

EAGLES OF
ABERDEEN



VIRTUAL LEARNING
2020 - 2021

2020–2021 BACK TO SCHOOL CHECKLIST

- ☐ Bookmark the Harford County Public Schools website, www.hcps.org, for news, events, and important announcements. Find us on Facebook at HCPSSchools and at HCPSParentAcademy, on Twitter and Instagram and see us on YouTube.
- ☐ Create your Parent Portal account in the Blackboard Connect5 system to set your communication preferences for school and system-wide messages. If you have already done this, please log in and review your current information to make sure it is correct and up-to-date. Have your student's six-digit cafeteria PIN available when signing up and enter when asked for an Identification Code. Call your school directly if you do not know your student's PIN.
- ☐ Complete all necessary forms as they relate to student health and safety.
***Please note the following:** Free and Reduced Meal applications must be completed each year for this benefit to continue. Check with your health care provider to be sure your student's immunizations are up to date. Contact your school nurse if you need assistance.*
- ☐ Bookmark your school's Home Access Center (HAC) so your child's grades are just a click away. All schedules will be posted on August 28, 2020 after 5:00 p.m.
- ☐ Learn more about your school's Back to School Device/Material Pick-Up Day. Schools will be sharing this information soon.
- ☐ Find out about virtual back to school supplies from your child's school website.
- ☐ Sign up for your school's PTA/PTSA.

Computer issues and Solutions

Update not installing (continuously spinning for long periods of time).

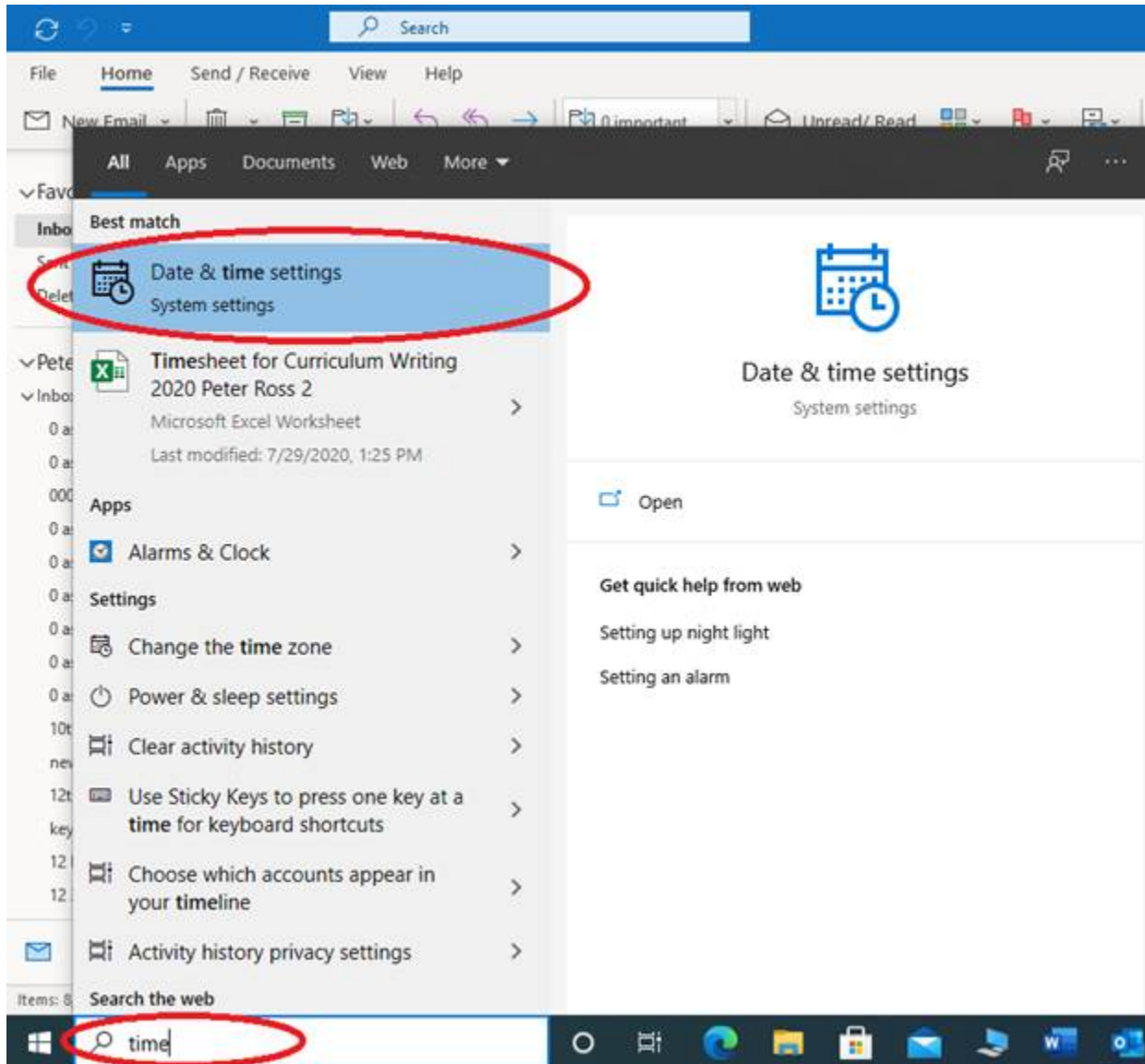
Solution: If the update was started at school it cannot reconnect to home Wi-Fi. The computer needs to be directly connected to the home modem with a network cable (cable not included). Or it needs to finish install connected an HCPS school's network.

Black screen with a mouse arrow

Solution: Hold down the power button on the computer until it restarts.

Time (time zone) not correct on computer.

students will need to change time zone on the computer (see picture below) it will not fix / change right away the network settings will sync / change overnight.



Solution: Once the device connects to Wi-Fi and communicate to a time server, it will auto-adjust. It may take some time or the next reboot of the device.

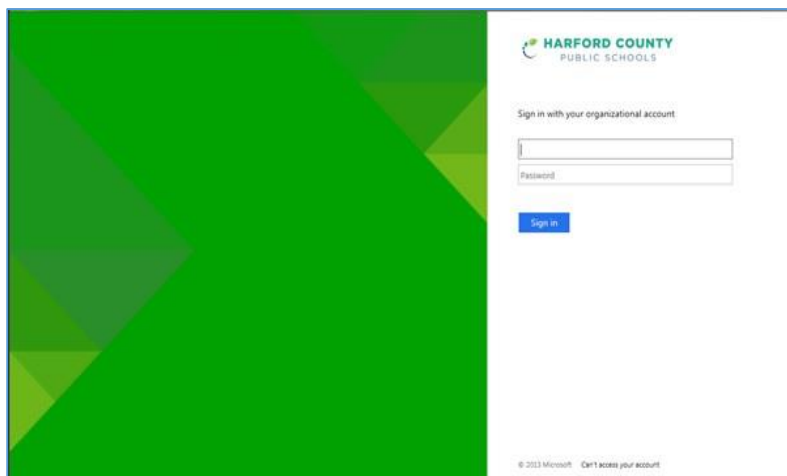
Headphones Do Not work

Solution: The work around is to tell the students to have their headphones plugged in while it is powered down. Turn it off while they are plugged in and it will work.

