a threat to the health or safety of others.
- If the student has an Individualized Education Plan or a 504 Plan.
- The logical relationship between the offense and the response.
- The age-appropriateness of the consequence.
- Any specific responses articulated in Board of Education Policy.

**Alternative Education Setting** – A setting outside of the home school designed to accommodate the needs of students who have demonstrated the need for significant academic or behavioral support. (Policy 9200) Alternative education settings include but are not limited to:

- **Evening School** – An interim disciplinary placement providing educational opportunities for selected middle and high school students that takes place after normal school hours.
- **Gateway Program** – an alternative education program within the Homewood Center, established for students with significant behavioral and academic difficulties whose needs cannot be met in the home school.
- **In-school Alternative Education Program** -an alternative education program within a comprehensive school that provides participating students with academic and behavioral support, opportunities to learn conflict resolution and anger management strategies, social skills instruction, intensive case management services, and enhanced family outreach and support services.

**Corporal Punishment** - The Board of Education prohibits the use of corporal punishment, which is defined as physical punishment or undue physical discomfort inflicted on the body of a student for the purpose of maintaining discipline or to enforce school rules.

**Detention** – the placement of a student in a supervised school setting during the school day, before or after school, and on Saturdays.

**Restricted Access** – Limitation of a student's presence on school property.

**Suspension** – the denial of a student's right to attend regular classes or school for a specified period of time for cause. Suspension includes extended suspension, in school suspension, short-term suspension, or long-term suspension.

- **In-School Suspension** – The removal of a student within the school building from the student's current education program to another location within the school building for up to but not more than 10 school days in a school year for disciplinary reasons as determined by the principal.
- **Short-Term Suspension** – The removal of a student from school for up to but not more than 3 school days for disciplinary reasons as determined by the principal.
- **Long Term Suspension** – The removal of a student from school for 4–10 school days for disciplinary reasons as determined by the principal.
- **Extended-Suspension** – The exclusion of a student from school for 11–45 school days for disciplinary reasons as determined by the Superintendent/ Designee.

**In-school Intervention** – The opportunity afforded a student, after the student is removed to an alternate location within the school, to continue to:

- Appropriately progress in the general curriculum.
- Receive the special education and related services specified on the student's IEP if the student is a student with a disability in accordance with COMAR 13A.05.01.
- Receive instruction commensurate with the program afforded to the student in the regular classroom.
- Participate with peers as they would in their current education program to the extent appropriate.

**Expulsion** – The exclusion of a student from the student's regular school program for 45 school days or longer as determined by the Superintendent/Designee.

Copies of entire policies are available at [www.hcpss.org](http://www.hcpss.org) or can be requested from the Public Information Office at 410-313-6682.

# High School Student Activities

## High School Student Activities

### Academic Eligibility for High School Extracurricular Activities

(See Policy 9070 for complete information.)

The Board of Education has established academic criteria that must be met by all high school students to participate in school-sponsored extracurricular activities. Extracurricular activities are available to students beyond the regular school day, and are voluntary and not required for the satisfactory completion of a particular class. Policy 9070 governs minimum academic eligibility for student participation in all extracurricular activities for which there is an HCPSS contracted coach/sponsor. There are no academic eligibility standards for participation in extracurricular activities when participation is required as part of a course and for clubs and activities with a sponsor not contracted by HCPSS.

For high school, a full-time student earns academic eligibility to participate in extracurricular activities, including athletics, by maintaining a 2.0 weighted grade-point average (GPA), calculated using credit or non-credit courses, with no more than one failing grade for the marking period that governs eligibility for that activity. This provision does not apply to incoming 9th grade students for fall eligibility. Incomplete grades must be converted to a letter grade to determine eligibility (Policy 8020 Grading and Reporting: High School). If a student withdraws from a course, the grades at the time of withdrawal will be used in determining academic eligibility.

Each extracurricular activity is governed by only one marking period. A student must have earned academic eligibility prior to the start of the activity as determined by the last report card. Once academic eligibility has been earned for a particular activity, the student remains academically eligible for the duration of that activity season (e.g., basketball season). Eligibility is reviewed at the end of each successive marking period for yearlong activities or activities that do not have a particular time frame.

### Interscholastic Athletic Program

The school system offers a wide variety of athletic opportunities for high school students.

The entire athletic schedule for all schools is linked from the school system website at:

[www.hcpss.org/athletics](http://www.hcpss.org/athletics).

#### Fall

Cheerleading  
Boys' Cross Country  
Girls' Cross Country  
Girls' Field Hockey  
Football  
Boys' Golf  
Girls' Golf  
Allied Soccer\*  
Boys' Soccer  
Girls' Soccer  
Girls' Volleyball

#### Winter

Boys' Basketball  
Girls' Basketball  
Allied Bowling\*  
Cheerleading  
Boys' Indoor Track  
Girls' Indoor Track  
Wrestling

#### Spring

Baseball  
Allied Golf\*  
Boys' Lacrosse  
Girls' Lacrosse  
Allied Softball\*  
Girls' Softball  
Boys' Tennis  
Girls' Tennis  
Boys' Outdoor Track  
Girls' Outdoor Track

\*Allied sports is approved athletic competition between two or more high schools for students with disabilities and general education students who have never been a member of a junior varsity or varsity interscholastic athletic team.