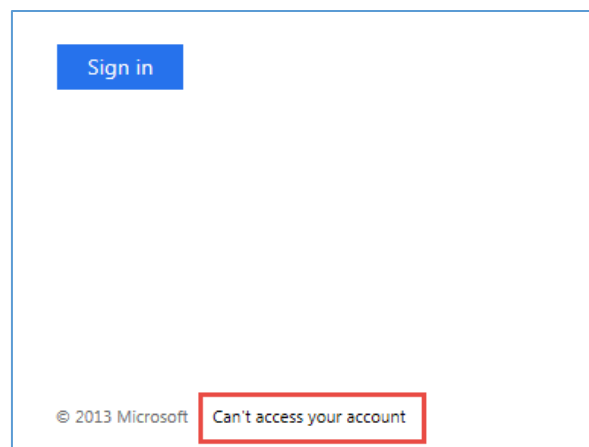
HOW DO I RESET MY PASSWORD FROM HOME

1. When logging into portal.hcps.org from a computer **not** connected to the HCPS network, you can reset your password by using the **Reset Password Utility**.

Before you can use the Reset Password Utility, you must have registered your account. If you have not done so, you will not be able to reset your password until you return to HCPS.



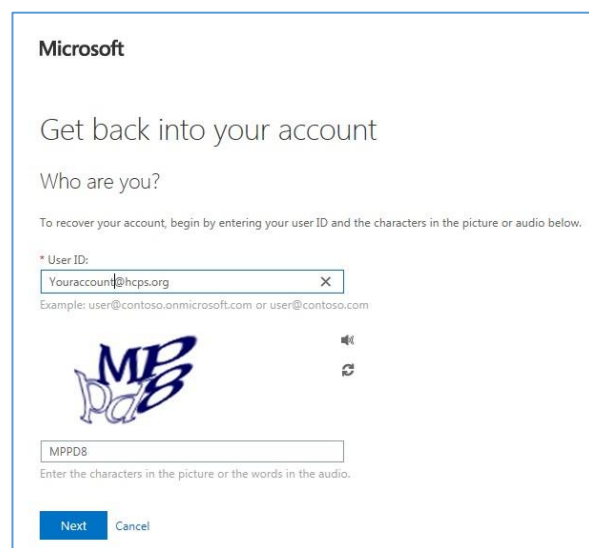
2. Click the [Can't access your account](#) link, found at the bottom of the screen on the login window.



3. **Students:**

Students:

Enter your firstname.lastname@student.hcps.org in the UserID: text field and type the distorted characters on your screen into the second text field. Click [Next](#).



4. Enter the verification data requested with the information that you used when registering for the Password Authentication process. Click the blue button to continue. (**Text** in this example)

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

In order to protect your account, we need you to enter your complete mobile phone number (*****65) below. You will then receive a text message with a verification code which can be used to reset your password.

555 555-1212

Text

Cancel

5. Enter the verification code sent to you into the text field **or** answer the security questions with the answers you submitted when registering. Click the **Next** button.

If the information you provide is not correct, you can click the **Try Again** button and enter the information again.

If you are unsuccessful, click the **Contact your administrator** for instructions on who to contact next.

Microsoft

Get back into your account

verification step 1 > choose a new password

Please choose the contact method we should use for verification:

☒ Text my mobile phone

☐ Call my mobile phone

We've sent you a text message containing a verification code to your phone.

123456

Next Try again Contact your administrator

Cancel

6. **Enter new password** and repeat it in the **Confirm new password** field. Click **Finish** and your password has been reset.

Note: Passwords must consist of a minimum of 8 characters and contain each of the following: upper case letters, lower case letters, and numbers. Some special characters may work but we recommend not including special characters.

Microsoft

Get back into your account

verification step 1 ✓ > choose a new password

* Enter new password:

.....

* Confirm new password:

.....

Finish Cancel

Guidelines for Students Self Reporting Attendance in a Virtual Learning Environment

Beginning September 8, 2020, the following steps will be taken by students in order to log daily attendance:

1. Students in grades K-12 will log onto his/her HCPS computer and go into the default browser home page (start.HCPS.org) and click on the Attendance application tile. No login is required if using an HCPS computer.
2. Parents and guardians of Pre-K students will receive further instructions from their child's school regarding attendance procedures.
3. If students are not using an HCPS computer, the student may access the Attendance application via the link posted on hcps.org or by entering the URL into the browser *attendance.hcps.org*. The student will be prompted for the student account login.
4. The student will report his/her attendance at any time between the hours of 7:00-10:00 a.m by clicking "I'm Here".
 - a. If the student does not report his/her attendance, then he/she will be marked with an unexcused absence.
 - b. The parent may choose to mark the attendance status for their child(ren) on a daily basis. This will require the student's login.
 - c. Students who are absent must provide appropriate documentation to the school regarding the reason for the absence. This may be in the form of an emailed absence note or a phone call.
Parents/guardians will receive specific instructions from their child's school as to who should be contacted.
5. Connect 5 attendance calls will be sent to parents/guardians at 12:15 p.m. daily, beginning September 21, 2020.

A/B Schedule Rotation 2020-2021																											
	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F	M	T	W	TH	F		
SEP	31	1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30			SEP	
		PD	PD	PD	PD	H	B	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	H	B	A				
OCT				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	OCT	
				B	A/B	A	B	A	B	A/B	A	B	A	B	PD MSDE	A	B	A	B	A/B	A	B	A	B	A/B		
NOV						2	3	4	5	6 +	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	NOV	
						PD	H	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	H	H		
DEC						Nov. 30	Dec1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	DEC	
						A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	H	H		
JAN						4	5	6	7	8	11	12	13	14	15	18	19	20	21	22 +	25	26	27	28	29	JAN	
						A	B	A	B	A/B	A	B	A	B	A/B	H	B	A	B	A/B	A	B	A	B	A/B		
FEB						1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	FEB	
						A	B	A	B	A/B	A	B	A	B	A/B	H	B	A	B	A/B	A	B	A	B	A/B		
MAR	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31 +			MAR	
	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A				
APR				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	APR	
				B	H	H	PD	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B		
MAY	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					MAY	
	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	A	B	A	B	A/B	H						
JUN							1	2	3	4	7	8	9	10	11	14*	15*	16*	17*	18*	21*					JUN	
							B	A	B	A/B	TBD	TBD	TBD	TBD	TBD												

KEY: "PD" – PROFESSIONAL DEVELOPMENT DAY-NO SCHOOL FOR STUDENTS; "H" – Holiday – Schools/Offices Closed

"A/B" – Essential Content/Asynchronous A/B as needed

"ED" – Early Dismissal Schools/Offices

- Monday, September 7, 2020 – Labor Day, Schools/Offices Closed
- Friday, September 25, 2020 – 3 HR Early Dismissal/PD
- Monday, September 28, 2020 – Holiday- Rosh Hashanah, Schools/Offices Closed
- Thursday, October 15, 2020 – 3 HR Early Dismissal/PD
- Friday, October 16, 2020 – MSDE Convention, Professional Development
- Monday, November 2, 2020 – Professional Development, Schools Closed
- Tuesday, November 3, 2020 – Election Day, Schools/Offices Closed
- Friday, November 6, 2020 – First Marking Period ends+
- Wednesday, November 11, 2020- Veterans Day, 3 HR Early Dismissal Schools/Offices
- Wednesday, November 25, 2020 – 3 HR Early Dismissal Schools/Offices
- Thursday – Friday, November 26 & 27 – Thanksgiving Holiday Schools/Offices Closed
- Wednesday, December 23, 2020 – Winter Holiday begins; 3 HR Early Dismissal Schools/Offices
- Monday, January 4, 2021 – School Reopens from the Winter Holiday
- Friday, January 15, 2021 - 3 HR Early Dismissal/PD
- Monday, January 18, 2021 – Dr. King's Birthday Observed – Schools/Offices Close
- Friday, January 22, 2021 – Second Marking Period/1st semester Ends
- Friday, February 12, 2021 - 3 HR Early Dismissal/PD
- Monday, February 15, 2021 – President's Day, Schools/Offices Closed

- Friday, March 5, 2021 – 3 HR Early Dismissal/PD
- Wednesday, March 31, 2021 – Third Marking Period Ends +
- Thursday, April 1, 2021 - 3 HR Early Dismissal/PD
- Friday – Monday, April 2 – 5 2021 - Easter/Spring Break, Schools/Offices Closed
- Tuesday, April 6, 2021 – Professional Development Schools Closed
- Wednesday, April 7, 2021 – School Re-Opens after Easter Break and Professional Development
- Friday, May 21, 2021- 3 HR Early Dismissal/PD
- Monday, May 31, 2021 – Memorial Day, Schools/Offices Closed

*This calendar contains the potential for 186 student days – 6 more than the state minimum requirement of 180. If schools are closed more than 6 days due to emergency conditions, weather-related or otherwise, it may be necessary to alter the school calendar.



September 2020				
7 CLOSED	8 B1-B2-B3-B4	9 A1-A2-A3-A4	10 B1-B2-B3-B4	11 FLEX DAY
14 A1-A2-A3-A4	15 B1-B2-B3-B4	16 A1-A2-A3-A4	17 B1-B2-B3-B4	18 FLEX DAY
21 A1-A2-A3-A4	22 B1-B2-B3-B4	23 A1-A2-A3-A4	24 B1-B2-B3-B4	25 FLEX DAY
28 CLOSED	29 B1-B2-B3-B4	30 A1-A2-A3-A4		
October 2020				
			1 B1-B2-B3-B4	2 FLEX DAY
5 A1-A2-A3-A4	6 B1-B2-B3-B4	7 A1-A2-A3-A4	8 B1-B2-B3-B4	9 FLEX DAY
12 A1-A2-A3-A4	13 B1-B2-B3-B4	14 A1-A2-A3-A4	15 B1-B2-B3-B4	16 CLOSED
19 A1-A2-A3-A4	20 B1-B2-B3-B4	21 A1-A2-A3-A4	22 B1-B2-B3-B4	23 FLEX DAY
26 A1-A2-A3-A4	27 B1-B2-B3-B4	28 A1-A2-A3-A4	29 B1-B2-B3-B4	30 FLEX DAY
November 2020				
2 CLOSED	3 CLOSED	4 A1-A2-A3-A4	5 B1-B2-B3-B4	6 FLEX DAY
9 A1-A2-A3-A4	10 B1-B2-B3-B4	11 A1-A2-A3-A4	12 B1-B2-B3-B4	13 FLEX DAY
16 A1-A2-A3-A4	17 B1-B2-B3-B4	18 A1-A2-A3-A4	19 B1-B2-B3-B4	20 FLEX DAY
23 A1-A2-A3-A4	24 B1-B2-B3-B4	25 A1-A2-A3-A4	26 CLOSED	27 CLOSED
30 A1-A2-A3-A4				
December 2020				
	1 B1-B2-B3-B4	2 A1-A2-A3-A4	3 B1-B2-B3-B4	4 FLEX DAY
7 A1-A2-A3-A4	8 B1-B2-B3-B4	9 A1-A2-A3-A4	10 B1-B2-B3-B4	11 FLEX DAY
14 A1-A2-A3-A4	15 B1-B2-B3-B4	16 A1-A2-A3-A4	17 B1-B2-B3-B4	18 FLEX DAY
21 A1-A2-A3-A4	22 B1-B2-B3-B4	23 A1-A2-A3-A4	24 CLOSED	25 CLOSED
January 2021				
				1 CLOSED
4 A1-A2-A3-A4	5 B1-B2-B3-B4	6 A1-A2-A3-A4	7 B1-B2-B3-B4	8 FLEX DAY
11 A1-A2-A3-A4	12 B1-B2-B3-B4	13 A1-A2-A3-A4	14 B1-B2-B3-B4	15 FLEX DAY
18 CLOSED	19 B1-B2-B3-B4	20 A1-A2-A3-A4	21 B1-B2-B3-B4	22 FLEX DAY
25 A1-A2-A3-A4	26 B1-B2-B3-B4	27 A1-A2-A3-A4	28 B1-B2-B3-B4	29 FLEX DAY

Synchronous Bell Schedule

Class	Start	Finish
Attendance	7:45	7:55
1 st Block	7:55	9:05
Break	9:05	9:15
2 nd Block	9:15	10:25
Break	10:25	10:35
3 rd Block	10:35	11:45
Lunch	11:45	12:45
4 th Block	12:45	1:55

2020-2021
3 Hour Early Dismissal Schedule

Homeroom:	7:45—7:55
Period 1:	7:55—8:35
Period 2:	8:40—9:20
Period 3:	9:25-10:05
Period 4:	10:10—10:55

RISE Behavioral Expectations Matrix – Online Learning Addendum

	R- Respectful	I- Intentional	S- Safe	E- Engaged
Synchronous Classes	<input type="checkbox"/> Always use appropriate and kind language <ul style="list-style-type: none"> Be aware of tone when speaking Be polite and encouraging <input type="checkbox"/> Keep mic muted when necessary <input type="checkbox"/> Speak when given permission <input type="checkbox"/> Allow others to speak when it is their turn without interrupting	<input type="checkbox"/> Be prepared for class and log in on time <input type="checkbox"/> Find a quiet, private area to work in with minimal distractions <input type="checkbox"/> Follow your teachers' directions and expectations during class	<input type="checkbox"/> Help classmates to feel comfortable sharing in the online class space <ul style="list-style-type: none"> Acknowledge others' boundaries Protect others' privacy <input type="checkbox"/> Protect the privacy of others in your home/workspace	<input type="checkbox"/> Actively listen and participate in lesson directions and activities <input type="checkbox"/> Focus on class by minimizing other activities (cell phones, TV, gaming etc.) <input type="checkbox"/> Take notes on important information <input type="checkbox"/> Put effort and dedication into all activities or discussions
Asynchronous Lessons/HW	<input type="checkbox"/> Communicate appropriately with teachers and classmates when necessary <input type="checkbox"/> Carefully listen to all feedback and respond appropriately if necessary	<input type="checkbox"/> Use appropriate resources to complete assignments <input type="checkbox"/> Allow yourself enough time to complete assignments and ask for help if needed <input type="checkbox"/> Turn all assignments in on time <input type="checkbox"/> Practice academic honesty	<input type="checkbox"/> Only use HCPS-approved resources to complete assignments <input type="checkbox"/> Follow directions and respect privacy when using audio/video recording <ul style="list-style-type: none"> Only include yourself and others with their permission 	<input type="checkbox"/> Connect asynchronous activities to what you have learned in class <input type="checkbox"/> Put effort and dedication into all activities <input type="checkbox"/> Appreciate learning activities
Electronic Communication Etiquette <i>(Email, Teams Chat, Discussion Board, etc.)</i>	<input type="checkbox"/> Use others' names when speaking/writing to them <input type="checkbox"/> Use kind, appropriate, and on-topic language <ul style="list-style-type: none"> Greet others Say "please" and "thank you" Use the "Praise-Question-Polish" technique <input type="checkbox"/> Be patient and allow others ample time to respond to you	<input type="checkbox"/> Use electronic communication forums for their designed purpose <input type="checkbox"/> Be specific when asking for clarification, assistance, or feedback <input type="checkbox"/> Use clear, professional, and correct diction, grammar, and mechanics	<input type="checkbox"/> Use your HCPS resources to communicate about all school-related matters <input type="checkbox"/> Help others feel heard, appreciated, and respected <input type="checkbox"/> Inform teacher/administrators immediately if you have any concerns about privacy, respect, or safety	<input type="checkbox"/> Read others' responses, feedback, questions, etc. carefully and in a timely manner <input type="checkbox"/> Respond to others thoughtfully and in a timely matter <input type="checkbox"/> Provide relevant, insightful, and on-topic comments and feedback
Internet Use/ Research	<input type="checkbox"/> Give credit to others when selecting, using, or citing sources <input type="checkbox"/> Appreciate and show gratitude for others' expertise	<input type="checkbox"/> Use appropriate citation practices <input type="checkbox"/> Choose resources thoughtfully <ul style="list-style-type: none"> Consider your purpose Be mindful of audience Assess reliability, authority, and accuracy <input type="checkbox"/> Ask for assistance or recommendations from teachers/media specialists when needed	<input type="checkbox"/> Use HCPS approved and suggested resources (i.e. databases, webtools, Office 365 programs) <input type="checkbox"/> Only use your HCPS device for academic purposes <input type="checkbox"/> Avoid sources that ask you to provide any personal information	<input type="checkbox"/> Learn about and practice using multiple online resources <input type="checkbox"/> Consider your learning style and needs when using and selecting resources