### High School Clubs

High school students are encouraged to participate in athletics, clubs or other extracurricular activities. Each high school offers many clubs to meet a wide variety of interests. Any student who wants to start a new club should speak to a staff member or guidance counselor. Every club must have a staff sponsor/advisor. Some high school clubs include:

Alpha Achievers	Impact
Animation Club	Instrumental Music (Marching, Concert, Jazz, Orchestra)
Best Buddies	International Club
BSAP African American Awareness Club	It's Academic
Chess Club	Los Leones
Color Guard	Madrigals
Computer Club	Math Club
Concert Choir	Mock Trial
Debate Team	National Art Honor Society (NAHS)
DECA	Peer Mediation
Drama	Robotics
Environmental Club	SHOP (Students Helping Other People)
Fellowship of Christian Athletes	Step Team
Future Business Leaders of America	Student Government Association
Future Educators of America	Tech Crew
Games Club	
Gay-Straight Alliance	

A student who plans to participate in athletics and his/her parent are responsible for certifying the student's academic eligibility by signing a Howard County Public School System participation form prior to participation. Athletic coaches are responsible for

verifying the academic eligibility of each athlete participating on their team(s) prior to the first practice session. Contracted sponsors of other extracurricular activities are responsible for verifying the academic eligibility of each participating student prior to the first activity.



photo courtesy of Rob Traifer

## Interscholastic Athletics

### Student Eligibility

Student eligibility for high school athletics is governed by State regulations, COMAR 13A.06.03. These regulations are implemented by The Maryland Public Secondary Schools Athletic Association (MPSSAA), which establishes procedures for regular season sports programs and state tournaments. In addition, each school district may adopt more restrictive rules for their own programs, including participation standards to ensure that student athletes are making satisfactory progress toward graduation, per COMAR 13A.06.03.01-02.

In general, high school students may participate in interscholastic sports upon the consent of their parents and guardians and after being found physically fit by a qualified physician. Student athletes must maintain amateur status, and may participate on teams outside schools if membership on the outside team does not conflict with participation in the school program. Participants must be registered at the MPSSAA member high school where they play. Students in Grades 9, 10, 11 and 12 may participate in interscholastic athletic contests for a maximum of four seasons in any one sport. Students 19 years old or older and high school graduates are ineligible, per COMAR 13A.06.03.02.

### Equal Opportunity

Students may not be excluded on the basis of sex or disability from overall equal opportunity to participate in athletic programs, per COMAR 13A.06.03.04(A).

### Violations, Penalties, and Appeals

A student who violates interscholastic sports regulations will be penalized by having his or her eligibility to participate suspended. The length of the suspension is determined by the number of violations committed by the student, and for three or more violations, additional penalties may also be imposed, per COMAR 13A.06.03.05.A (2).

A student found in violation may appeal the penalty and request a hearing before the Appeals Committee of the MPSSAA. The decision of the Appeals Committee may also be taken to the State Superintendent who may, on a discretionary basis, appoint a special committee to uphold, deny, or modify the appeal. The decision of the special committee is final, per COMAR 13A.06.03.05(B).

### Honor Roll

A student's weighted marking period GPA (grade point average) is used to determine honor roll attainment. Weighted GPAs are rounded to two decimal places.

Principal's Honor Roll	Straight A's
Gold Honor Roll	3.4 GPA or higher
Silver Honor Roll	3.0-3.39 GPA

In addition, to make honor roll, a student may have no more than one C and no grades of D or E.

### National Honor Society

The National Honor Society offers membership to high school students who meet eligibility standards in all four areas of scholarship, leadership, service, and character. High school juniors and seniors with a 3.40 weighted cumulative grade point average are given an opportunity to verify their leadership and service experiences, and school staff provide evidence of character displayed in school and extra-curricular situations. A five-member faculty council evaluates the submitted information and chooses the students to whom membership in NHS is offered. To continue membership once inducted into NHS, a student must maintain the level of scholarship, leadership, service, and character set by the chapter for admission.

## Student Driving and Parking on School Grounds

Permission for students to drive and park vehicles on school system property is a privilege, not a right. In order to be granted this privilege, students must obtain a student parking permit each school year, which requires students and parents/guardians to annually attend a driver safety session and to pay the \$15 fee for the parking permit. Students must also comply with all school rules related to driving and parking on school property in order to retain this privilege.

## Guidelines for High School Dances

High school administrators and staff support the students' need for social interaction and opportunities to develop positive social skills. It is our intent to offer students an opportunity to enjoy a social outlet in a safe and appropriate atmosphere. In order to ensure the safety and appropriateness of that atmosphere, a group of students, parents, staff members, and administrators created the following set of guidelines for students' behavior at high school dances. They are:

1. All students must purchase their own ticket to the dance during lunch shifts. No tickets will be sold at the door. Tickets are non-transferable. This document must be signed in order to purchase tickets. Outside guests are only allowed at the Homecoming Dance and Prom, and their sponsoring student must complete a Guest Form when purchasing the ticket. Each student may only bring one outside guest per event. Guests may be no older than twenty (20) years of age unless they are enrolled in a HCPSS school. Students may be asked to show identification when checking in at the dance.
2. Aside from Prom, dances are held at school for up to a three-hour period of time between the hours of 7 until 10 p.m. or 8 until 11 p.m. Students will not be admitted more than one hour after the starting time. Once students leave the dance, they may not return. Students must have arrangements to leave school property/dance location within fifteen minutes of the end of the dance. Students who fail to do so may forfeit their privilege to attend future dances.