Aberdeen High School

251 Paradise Road
Aberdeen, MD 21001
Main Office 410-273-5500
School Counseling Office 410-273-5585
Fax 410-273-5587
www.hcps.org

Student Handbook and Planner 2020-2021

The mission of Aberdeen High School is to inspire students to contribute wisdom, integrity, patriotism, compassion, and leadership to a global society. We provide a rigorous academic program where accountable educators lead students to take responsibility for learning and achievement.

Maryland Youth Crisis Hotline 800-422-0009

NOTE: Information in this planner is accurate at the time of printing and is subject to change without notice.

TABLE OF CONTENTS

GENERAL INFORMATION

Principal's Message	1
Mission Statement.....	2
Beliefs and Expectations.....	2

SCHOOL REGULATIONS AND PROCEDURES

The School Day	2
Bell Schedule	2
School Closings Due to Inclement Weather	2
Home Access Center (HAC) and Email.....	2

HARFORD COUNTY BOARD OF EDUCATION ATTENDANCE POLICY

General Regulations.....	3
Recording Attendance.....	3
Recording Absences.....	3
Standard for Regular Attendance and Actions or Consequences.....	4
Make Up Work Procedures.....	5
Lateness to School	5
Class Truancy-Cutting	6
Class Lateness.....	6
Proof of Residency.....	6

GENERAL SCHOOL PROCEDURES

Backpacks-Student.....	7
Bottles	7
Cafeteria.....	7
College Visitation	7
Detention.....	7
Dress and Appearance.....	7
Drop off Items and Other Deliveries.....	9
Extra-curricular Activities	9
Hall Passes	10
Health Suite.....	10
Inappropriate and/or Excessive Displays of Affection	10
Laser Pointers	10
Lockers	10
Lost and Found	11
Medications.....	11
Portable Audio Visual Devices	12
Cellular Phone Policy (Portable Communication Devices)	12
Posters.....	12
Prohibited Items During The School Day	13
Safety Drills	13
School Store.....	13
Skateboards.....	13
Student Parking.....	13
Student Planners	14
Textbooks	14
Theft and Vandalism.....	14
Visitors.....	15
Withdrawal/Transfer.....	15

DISCIPLINARY CODE FOR ABERDEEN HIGH SCHOOL

General Information.....	15
Academic Dishonesty	15
Disrespect	15
Insubordination	16
Misconduct at Other Schools	16
Student Smoking Policy.....	16
Suspension from School	16

BOARD OF EDUCATION OF HARFORD COUNTY POLICIES AND PROCEDURES

General Information.....	17
Behavior Which Has Taken Place Off of School Property	18
Restitution.....	18
Student Possession, Use or Transference of Controlled Dangerous Substances, Medicines and Alcohol.....	18
Alcohol Detection Devices	19
Verbal or Physical Threat and/or Physical Attack on Staff.....	19
Dangerous Weapons	20
Arson/Fire	20
Sexual Harassment.....	20
Bullying, Cyberbullying, Harassment, or Intimidation Policy.....	21
Hate/Bias Incidents	21
Prohibition of Gang Activities	22
Transportation	22
Discipline Procedures- Bus.....	23

ACADEMIC POLICIES

Eligibility Policy for HCPS	23
Grading Policy and Final Examination.....	24
Homework Policy	25
High School Assessments	26
Partnership for Assessment of Readiness for College and Career	26

STUDENT SERVICES

Acceptable Use and Internet Safety Policy for Students.....	26
Counseling Services.....	27
College Counseling Services	27
Naviance/Family Connection	27
Graduation Requirements	28

APPENDIX

Daily Assignment Planner	29
On-line Student User Agreement.....	70
Instructional Block Rotation	71
Honor Code for Aberdeen High School.....	73
Concussion Information Sheet.....	74
Sudden Cardiac Arrest Information Sheet	76
Concussion and Cardiac Arrest Confirmation of Receipt Form	78

Dear Parents,

Our school vision is to help every student to move on to post-secondary education after high school. We define post-secondary education as community college, college/university, trade school, or the military. In our global economy, jobs are not available for young people to begin their careers with no formal education after high school. In order for us to partner together to assist your son/daughter with academic performance, the following are expectations for parents:

- _____ Attendance and timeliness to school are the parent's responsibility. Students are expected to maintain a 95% or better attendance rate to school. Excusal notes are expected for all absences or incidents of lateness. If a student has 5 or more unexcused absences or incidents of lateness, the parent will be required to personally sign his/her child into school.
- _____ Ensuring that students come to school within the dress code is the parent's responsibility. Please review the dress code and ensure that students are properly dressed each day before coming to school.
- _____ Parents are required to have a Home Access Center (HAC) account and have an email linked to the account. Important information will be emailed to parents during the year through this email account.
- _____ We have periodic Parent-Teacher Conference Nights during the year. The expectation is that parents attend Parent-Teacher Conference Nights at a minimum if their child has below a 70% in any class.
- _____ We provide this Student Planning Guide to every student free-of-charge. The expectation is that homework assignments, projects, and tests/quizzes will be written in the planner every day and brought home. The expectation is that parents review the assignments with their child each night to ensure that all homework is complete and the student is prepared for all assessments, until such time as a student can be responsible to complete these tasks independently. Completed homework and preparation for assessments are a shared responsibility between students and parents. If a student loses his/her planner, another will be provided, and \$5 will be charged to the student's financial obligation, which will need to be paid by the end of each school year.
- _____ The parent's responsibility is to ensure that students understand all school rules and policies set forth in this handbook. Please read through the handbook with your child and email michael.quigg@hcps.org if you have any questions.
- _____ The parent's responsibility is to make sure his/her child is responsible for proper use of personal communication devices at school and at home. Students should not be using their cell phones during the school day unless specifically authorized by a teacher or administrator. Parents should routinely check all social media coming from their child to ensure that he/she is not a victim or perpetrator of bullying/cyber bullying.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

ABERDEEN HIGH SCHOOL MISSION STATEMENT

The mission of Aberdeen High School is to inspire students to contribute wisdom, integrity, patriotism, compassion, and leadership to a global society. We provide a rigorous academic program where accountable educators lead students to take responsibility for learning and achievement.

BELIEFS AND EXPECTATIONS

The Aberdeen High School community believes and expects that every child deserves:

- to attend school in a welcoming and safe learning environment;
- to be well-known and supported by at least one adult within the school community;
- to be held to the highest level of behavioral expectations and academic achievement;
- to receive a personalized educational program that allows for choice and specialization based on individual talents and interests;
- to develop an appreciation for life-long learning and an acceptance of social responsibility within the school community.

SCHOOL REGULATIONS AND PROCEDURES

THE SCHOOL DAY

A warning bell will sound five minutes prior to the beginning of homeroom. If students are not in their homeroom by the designated time, they will be considered tardy to school and required to sign-in at the Late Desk. The schedule of class modules will rotate. The calendars will not be modified for late openings or early dismissals.

After 2:15 pm, all students who remain in the building must be under the supervision of a teacher or coach.

NORMAL BELL SCHEDULE

Warning Tone	7:20
Homeroom	7:25 – 7:35
Class Change	7:35 – 7:40
Instructional Period 1	7:40 – 9:05
Class Change	9:05 – 9:10
Instructional Period 2	9:10 – 10:35
Class Change	10:35 – 10:40
Instructional Period 3	10:40 – 12:30
Class Change	12:30 – 12:35
Instructional Period 4	12:35 – 2:00
Dismissal	2:00
First Lunch	10:35 – 11:00
Second Lunch	11:05 – 11:30
Third Lunch	11:35 – 12:00
Fourth Lunch	12:05 – 12:30

TWO HOUR DELAY

Warning Tone	9:20
Homeroom	9:25 – 9:30
Class Change	9:30 – 9:35
Instructional Period 1	9:35 – 10:25
Class Change	10:25 – 10:30
Instructional Period 2	10:30 – 11:20
Class Change	11:20 – 11:25
Instructional Period 3	11:25 – 1:05
Class Change	1:05 – 1:10
Instructional Period 4	1:10 – 2:00
Dismissal	2:00
First Lunch	11:20 – 11:45
Second Lunch	11:46 – 12:11
Third Lunch	12:13 – 12:38
Fourth Lunch	12:40 – 1:05

SCHOOL CLOSINGS DUE TO INCLEMENT WEATHER

If the weather is such that schools will be closed, announcements are made over radio and television stations, as well as on the HCPS website, www.hcps.org. Calls should NOT be made to the stations, to the school, to the Board of Education, or to the local police. These telephone lines and personnel should not be tied up with needless calls, so that they may be available to respond to emergencies. The Central Office also generates an automated message concerning the school closing.

When schools are closed or dismissed early because of bad weather, all after-school activities—plays, dances, athletic activities, etc.—are automatically canceled. All students must leave school immediately after being dismissed.

Students who are approved as “work experience”, “college waiver”, or “part time” must attend school on delayed days due to inclement weather.

HOME ACCESS CENTER (HAC) AND E-MAIL

Parents and students have the ability to monitor academic progress and communicate with teachers using their Home Access Center account. Students and parents will be provided passwords and directions to access their specific “page” during the first weeks of school. The information contained on the student “pages” is confidential and will allow students and parents the opportunity to view their progress in a class on the schedule set by individual teachers.

Teachers will update HAC at least four times per quarter, two of which are at interim time and at the end of the quarter.

The expectation is that parents have an email address connected to HAC so that grades can be checked by parents. Also, important announcements and information will be provided through your HAC email.

HARFORD COUNTY BOARD OF EDUCATION ATTENDANCE POLICY

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

GENERAL REGULATIONS

- Each child who resides in this state and is five years old or older and less than 18 years of age, shall attend a public school regularly during the entire school year, except under specific provisions of Maryland law or regulation.
- A student is considered in attendance at school when participating in school-sponsored activities during the school day, and when that participation is approved by the local superintendent of schools, the school principal, or their designees.

RECORDING ATTENDANCE

- **Students Scheduled for a Full Day** – A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present half day if in attendance for at least two hours of the school day, but less than four hours. A student is counted as tardy to school if the student is absent less than two hours in the morning. It is considered an early dismissal if the student is absent less than two hours before dismissal.
- **Late Opening or Early Dismissal of School due to Inclement Weather or Planning Day** – A student is counted present for a full day if absent no more than 30 minutes of the school day. A student is counted present for half day if present for at least two hours in the morning. It is considered an early dismissal if the student is absent less than 30 minutes before dismissal.
- **Students Scheduled for a Partial Day** – A student scheduled for a partial day is to be counted present based on the amount of time he/she is scheduled. Example: A student scheduled for a two-hour block of time will be counted present for a full day if the student is in attendance for that entire block of time. If the student is absent for that entire block of time, the student will be counted absent for a full day. A student scheduled for a two-hour block of time will be counted present for one-half day if the student is in attendance for one hour.

RECORDING ABSENCES

Lawful Absences

-Death in the immediate family – the immediate family shall include parent, siblings, grandparents, a person who is the primary care provider, or anyone who lives regularly in the household of the student, and others as determined by the school principal.

-Illness of the student – the principal may require a physician's certificate from the parent(s)/guardian(s) of a student reported continuously absent for illness. Continuously absent means either a number of consecutive absences or total absences in excess of the standard for regular attendance for which, in the principal's judgment, medical documentation is required.

-Court summons

-Hazardous weather conditions – hazardous weather conditions that would endanger the health or safety of the student when in transit to and from school.

-Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local superintendent of schools, the school principal, or his/her designees, as reason for excusing the students.

-Observance of a religious holiday – the absence of a student to participate in the observance of a major religious holiday shall not prevent them from achieving a "Perfect Attendance" certificate or other appropriate recognition for attendance. Major tests, field trips, the taking of student pictures and similar activities should not, insofar as possible, be scheduled during religious holidays.

-State of emergency

-Suspension

-Lack of authorized transportation – this shall not include students denied authorized transportation for disciplinary reasons.

-Other emergency set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

-Family vacation or family trip – a family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that, on some occasions, working parents/guardians have little control over the time of the year when vacations or trips may be taken. Family vacation absences are considered lawful only if they have prior written approval of the principal and do not exceed five days per school year. Written requests must be made at least ten school days in advance of the requested vacation absence and after approval, parents/guardians and students are responsible for requesting assignments. If a family vacation or trip is not approved by the school principal, the parent/guardian may contact the appropriate executive director to discuss the matter. Requests that exceed five days per year may be approved by the superintendent's designee.

-Unlawful Absence – An absence, including an absence for any portion of the day, for any reason other than those cited as lawful is presumed to be unlawful and may constitute truancy.

-Truancy – A truant is a student who is absent for a school day, or a portion thereof, without lawful cause.

-Habitual Truant – A student is a habitual truant if he/she is unlawfully absent from school for a number of days or equivalent days in excess of six percent of the school days within any marking period, semester or year.

-Repeated unlawful absences will require a school conference between the appropriate school personnel and parent(s)/guardian(s) and may result in a referral to the pupil personnel worker. Any student who meets or exceeds five days of unlawful absence in a quarter must be referred to the pupil personnel worker.

-Tardiness – Any student(s) arriving up to two and one-half hours late to school shall be considered late to school. More than two and one-half hours late would be considered absent one-half day. Students arriving with less than two hours remaining in the school day would be considered absent the entire day. Students leaving school with more than two and one-half hours remaining would be considered absent one-half day. Individual schools have defined opening times when students are expected to be present. Students arriving after the designated time are marked tardy; however, depending upon the time of arrival, the student may be considered absent for a half day. Excessive tardiness will require the school to take disciplinary action.