# Policies - Student Responsibilities and Behavior

3. Students may not bring any coats, book bags, purses, or other similar items into the dance. Items are to be checked at the Coat Check prior to entering the dance. Sponsoring groups may charge a small fee for the Coat Check as a fundraising activity. All Personal Communication Device Guidelines as contained in the Student/Parent Handbook will be in effect for school dances.
4. All HCPSS and school policies are in effect at dances, whether held on school property or at other locations. High school administrators and the sponsoring groups will work to provide staff chaperones at the ratio of one staff member chaperone for every twenty-five tickets sold. Failure to provide sufficient chaperones may result in the cancellation of the dance. Non-staff chaperones may observe the dance if accompanied by a staff member.
5. The sponsoring organization will provide a well-lighted dance floor and determine the level of lighting necessary to maintain a safe and acceptable atmosphere. The DJ or band providing music for the dance as well as a play list of music to be played must be approved in advance by the school administration. Dances may be videotaped by school staff.
6. Students are expected to dance in a manner that is acceptable and appropriate for a school activity. These expectations will be communicated to students and parents. Expectations include:
  - Wearing clothing that meets the county dress code (shoes must be worn at all times)
  - Keeping both feet on the floor at all times
  - Maintaining an upright, vertical position
  - Avoiding any dancing that suggests a sexual act, including "grinding" of genital areas.

Staff Chaperones are the final judges of what is appropriate dancing. Any student who violates these expectations will be removed from the dance, without warning. Any behavior that constitutes a violation of Policy 1020, Sexual Harassment, or Policy 1040, Safe and Supportive School

Environments, will be addressed accordingly. The student may, however, remain in the school or at the location of the event to participate in other activities, if available, at the discretion of a school administrator.

7. Administrators will communicate expectations for student conduct and supervision and safety plans to all students, staff, and chaperones prior to the dance.



## Policies

*The following are summaries of policies related to student responsibilities and behavior. Copies of the policies are available at [www.hcpss.org](http://www.hcpss.org), or through the Public Information Office at 410-313-6682.*

### Alcohol, Other Drugs, Prescription Medication and Over the Counter Products

*(Policy 9230)*

The possession, use, or distribution of alcoholic beverages and other drugs on school premises or at school-related or school-sponsored activities is prohibited. Prescription medication and over-the-counter products require written medication orders and are to be administered in accordance with school system Health Services procedures. Legal searches and seizures related to this policy may be conducted on school property. Confidentiality is guaranteed for students who seek counseling for drug or alcohol abuse problems.

For a first offense, a student found using or in possession of alcoholic beverages or other drugs will be suspended from school for not more than 30 school days and will be suspended from attendance at, participation in, and practice for, all extracurricular and school activities for 30 school days. Exclusion from commencement exercises is only applicable if it occurs during the suspension from school. The student will be referred for mandatory counseling in a licensed addictions program.

A second offense results in a suspension of up to 45 school days and suspension from attendance at, participation in, and

practice for all extracurricular activities for the remainder of the current semester and the next consecutive semester. Exclusion from commencement exercises is only applicable if it occurs during the suspension from school. The student will be referred for mandatory counseling in a licensed addictions program.

A third violation results in expulsion.

Possession or use of prescription medication or over-the-counter products in the absence of, or inconsistent with, a written medication order, will result in a suspension of not more than 30 school days for a first offense. A school administrator may consider a lesser consequence than suspension under certain circumstances.

A second offense may result in suspension from school for not more than 30 school days and from attendance at, participation in, and the practice for, all extracurricular and school-related activities for 30 school days. The student may be referred for mandatory counseling in a licensed addictions program.

A lesser consequence can be considered based on the consequence for the first offense.

A third offense may result in a suspension of not more than 45 school days and suspension from attendance at, participation in, and practice for all extracurricular and school-related activities for the remainder of the current semester and the next consecutive semester. The student may be referred for mandatory counseling in a licensed addictions program. Consequences for a third offense are also dependent on the consequences assigned for the first two offenses.

Students who distribute or intend to distribute alcohol or other drugs on school property will be suspended from school for not more than 45 school days or expelled. If suspended, the student also will be suspended from attendance at, participation in, and practice for all extracurricular and school-related activities for the remainder of the semester and the next consecutive semester. The student will be referred for mandatory counseling in a licensed addictions program.

A second violation results in expulsion.

# Policies - Student Responsibilities and Behavior

A school administrator may consider a lesser consequence than suspension if the student distributes an over-the-counter product that can be clearly identified. If this condition is not met, the administrator will suspend the student for not more than 45 school days.

A second offense results in a suspension for not more than 45 school days and suspension from attendance at, participation in, and practice for all extracurricular and school-related activities for the remainder of the semester and the next consecutive semester. The student will be referred for mandatory counseling in a licensed addictions program.

Subsequent violations will result in suspension of not less than 45 school days or expulsion. If suspended, the student also will be suspended from attendance at, participation in, and practice for all extracurricular and school-related activities for the remainder of the semester and the next consecutive semester. The student will be referred for mandatory counseling in a licensed addictions program.

## **Attendance** (Policy 9010)

Regular daily attendance is vital to the continuity of classroom instruction and participation in school activities. Therefore, students are required to be in school or to be attending a school activity each day school is in session. In recognition that situations do arise that necessitate absence from school, the Board of Education allows students to be lawfully absent for a death in the family, illness, a court summons, hazardous weather as determined by the Superintendent, work release, religious obligation, declared State emergencies, suspension, or for other emergencies or set of circumstances which in the judgment of the Superintendent or designee constitutes a good and sufficient cause for absence.

## **Bullying, Cyberbullying, Harassment, or Intimidation**

(Policy 1060)

The Board prohibits acts of bullying, cyberbullying, harassment, or intimidation because these behaviors compromise the learning environment and well-being of students, staff, and community.

Bullying may include the following specific behaviors:

- Hitting, kicking, shoving, spitting, hair pulling or throwing something.
- Getting another person to hit or harm the student.
- Teasing, name-calling, critical remarks, or threatening, in person, by email or text message.
- Bullying by demeaning and making the target of jokes.
- Rude and/or threatening gestures.
- Intimidation, extortion or exploitation.
- Spreading rumors or harmful gossip.
- Cyberbullying.
- Hazing

Students, parents, employees and service providers are responsible for reporting violations of this policy that occur on school property, on a school bus, or at a school-sponsored activity or event off school property. Incidents of cyberbullying occurring from a student's home that impact another student's well-being at school may also be reported.

All reports of bullying, cyberbullying, harassment and intimidation will be documented and the student making the report, or an appropriate adult, should complete and submit a Bullying, Harassment, or Intimidation Reporting Form, available on the school system website under Forms. The victim and witnesses will be informed that confidentiality cannot be insured because it is not possible to predict what will be discovered as a result of the investigation. The offender will be informed that retaliation against any victim or bystander is strictly prohibited and that progressive consequences will occur if the activity continues.

Appropriate support services will be provided to a student or staff member exhibiting bullying behaviors or to the victim or bystander. A student or staff member who violates this policy may be required to participate in appropriate counseling or intervention. Consequences range from a parent conference to expulsion.

## **Electronic Harassment Violation**

(not part of Policy 1060)

Using a computer or portable communication device to cause another student/staff member to reasonably fear for his/her safety is prohibited. This includes engaging in conduct that would constitute sexual harassment; to disseminate data

with malicious intent to psychologically torment or harass; to make any statement intended to provoke or likely provoke a third party to stalk or harass someone; building a fake profile or website; posing as someone in an electronic chat room, an electronic mail message, or an instant message; repeatedly following the student online or into an electronic chat room; posting or encouraging others to post private, personal, or sexual information pertaining to the individual on the Internet or signing up an individual for inappropriate Internet sites.

## **Civility** (Policy 1000)

The Board has set clear expectations for civil behavior that supports a safe, engaging, and supportive environment on school property and at school-related activities. Unacceptable behaviors include but are not limited to:

- Rude, insulting, or demeaning language and/or actions.
- Persistently unreasonable demands.
- Intrusive and/or interruptive behavior.
- Displays of temper.
- Harassment and intimidation.
- Threatening and/or abusive gestures and behavior.

Each individual is responsible for behaving in a civil manner and for cooperating in resolving incidents of uncivil behavior.

When resolution is not reached through cooperative agreement, either party involved may cite this policy and notify the other person that they are ending the conversation or the interaction and removing themselves from the situation by ending a phone call, walking out of the room, or requesting the other individual to leave the room.

## **Discrimination** (Policy 1010)

The Board is committed to providing an educational and work environment that is free from discrimination, fosters equitable opportunities, and values diversity and commonality. To that end, the Board prohibits discrimination on the basis of race, color, creed, national origin, religion, physical or mental disability, age, gender, marital status, or sexual orientation in its educational program, including co-curricular and extra-curricular activities, and in the workplace.

# Policies - Student Responsibilities and Behavior

Furthermore, the Board recognizes its responsibility to promote the worth and dignity of all individuals through curriculum, instruction, professional development, and resource selection. Employees and third parties share responsibility for the health, safety, and general welfare of students and for contributing to an environment free from discrimination.

It is a violation of this policy for any student, employee, or third party to engage in acts of discrimination in schools, school system offices, or at school-related activities. It is a violation of this policy to engage in retaliation with regard to allegations of discrimination. Violations of this policy are cumulative; subsequent offenses may affect the nature and severity of the consequences.

## Gangs, Gang Activity and Similar Destructive or Illegal Gang Behavior (Policy 9290)

The Board prohibits any gang activity and any similar destructive or illegal group behavior on school property, on school buses or at school-sponsored functions. This includes reprisal or retaliation against individuals who report gang activity or individuals who are victims, witnesses, bystanders or have reliable information about gang activity.

All suspected violations of this policy will be investigated by school administration. Violations of this policy are cumulative; subsequent offenses may affect the nature and severity of the consequences.

Whenever a report of ongoing or threatened gang-related violence appears accurate and reliable, law enforcement officials will be contacted. Students who violate this policy may be referred to law enforcement officials and may be subject to criminal or other legal action.

## Grading and Reporting

(Policies 8010 and 8020)

The Board of Education is committed to ensuring that all students meet or exceed rigorous performance standards. Accordingly, grading and achievement information must be determined in a consistent manner and regularly reported to students and their parents. Grading and promotion within the school system

is based on the degree of success the individual student has achieved in the educational program. Decisions regarding promotion, retention and acceleration are made based on a student's performance and academic progress over the entire school year.

The grading system for kindergarten through Grade 8 includes evaluation, effort, and instructional codes and/or comments. When the performance of any K-8 student is below grade level, the teacher, with appropriate participation of parents, will develop strategies and apply appropriate interventions to assist the student.

The decision to retain or accelerate a student is based on a number of factors, which are listed in the policy.

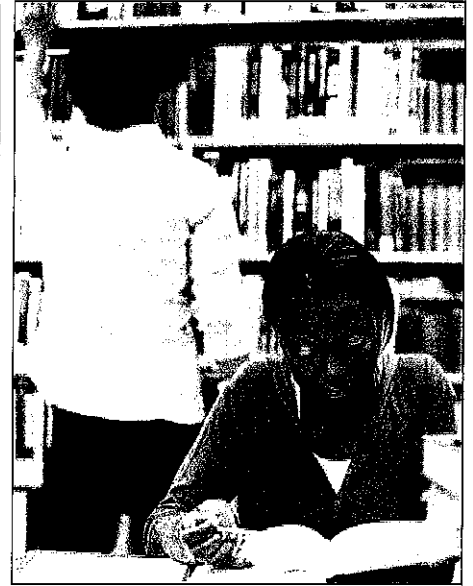
An elementary student who is not performing on grade level in reading and mathematics will automatically be considered for retention. Middle school students must meet the following requirements or automatically be considered for retention. To pass from one grade to the next, a middle student must pass all courses and receive a final grade of not lower than "C" in English, social studies, reading, mathematics, and science. A student who does not meet this requirement may be recommended to attend summer school. Any student below grade level in reading and/or mathematics at the end of eighth grade will be required to participate in appropriate interventions.