STANDARD FOR REGULAR ATTENDANCE AND ACTIONS OR CONSEQUENCES

The standard for regular attendance is the minimal requirement for student attendance in order to permit continuity in the instructional program. The standard includes both lawful and unlawful absences within a marking period, semester or school year. The minimal standard is no more than four total days absent per quarter.

The actions taken when the standard is not met should reflect a continuum of consequences for increasing absenteeism. School officials may waive these actions when they are aware of circumstances beyond the student's control, such as documented chronic illnesses, etc. In addition, students who receive services under an IEP or 504 plan may not necessarily be subject to the consequences for failing to meet the attendance standard.

• All Schools - Beginning with the fifth absence and/or tardiness, the parent/guardian will be notified in writing. Continuing absence and/or tardiness of the student will result in the initiation of one or more of the following actions:

- Conference with the parent/guardian, student and the principal or designee.
- Referral to student services team and/or the pupil personnel worker for appropriate intervention.
- Probationary time period - verbal agreement.
- Written contract.
- After-school detention.
- Saturday school (non-teaching day attendance).
- Removal of school privileges.
- Restriction of extracurricular activities.
- In-school suspension (due process procedures followed).

Referral to Student Services for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

• High Schools – Following the second day of unlawful absence in a semester course, the parent/guardian will be notified in writing of the imminent danger of loss of the one-half credit for the course. On the fifth day of unlawful absence, the student loses credit for the semester course. Parents/Guardians will be notified in writing of the loss of credit and made aware of the appeal process. Following the sixth day of unlawful absence in a full-year course, the parent/guardian will be notified in writing of the imminent danger of loss of the full one-credit for the course. On the 11th day of unlawful absence, the student loses credit for the full-year course. Parents/Guardians will be notified in writing of the loss of credit and made aware of the appeal process.

MAKE UP WORK PROCEDURES

There shall be no make-up work given to students who have been unlawfully absent. The make-up policy for short term (five days or less) lawful absence shall be:

- It will be the responsibility of the student and parent/guardian to request missed assignments.
- Students will be given the number of days equal to the number of days absent to turn in completed make-up work. Assignments may be provided, when possible, in advance of a lawful absence if requested by parent/guardian at least five days in advance of the absence and approved by the principal or designee. Submission of the make-up work provided in advance is required upon the return of the student to school unless extenuating circumstances have been documented.

The make-up work policy for extended (six days or more) lawful absence shall be:

- It will be the responsibility of the parent/guardian to request designated school officials to arrange for make-up work.
- The teacher will provide the required make-up work in a method chosen by the teacher and will collect and correct the make-up work. A reasonable timeline for the completion of the work will be established. It is recommended that this exchange of completed and newly assigned work be done on a weekly basis.
- The student will be accountable to complete all assigned make-up work.
- All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline.
- It is the responsibility of the student and the parent/guardian to initiate the request and obtain work from the teachers and return the completed work within the allocated timeframe.
- Students permitted to enroll in the Alternative Education Program as a result of a long-term suspension do not have the option to receive make-up work from the home school.

If a student has an attendance rate below 90%, it is expected that all absences will be documented with a note from a physician excusing all absences until such time as the attendance rate rose to an acceptable level above 90%. Extenuating circumstances should be communicated to the principal by the parent.

LATENESS TO SCHOOL

Students arriving up to two hours late to school shall be considered late to school. Students arriving late two hours or more shall be considered absent one-half day. Students arriving with less than two hours remaining in the school day shall be considered absent the entire day. Students leaving school with more than two hours remaining would be considered absent one-half day. **All students are required to be in homeroom by 7:25 am. Any time a student is late to school, a note should be provided by the parent/guardian to explain the reason for the lateness.**

Continued unexcused lateness to school will result in the following consequences:

1st unexcused lateness: Lunch Detention served on date of unexcused lateness

Subsequent Times – The following disciplinary actions may be taken in response with continued unexcused lateness to school:

- Lunch Detention
- Parent Conference
- Administrative detention
- Attendance contract
- Restriction of school privileges
- Referral to Social Services if parents are non-compliant in signing their children into school.

After the 5th unexcused lateness or 10th excused lateness to school, students must be signed in by a parent/guardian for each incident of lateness to school.

CLASS TRUANCY—CUTTING

Unexcused absences will be cause for disciplinary action and possible loss of academic credit (See UNLAWFUL ABSENCE). Class cutting occurs when a student:

- Leaves school without being signed out in the appropriate administrator's office
- Does not report to an assigned area or destination.
- Becomes ill and goes home or remains in the restroom instead of reporting to the health suite.
- Is in the cafeteria for additional lunchtime.
- Is unable to account for their whereabouts in regard to class time.

Once a student arrives on school property by bus or other means of transportation, he/she is not permitted to leave school property without prior administrative permission. Leaving school grounds without permission is a serious form of truancy that will result in disciplinary action.

Failure to attend individual classes shall result in the teacher giving zero credit for that day's assignments and referral to the appropriate administrator for further discipline. The following disciplinary actions may be taken in response to an administrative referral for class cutting:

- Administrative detention
- Parent conference
- Attendance contract
- Restriction of school privileges
- Restriction of extracurricular activities
- In-School Suspension

CLASS LATENESS

It is the responsibility of each student to report to class on time. Students who are late to class will receive a teacher-assigned detention. Chronic lateness to class or failure to serve the teacher-assigned detention will result in a referral to the appropriate administrator.

PROOF OF RESIDENCY

When registering for enrollment into a Harford County public school, proof that the student is domiciled in Harford County with the child's parent(s)/legal guardian(s) is required. Proof of residency must be updated each time residency changes. The following are types of acceptable documentation that may be acceptable for proof of residency:

- Current monthly utility bill dated within 90 days of enrollment (e.g. BGE, Comcast, Verizon, landline phone). The utility bill must show name, service address, usage, and charge. Note: A Start Up Notice or pink Turn Off Notice is not acceptable.
- Settlement papers or a lease agreement must be submitted to the Pupil Personnel Worker (PPW) in your attendance area if the family is new to Harford County or has recently changed residence. A follow-up utility bill will be required.
- All documents must be originals, dated within 90 days of registration.

Examples of documents that are unacceptable as proof of residency:

- Driver's license
- Property tax bill
- Water bill
- Cell phone bill

Families who do not have a house or apartment of their own, but live with a relative or friend, are required to submit a notarized Multi-Family Affidavit as proof of residency for each year the student and parent/guardian are in a shared housing/multi-family living arrangement. Review of the multi-family/shared living arrangement will be conducted by the Pupil Personnel Worker (PPW) in your attendance area. Special documentation must be on file.

GENERAL SCHOOL PROCEDURES

BACKPACKS - STUDENTS

Due to the importance of maintaining a safe environment in the school, book bags and backpacks must be stored in lockers or designated areas during the day. The school principal will have the authority to make exceptions based on medical or health conditions, or disability. Harford County Public Schools shall not assume responsibility for the theft, loss, or damage to a student's backpack or similar item, or its contents.

The following conditions shall apply:

- **Book bags, backpacks, etc. shall be stored in the student's assigned locker or designated area.**
- **Musical instrument cases shall be stored in the music room or designated storage area.**
- **Athletic bags and gear shall be stored in either the student's locker, assigned physical education locker, or designated storage area, as appropriate.**

If any student is determined to be in violation of this policy, the school administrator will take corrective action, including, but not limited to the following:

- Requiring the student to place the item in his/her locker.
- Taking reasonable steps to notify the parent.
- Initiating progressive disciplinary action for repeated violations for insubordination, as appropriate, which may include suspension from school.