In high school, a 5-letter grading system is used to indicate the achievement of each student in relation to attainment of course objectives. No plus or minus signs are used for official records. The following factors are used in determining level of achievement:

- Competence
- Assignments and preparation
- Participation
- Daily classroom work habits

**Note:** High school midterm and final examinations may not be taken before the scheduled dates, under any circumstances.

Weighted GPA will be used for academic eligibility for extracurricular activities, National Honor Society, honor roll, and any other activity requiring the reporting of a grade point average.



School staff will communicate with students and parents on a regular basis the level of academic performance in the essential curriculum (Grades K-8) or in relation to attainment of course objectives (Grades 9-12) as measured by county, teacher-made and other assessments, and by teacher observations via individual conferences, progress reports and report cards.

## Responsible Use of Technology and Social Media (Policy 8080)

Students must act in a responsible, civil, ethical, and appropriate manner when using technology for HCPSS-sanctioned activities. Students may not reveal personally identifiable information (e.g., home phone numbers, addresses, or social security numbers) except in specific circumstances where such information is required to complete academic assignments. In such circumstances, prior written consent from the parent or legal guardian of the student is required.

Schools will identify times and places for online activities. Schools will also ensure that signed HCPSS parent permission forms (Responsible Use of Technology Agreement/Internet Use Permission Form) for each student are collected and kept on file.

Students will access only those network resources for which they have obtained permission, using the account assigned to them.

# Policies - Student Responsibilities and Behavior

Students will not create, access, download, store, or print content that:

- Depicts profanity, obscenity, the use of weapons, terrorism, or violence.
- Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
- Contains sexually suggestive messages.
- Is sexually explicit or obscene.
- Depicts gang affiliation.
- Contains language or symbols that demean an identifiable person or group or otherwise infringe on the rights of others.
- Causes or is likely to cause a disruption to school activities or the orderly operation of the school.
- Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse or behavior.
- Constitutes bullying, cyberbullying, harassment, or intimidation in violation of Policy 1040 Safe School Environments, or Policy 1060 Bullying, Cyberbullying, Harassment, or Intimidation.

If a student, while using HCPSS-sanctioned technology or social media, discovers that another student may be the target of bullying, stalking or other harmful behavior, the student must report the findings to a teacher or administrator.

The school system reserves the right to enable or disable interactive features on social media to remove content that is inconsistent with the stated purpose, mission, and guidelines posted for the use of social media. The school system may access, monitor, archive, audit, purge or disclose the public contents of material that is created, stored or accessed through personal social media when possible and permitted by law.

Failure by any student to comply with this policy will result in the temporary or permanent termination of technology access privileges, in addition to any applicable disciplinary action or financial obligation.

## Safe and Supportive Schools (Policy 1040)

The Board of Education is committed to providing a safe, engaging, and supportive school climate. Behaviors that compromise this commitment, interfere with school operations, or are otherwise contrary to the basic mission of public schools will not be tolerated.

## Personal Communication Device Guidelines

1. Students must comply with class and school rules and all relevant HCPSS Board Policies.
2. Administration, faculty, and staff may request at any time that students must turn off and put away technology devices. Failure to do so may result in disciplinary action and possible revocation of privileges.
3. Individuals assume full responsibility for their non-HCPSS owned technology devices. This includes the device's safety, security and maintenance.
4. Schools may designate approved personal communication device zones/times on school grounds; however, personal communication devices may not be used in locker rooms or bathrooms at any time.
5. Students must obtain consent from staff and participants before taking, uploading or sharing photos, recording audio, or capturing video during the school day.
6. Any disruption to class or other educational activity may result in disciplinary action.
7. Privileges for personal communication devices vary according to grade level:

**Elementary school students** are permitted to have personal communication devices in their backpacks during the school day. They must be turned off during school hours. They may use their personal communication devices before or after school hours. Students may use personal communication devices in the front office or classroom with the permission of the classroom teacher/administrator.

**Middle school students** are permitted to carry personal communication devices with them during the school day. They must be turned off or in silent mode at all times. These devices may not disrupt instruction times and should be put away (in a pocket, backpack, notebook, or locker). Instructional time is defined as from the sound of the class late bell to the sound of the class dismissal bell. Students may use their personal communication device before or after school hours, during lunch, and hallway/transition times. Due to the size of middle school hallways, middle school principals may choose to limit the use of personal communication devices during hallway transitions in an effort to maintain a safe environment.

**High school students** are permitted to carry personal communication devices with them during the school day. They must be turned off or in silent mode at all times. These devices may not disrupt instructional times and should be put away (in a pocket, backpack, notebook, or locker). Instructional time is defined as from the sound of the class late bell to the sound of the class dismissal bell. High school students may use their personal communication devices before or after school hours, during lunch, and during hallway/transition times.

Any behaviors that interfere with or threaten the physical, emotional, mental, or academic well-being of students or employees will be addressed through the application of the appropriate Board policy and the HCPSS Student Code of Conduct, even when they do not occur on school property or at a school-related activity.

Students, employees and third parties engaging in these behaviors are subject to disciplinary and/or legal action. Students who violate this policy may also be subject to appropriate educational interventions and/or counseling.