The principal or assistant principal may make a reasonable search of a student, including the search of a student's backpack or other belongings, on the school premises, if he/she has a reasonable belief that the student is in possession of an item, the possession of which is a criminal offense under the laws of the State of Maryland, or a rule or policy of the Board of Education.

BOTTLES

Glass bottles are not permitted in school.

CAFETERIA

The conduct of students going to lunch and returning to classes should be quiet and orderly. Students must remember that while at lunch, classmates are in class and should not be disturbed. During the lunch block, all students are to remain in the cafeteria. **All food and drink must be consumed during lunch in the cafeteria.** The responsibility of students is to ensure that all dining areas are left clean and neat.

- Breakfast will not be served after 7:20 a.m.
- Lunch lines will close 5 minutes prior to the end of each lunch shift.

COLLEGE OPEN HOUSES AND OTHER COLLEGE CAMPUS VISITATIONS

Excused absence will be provided for up to three days if the student submits a written parent request two days before the visitation. The request is to be submitted to your administrator. Students should see their teachers before the college day to find out what work will be missed. Students are discouraged from missing the school day for college events that can be attended during the evening or weekend. College visitation excuses are only available to eleventh and twelfth graders.

DETENTION

When a student is assigned administrative detention, his/her responsibility is to serve the detention as assigned.

- If a student is absent on the scheduled day of his/her detention, the student is responsible to meet with the appropriate administrator to reschedule the assigned detention.
- Failure to serve detention may result in further disciplinary action to include Saturday detention, ISS, or suspension.
- Continued non-compliance may result in suspension.
- Appropriate transportation arrangements must be made by the student. 24-hour notice will be given.

DRESS AND APPEARANCE

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, inoffensive, and not disruptive to the educational process. The student dress code is intended to create a positive climate for teaching and learning, reduce the possibility of discipline problems, and improve school order and safety. The intention of the policy is to seek compliance from students and to avoid disciplinary action unless there are repeated offenses or serious aggravating circumstances. Students' style of dress or grooming must meet the reasonable requirements of a course or activity. Accordingly, students are prohibited from wearing clothing, headwear, jewelry, tattoos, sunglasses, book bags, or other articles of personal appearance that:

- Depict profanity, obscenity, the use of weapons, or violence;
- Promote the use of tobacco, drugs, alcohol, or other illegal or harmful products;
- Contain sexually suggestive messages;
- Unduly expose or reveal skin or undergarments such as tank tops*, tube tops, halter tops, mesh tops, bare midriff tops, spaghetti straps, pants worn below the hips, short-shorts, miniskirts or bedtime attire;
- Contain language or symbols that offend or demean an identifiable person or group or otherwise infringe on the rights of others;
- Cause or is likely to cause a substantial or material disruption to school activities or the orderly operation of the school, including, but not limited to, swastikas and gang-related attire;
- Contain profane, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior;
- Endanger health or safety.
 - * A tank top is a sleeveless garment with wide shoulder strips that dips well below the neckline. The top is typically “U” or “V” shaped, exposing a broad area of the shoulder, upper chest, and neck. Tank top straps are typically 2 to 4 inches wide. Tank tops, especially those with thinner straps, do not sufficiently conceal components of the undergarments and/or body parts.
 - * Tank top straps for females must be a minimum of 2 inches wide. Males are not to wear tank tops.

Exceptions under this policy shall be given consideration in the following instances:

- When a student wears an article of dress or other item which is a lawful exercise of his/her right to freedom of expression or freedom of religion;
- When an accommodation is necessary due to a documented medical or health reason, but only as authorized by the school principal;
- When an authorized activity, such as athletics or band, requires different attire, but only upon the direction of the coach or faculty sponsor of the activity.

Special Provisions and Restrictions

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

Physical Education

- Proper physical education apparel and shoes are to be worn. For secondary students, the appropriate school physical education uniform should be worn.
- The following jewelry items will not be worn in physical education classes: earrings, bracelets, rings, and necklaces.
- Jewelry that needs to be removed for physical education class shall be the responsibility of the student.

Clothing

- Clothing worn in such a manner as to reveal undergarments or bare skin between the upper chest and mid-thigh are not permitted.
- Skirts, dresses, and shorts must be no shorter than the student’s longest fingertip when the student’s hands are held at his/her side.
- Pants
 - Shall be secured at the waist;
 - Must not touch or drag on the ground;
 - Must not reveal undergarments or bare skin while sitting or bending;
 - Must not have any holes or tears above the knee;
 - The crotch of the pants shall be no longer than the student’s longest fingertip when the student’s hands are held at his/her side;
 - The bottom of the pants must be no wider than the length of the wearer’s shoes.

Outerwear

- It is a general expectation that outer garments, including, but not limited to lightweight jackets, hats, etc. are not to be worn during the school day.

Headwear

- Headwear, including, but not limited to hats, visors, doo rags, sweatbands, and bandanas are not to be worn during the school day. It is also not appropriate for students to wear hooded sweatshirts with the hoods over the head.

Jewelry

- Jewelry/body piercing (example: spiked jewelry, chokers, rings, bracelets) that pose a health or safety hazard or is disruptive to the orderly process of the school is not permitted.

- Chains that could cause injury to others are not permitted. Aberdeen High School prohibits chains worn on clothing that exceed the length needed to secure a student's wallet to his or her belt loop.

Sunglasses

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

School Responsibilities

The principal will inform students, parents/guardians, and staff of the dress code policy at the beginning of each school year and throughout the school year, when deemed appropriate. This may be done in the following ways:

- Review of the policy as part of the general orientation to the new school year for students;
- Publish the information in the student handbook;
- Publish the information in school newsletter;
- Post the information on a bulletin board;
- Public address announcement;
- Review of the policy to new students through the registration process.

Where there is evidence that a student's attire or personal appearance violates this policy, the principal or designee shall investigate and take corrective actions, including but not limited to the following:

- Requiring the student to remove or change the item;
- Taking reasonable steps to notify the student's parents of the violation;
- For repeated violations, initiating progressive discipline for insubordination as appropriate, which may include suspension from school.

Attire shall be prohibited, if, in the judgment of the local school administrator, such attire may negatively impact safety, health, or the positive climate for teaching and learning in the school.

Principals will have the authority to suspend or waive the restrictions on clothing for social events such as, but not limited to, proms, homecoming dances or school-sponsored activities aimed at promoting school spirit.

While arguments can be made for individuality in relation to dress at school, some measure of this must be relinquished by students traveling in groups from the school to other places; this would include athletic teams, choral groups, or any other organization representing the school, as well as classes on field trips. Teachers chaperoning such events are expected to assure that those students who participate represent the school appropriately in appearance and behavior.

It is the responsibility of the parents to make sure students are dressed appropriately and per the dress code. Boys' pants must be secured around the waist and not showing underneath shorts or underwear. Tank tops are not allowed for boys. Girls need to wear tops that do not show undergarments or the mid-section and are not overly revealing. Girl's shorts or skirts should be as long as their hands when resting to their sides.

DROP OFF ITEMS AND OTHER DELIVERIES

Parents are permitted to bring in forgotten items from home that contributes to the instructional and extra-curricular program at Aberdeen High School. This includes homework, projects, instruments, athletic gear, etc. Parents may bring a home-made lunch to school or drop off money if a student forgets. **Parents may not bring outside food products, fast food, delivery items, flowers, etc. These items will not be held in the main office and students will not be called out of class. Students will not be permitted to bring fast food/ outside food products into the cafeteria.** Parents who habitually break these rules can be subject to banning from the building.

For safety reasons, balloons are not permitted on HCPS buses. If a student who rides a bus receives balloons at school, he/she must make other arrangements for transportation home.