# Policies - Student Responsibilities and Behavior

## Student Access to Third-Party Applications

Throughout the school year, your child will have access to a number of educational online tools to enhance instruction. These engaging tools provide teachers and students a variety of ways to demonstrate their understanding and present information. Some of the online tools will enable students and teachers to enter and share digital content. While using these services, students will learn about safe and effective practices for interacting online.

HCPSS has contracted with several online service providers that comply with student privacy laws, such as Google Apps for Education and Wikispaces. Additional authorized online services may be used for instruction. The terms of use and privacy policy details the type of data collected and how the information is used by the service provider. To learn more about HCPSS authorized third-party educational tools and link to their terms of use and privacy policy, please visit: <https://www.hcpss.org/thirdparty>. If there is a specific tool that you would not want your child to use, please contact the school administrator.

## Sexual Harassment (Policy 1020)

The Board of Education of Howard County is committed to providing an educational and work environment that is free from sexual discrimination. To that end, the Board of Education prohibits discrimination on the basis of sex in its educational program, co-curricular and extracurricular activities, and in the workplace, as required by law.

Employees and third parties share responsibility for the health, safety and general welfare of students; for contributing to a school environment free from sexual discrimination; and for maintaining appropriate relationships with students. Employees, students, and third parties may be subject to disciplinary action or consequences for inappropriate behavior of a sexual nature, even when

the behavior does not rise to the level of sexual discrimination as defined by prevailing federal and state laws.

It is a violation of this policy for any student, employee, or third party to engage in sexual discrimination or to engage in retaliation with regard to complaints of sexual discrimination.

Sexual discrimination includes sexual harassment, sexual assault and sexual violence and is characterized as unwelcome conduct of a sexual nature that interferes with a student's ability to learn, study, work, achieve, or participate in school activities or with an employee's/ third party's term, condition, or privilege of employment/ relationship with the school system. Sexual discrimination can be committed by a student, employee, or third party.

Sexual harassment is unwelcome behavior of a sexual nature. Examples of sexual harassment include, but are not limited to: offensive language verbally or in writing, including electronic formats; visual harassment such as derogatory posters, photography, cartoons, drawings, clothing or gestures; unwelcome sexual advances; spreading rumors about or evaluating someone for their sexual behavior; taunting or ridiculing someone because of perceived or actual sexual orientation; or pressuring someone for sexual activity.

Sexual assault is unwanted sexual contact or threat. Examples of sexual assault include, but are not limited to: unwanted touching of a person's body in a sexual way without the person's consent such



as patting, pinching, or impeding or blocking a person's physical movement, or engaging in unwelcome sexual contact.

Sexual violence is any type of contact that occurs without the explicit consent of the recipient such as fondling, forced sexual intercourse, sexual battery, rape, molestation or incest.

A student who chooses to file a sexual discrimination complaint must do so orally or in writing with a teacher, school counselor, school-based administrator, or the Title IX Coordinator for action in accordance with established procedures. All such reports must be filed with or forwarded to the Title IX Coordinator who will oversee and support the investigation.

In each phase of complaint resolution, every reasonable effort shall be made to maintain the confidentiality and protect the privacy of all parties. These efforts may be limited by the school system's legal and regulatory obligation to investigate and address allegations of sexual discrimination.

Upon completion of an investigation of a complaint received, the investigator will send a prompt, written report of the findings and actions to be taken, if any, to the appropriate parties. Such reporting will follow established confidentiality guidelines.

Violations of this policy are cumulative; subsequent offenses may affect the nature and severity of the consequences. Use and/or exhaustion of these procedures is not a prerequisite for the filing of complaints with the federal Office for Civil Rights.

## Student Assault and/or Battery on Staff (Policy 9270)

In order for learning to take place, the school environment must be safe and orderly. Therefore, any assault and/or battery by a student on a school staff member is strictly forbidden. An assault may be physical, oral or written. Battery I is the unlawful touching of another person by the aggressor and battery II involves unlawful touching plus a display of blatant disregard for the safety of the staff member or others.

Consequences for an assault violation range from suspension to expulsion. A



## Policies - Student Responsibilities and Behavior

battery I violation results in suspension of not more than 45 days. A first battery II offense results in a suspension or expulsion. A second battery II offense results in expulsion. A student who violates this policy is ineligible to participate in extracurricular activities for the duration of a suspension or expulsion.

### **Student Discipline** (Policy 9200)

Effective July 1, 2014, Policy 9200 has been revised to reflect changes to the Code of Maryland Annotated Regulations as they relate to Student Discipline 13A.08.01.11. Updates to Policy 9200, Student Discipline, will be applied in the implementation of the Student Code of Conduct.

The Board of Education recognizes that student discipline regulations should reflect a continuum of progressive discipline and a rehabilitative discipline philosophy with the goals of fostering, teaching, and acknowledging positive behavior and should be designed to keep students connected to school so that they may graduate college and career ready.

Student behavior is the shared responsibility of the school, the student, and the home. The professional staff at a school has the responsibility for taking appropriate action when a student is involved in a situation that is not conducive to a safe, engaging, and orderly environment.

Disciplinary consequences should be progressive in nature and designed to change inappropriate behavior, encourage responsible actions, and promote the development of self-discipline. The student has the right to due process. The Board of Education has approved the following forms of discipline:

- **Alternative Educational Setting** – A setting outside of the home school designed to accommodate the needs of students who have demonstrated the need for significant academic or behavioral support.
- **Detention** – The placement of a student in a non-standard, supervised setting during the school day, before or after school or on Saturdays.
- **Restricted Access** – Limitation of a student's presence on school property.

- **Suspension** – The denial of a student's right to attend regular classes or school for a specified period of time for cause. Suspension includes extended suspension, in school suspension, short-term suspension, or long-term suspension.
  - **In-School Suspension** – The removal of a student within the school building from the student's current education program to another location within the school building for up to but not more than 10 school days in a school year for disciplinary reasons as determined by the principal.
  - **Short-Term Suspension** – The removal of a student from school for up to but not more than 3 school days for disciplinary reasons as determined by the principal.
  - **Long Term Suspension** – The removal of a student from school for 4–10 school days for disciplinary reasons as determined by the principal.
  - **Extended-Suspension** – The exclusion of a student from school for 11–45 school days for disciplinary reasons as determined by the Superintendent/ Designee
- **In-school Intervention** – The opportunity afforded a student, after the student is removed to an alternate location within the school, to continue to:
  - Appropriately progress in the general curriculum.
  - Receive the special education and related services specified on the student's IEP if the student is a student with a disability in accordance with COMAR 13A.05.01.
  - Receive instruction commensurate with the program afforded to the student in the regular classroom.
  - Participate with peers as they would in their current education program to the extent appropriate.
- **Expulsion** – The exclusion of a student from the student's regular school program for 45 school days or longer as determined by the Superintendent/ Designee.

This policy applies during school hours as well as at other times and places,

including but not limited to, school buses, school-sponsored events, field trips, athletic functions, and any other activity where school administrators have jurisdiction over students. Other procedures may apply when a student is receiving special education services or has a 504 plan.

Disciplinary action may also be taken for off-campus incidents in accordance with Policy 9280, Students Charged with Community or Reportable Offenses as well as violations of Policy 1060, Bullying, Cyberbullying, Harassment or Intimidation. Any student who is suspended from school is precluded from attendance at or participation in extracurricular or school-related activities during the period of the suspension or expulsion. When a graduating senior is suspended for 10 days or less, and the period of suspension includes the day of commencement, the student may appeal directly to the Superintendent.

### **Student Dress Code** (Policy 9210)

Student dress and appearance are the basic responsibility of students and their parents/guardians as long as they are consistent with the school system's responsibility to ensure that school environments are healthy, safe and conducive to student learning. It is a violation of this policy for any student to wear attire that interferes with the educational mission of the schools, is disruptive to the school environment, or that could endanger the health or safety of that student or others during school hours and school activities. This includes, but is not limited to, attire that:

- Unduly exposes or reveals skin or undergarments. This may include: tank tops; halter tops; tops that are strapless, low cut, or expose the midriff; pants worn low or loose that expose skin or undergarments.
- Causes or is likely to cause a substantial or material disruption to school activities or the orderly operation of the school. This may include buttons, display bands, armbands, flags, decals or other badges of symbolic expression.
- Covers the head, including hats, sunglasses, bandanas, hoods and visors, or head coverings of any kind.

# Policies - Student Responsibilities and Behavior

- Depicts profanity, obscenity, the use of weapons, or violence.
- Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
- Promotes, implies or contains sexually suggestive messages.
- Depicts gang affiliation.
- Contains language or symbols that demean an identifiable person or group or infringe on the rights of others.
- Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.
- May damage school property.

Attire worn for medical reasons or required in practicing a religious belief is permitted. Student attire will support a healthy and safe academic school environment.

Any student failing to comply with the direction of an administrator is subject to disciplinary action in accordance with Policy 9200 Discipline and the Student Code of Conduct.



## Student Representation

*(Policy 2010)*

The Board of Education recognizes the value of contributions of students in the regular meetings of the Board and encourages this participation by establishing the position of Student Member to the Board of Education of Howard County and by establishing the position of student representative in each high school. The Student Member is elected by a plurality of student voters in Grades 6 through 11 countywide and serves a one-year term beginning with the first regularly scheduled meeting of the Board in July. Student representatives are elected in their high schools and serve a one-year term.

## Students' Rights and

### Responsibilities *(Policy 9020)*

The rights and responsibilities of individuals are preserved through the protection and preservation of the rights of others. Students have a responsibility for their own learning, for their personal conduct, and for the manner in which they exercise their rights. Students must accept the consequences of their actions. Students have the responsibility to participate in the educational program offered by their schools and, in doing so, are bound by the policies of the Howard County Public School System.

Students have specific responsibilities and rights related to school attendance; student expression, disciplinary action, due process, search and seizure, student records, student activities, use of school facilities, and non-discriminatory practices.

## Student Search and Seizure

*(Policy 9260)*

Authorized school officials have the right to search students, their possessions, and automobiles during the school day and at school-related activities when the school official has a reasonable belief that the student possesses an impermissible item. Additionally, authorized school officials may search property assigned to a student for school use, such as lockers, desks, electronic devices, and cubbies, at any time.

## Student Use and Possession of Tobacco Products *(Policy 9240)*

The use or possession of any tobacco product, cigarette rolling papers, or electronic cigarette products by students is prohibited in school buildings, in school vehicles, on school property and at school bus stops at all times.

For a first violation, the student and his/her parent will receive a referral form for a tobacco use cessation program administered by a public health agency or private provider. Failure to attend the Tobacco Management Class will result in a suspension for one school day.

For a second offense, the student will be given a suspension for three school days. The student will have the option of enrolling in a tobacco use cessation program administered by a public health agency or private provider instead of serving the suspension. The school administrator will provide the parent with a referral form for that program. If the student chooses this option, proof of enrollment must be provided to the school administrator. If proof of enrollment is not provided within five school days, the student will be required to serve the three-day suspension.

A student who violates this policy a third time will be given a suspension for five school days. The student will have the option of enrolling in a tobacco use cessation program administered by a public health agency or private provider instead of serving the five-day suspension. The school administrator will provide the parent with a referral form for that program. If the student chooses this option, proof of enrollment must be provided to a school administrator. If proof of enrollment is not provided within five school days, the student will be required to serve the five-day suspension.

For fourth and subsequent offenses, the student will be given a suspension for ten school days. A suspension of up to twenty school days will be assigned. The student may choose to serve the suspension or to enroll in and complete a tobacco use cessation program administered by a public health agency or private provider. If the student chooses this option, proof of enrollment must be provided to the school administrator before the student can

return to school. If proof of enrollment and completion are not provided, the student will be required to serve the designated length of suspension.

### **Students Charged with Community or Reportable Offenses** (Policy 9280)

The presence in school of a student who has been charged with a reportable offense or an offense related to membership in a criminal gang may compromise the safety and well being of students and/or staff, and may disrupt the educational process in the school. Students who are considered by school administrators to have engaged in community offenses may raise similar concerns.

Maryland law requires law enforcement agencies to inform the superintendents of local school systems when a student has been charged with a reportable offense or an offense related to membership in a criminal gang. The information is then shared with the principal of the school the student attends, who conducts an investigation.

A student may be disciplined under this policy when the school system has evidence of the offense in addition to the notice of charges and when the student's presence in school raises concerns for the safety and well being of students and/or staff or the order and general welfare of the school. If it is determined that the student poses no threat to the safety and well being of students and staff, no further action is necessary.

However, if deemed appropriate, the student may be disciplined and/or assigned to an alternative educational placement pending adjudication. If the student is suspended from school, the principal will promptly inform the student's parent(s) of the suspension. If the decision is made to place the student in an alternative educational setting, the student may not participate in extracurricular and school-related activities of his or her home school during the time in the alternative placement. While in the alternative placement, the student's performance and status related to any legal proceedings will be reviewed on a quarterly basis. Adjustments are made as appropriate.



### **Trespassing or Willful Disturbance** (Policy 3020)

The school system has the legal authority to take action when anyone willfully disturbs or otherwise prevents the orderly conduct of school system instruction, administration or activities. Additionally, Maryland law provides criminal penalties for any individual who trespasses on school property or fails to leave school property after being asked to do so by authorized personnel.

Any willful disturbance or interference with the orderly conduct of activities, including bodily harm or threats of bodily harm to an individual who is lawfully on school property; threats to a student or employee by any means including in-person, by telephone, or by electronic means; or any willful damage or defacing of school property or building is a violation of policy and may be a violation of the law.

Any individual who is found to be on school property after receiving prior legal notice that his/her access to school system property has been denied, or who remains on the property after being asked to leave, is considered to be trespassing.

When an individual commits any of the offenses noted above, the building administrator may take several actions:

- Explain how the individual's behavior is unacceptable.
- Issue a warning letter to the individual.

- Issue a letter that summarizes the disruptive behavior and any prior discussions or warnings and which informs the individual that any further incidents will lead to a formal denial of access.
- Issue a denial-of access letter.

When a denial-of-access letter is issued to the parent of a student enrolled at the school, the letter will explain how the parent may continue to discuss legitimate school issues regarding his or her child.

### **Weapons** (Policy 9250)

The presence of weapons on school property poses a serious threat to the safety and well being of students and staff. It is unlawful for any person to carry or possess any rifle, gun, knife, or deadly weapon of any kind on any public school property in the state of Maryland. A weapon, as defined by school system policy, includes: any gun, dirk knife, bowie knife, switchblade knife, star knife, buck knife, hunting knife, throwing star, razor, metal knuckle, Nunchaku, explosive device, or any other object or implement intended to cause harm to another or used in such a way as to cause harm to another. Any student found in possession of a weapon on school property will be suspended and the police notified. Possession of a gun, or any implement possessed under a circumstance that would reasonably lead a person to believe it was a gun, will result in expulsion.

**Mayfield Woods Middle School  
Student Supply List  
2015-2016**

SUPPLIES	GRADE 6	GRADE 7	GRADE 8
3-Ring Binder	1	1	1
1" Binder (poly/flexible)		1	
Loose Leaf Paper	constant supply	constant supply	constant supply
Dividers	(2) 8-pk	(2) 8-pk	(2) 8-pk
1-Subject Spiral Notebook	2	5	5
5-Subject Spiral Notebook	1		
Marble Composition Books	4	3	
Pocket Folders	4	7	5
Black or Blue Pens	constant supply	constant supply	constant supply
#2 Pencils	constant supply	constant supply	constant supply
Red Pen	1 per quarter	1 per quarter	1 per quarter
Highlighters	3	3	3
Glue Stick	constant supply	constant supply	constant supply
Ruler	1	1	1
Protractor	1	1	
Compass	1	1	
Scissors	1	1	1
Set of Colored Pencils	1	1	1
3 x 5 Index Cards – 100/pk	1 pack	3 packs	2 packs
3 x 3 Sticky Notes – 100/pk	1 pack	1 pack	1 pack

**Parents:** Throughout the year, your child's teacher(s) will identify items for donation that will be appreciated. One such item is boxes of tissues for classroom use. If you would like to donate these, please send them in with your child. Thank you.

The **TI-84 Plus Silver Edition Graphing Calculator** will be used regularly in your child's class. Graphing calculators are an important technology used in Howard County mathematics courses beginning with pre-algebra and extending through the end of the mathematics course sequence. Although students will be provided with a graphing calculator for use in school and have the ability to borrow one for out of school use, students are best served by having a personal calculator and becoming very familiar with how it is used to address a number of different type of mathematics problems. Students who go on to take mathematics courses in college will often be able to use the same calculator for college course work.