EXTRACURRICULAR ACTIVITIES

Behavior at extracurricular activities is expected to be in accordance with Aberdeen High School's discipline policies. Rules exist at both home and away events for participants and spectators. Spectators are not allowed to bring backpacks, bicycles, or skateboards into the school or stadium during events. Students who are not behaving appropriately may be subject to one or more of the following disciplinary actions:

- Immediate removal from the activity without refund;
- Possible involvement by the local law enforcement agency;
- Suspension from school;
- Mandatory parent/student conference with an administrator;

- Loss of further privilege of attending extracurricular activities for the remainder of the current school year.

HALL PASSES

All students must have a pass when in the hallways during class time. Contained in the back of this Planner are Hallway Passes that are to be used by students when leaving class. Passes from specific areas i.e. the Nurse, School Counseling Office, Journalism, Yearbook, and the Main Office must have the date, time, and a correct signature. **If this planner is defaced in anyway, the holder forfeits the right to use it as a hall pass. The loaning of Student Planner for the use of the pass is discouraged and staff may confiscate a planner, if it is being used by a student other than the owner.** Students must purchase a new planner in the School Store, if the one provided to them is lost. The replacement cost is \$5.00.

Students who have been found guilty of truancy, cutting class, or “hall walking” may lose their ability to leave class with a pass. In this case, teachers would be notified that in case of an emergency, the student would need an administrative escort to leave the class.

HEALTH SUITE

A student who becomes ill during the day, or experiences an accident, must report this to his/her teacher. The teacher may send the student to the Health Suite. No students may report to the Health Suite without a pass from their teacher. Students in violation of these rules are considered truant. The school nurse is responsible for assessing health situations. The nurse will decide whether the student is able to return to class, or if the parent should be contacted and a decision made for the student to go home. It is important that the school nurse be aware of health problems that might exist at Aberdeen High School. Only the parent or guardian may give permission for the nurse to excuse the student from school.

INAPPROPRIATE AND/OR EXCESSIVE DISPLAYS OF AFFECTION

Inappropriate and/or excessive displays of affection among students are unacceptable for a public school environment. Students are expected to refrain from such activity. Repeated violators will be subject to disciplinary action.

LASER POINTERS

Laser pointers are not to be used or carried in school, during school, or at school sponsored events. These items may be removed from a student’s possession by faculty members and administrators. Students who are found pointing these devices will be subjected to one or more of the following disciplinary actions:

- Item confiscated and returned to the parent only;
- Parent/student conference with additional disciplinary action.

LOCKERS

Lockers will be provided for students to have a secure repository for books, clothing, school materials, etc. Students shall be personally and solely responsible for the contents, cleanliness, and condition of the assigned locker. Students may not share their lockers. Students will not be permitted to use personal locks on school lockers. Students are expected to report any case of a broken/unsecured locker or theft immediately to the appropriate administrator, Physical Education teacher, or Athletic Team Coach, as appropriate. **Students sharing lockers is not permitted at any time.**

Harford County Public Schools shall not assume responsibility for the theft, loss, or damage of books or any personal items.

The responsibility of all students is to cooperate fully with any lawful investigation by authorized persons on school property. The responsibility of students is not to enter school property with dangerous or illegal items or those items that constitute violations of school policy.

Gym lockers are assigned to students who are scheduled for Physical Education classes, or are engaged in interscholastic sports. Students are not permitted in the locker rooms at any time except when participating either in Physical Education class or athletic activities. Students will be instructed before the closing of the school year to clean the locker and remove all personal belongings. The school will not be responsible for items left in the locker after the announced date.

Periodically, drug detection dogs are used to scan the building and lockers to establish reasonable suspicion. Maryland State Law permits lockers to be searched when there is reasonable suspicion that illegal articles or materials may be contained within the lockers. This search and inspection is permitted without the consent of the student occupying the locker. **YOU ARE RESPONSIBLE FOR ITEMS FOUND IN YOUR LOCKER.**

LOST AND FOUND

Lost and found information and articles are handled by the custodial staff. If a student finds an item, he/she should turn it into the Main Office. If a student loses an item, check in the Main Office before or after school and during your lunch, but not during class time. After a period of time, items not claimed will be donated to a charitable organization.

MEDICATIONS

Most medications should be scheduled to be taken outside the normal school hours. Please consult your doctor about this. The procedure by which students are allowed to take medication during the school day is as follows:

- A parent must bring to school any medication the student needs to be administered by the school nurse. Students are not allowed to bring in their own medications.
- The medication must be in the prescription bottle.
- Over-the-counter medication must be accompanied by a doctor's note.

Students are not permitted to possess or use prescribed or over-the-counter medication on school buses or on school property. All medication must be properly registered, stored with, and administered by the designated school personnel. The Nurse Coordinator of pupil services may grant exceptions to this article, with supporting documentation from the student's physician.

- Violation of this rule will result in disciplinary action to the pupil, with a parent conference held immediately to clarify this policy.
- A second violation will result in a ten school day suspension of the student by the principal and a referral to the Superintendent of Schools with a recommendation for further disciplinary action.
- If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors relative to the school.

Policy Statement: Possession and Self-Administration of Medication

Students are prohibited from possessing or using any type of medication on school property, school buses, or at school activities subject to the exceptions below:

1. Definitions:

Medication means prescription or nonprescription substances used to relieve or treat a medical, physical, mental or emotional problem or condition including Ibuprofen, Tylenol, aspirin and similar substances.

Emergency Medication means an asthma inhaler, EpiPen or other drug pertaining to a student's asthma or other airway constricting disease or any other drug which a student may need on an emergency basis and that is dispensed for a student only on the prescription of a health practitioner.

Health Practitioner means a physician or other individual authorized by law to prescribe drugs or devices.

2. Students may possess and self-administer emergency medication provided that:

- a. The student has a prior written order from the student's health practitioner and if the student is a minor, the prior written approval of the student's parent or guardian authorization.
- b. The student's parent or guardian has obtained written verification from the student's healthcare practitioner confirming that the student has the knowledge and skills to safely possess and self-administer the medication.

3. The health practitioner statements described above and required under this policy shall be provided to the student's school at least annually and shall be maintained in the student's file.

4. A school nurse shall assess the student's ability to demonstrate a skill level necessary to ensure proper and effective use of the medication in school.

5. Except as allowed pursuant to paragraph 2 above, no student shall possess or administer medication or emergency medication. All medications and emergency medications not authorized under paragraph 2 shall be delivered by parents to the school; stored by the school nurse; and administered by appropriate school personnel.

6. A student and/or his/her parent/guardian who qualifies to possess and self-administer emergency medication pursuant to this policy shall complete such forms as the Superintendent/designee may direct in order to meet the needs of the student and protect the safety of the overall school environment, including contracts for self-administration of medication.

7. Any student who violates this policy is subject to disciplinary action.

PORTABLE AUDIO/VISUAL DEVICES

CD players, MP3 players, DVD players, iPods, or similar electronic equipment are not to be used or carried in school during the school day. Headphones should not be visible during the school day. The school day is considered from the first warning bell until dismissal. Any faculty member or administrator has the authority to confiscate these items and turn them into the Main Office. Only parents/guardians may pick up confiscated devices.

Harford County Public Schools shall not assume responsibility for the theft, loss, or damage of any personal items.

CELLULAR PHONE POLICY (PORTABLE COMMUNICATION DEVICE)

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

- Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student's Individualized Education Plan or Section 504 Plan.
- Secondary teachers may allow students to use a PCD in the school building for an instructional purpose following the Responsible Use Procedure.
- The use of personal communication devices (PCDs) to support instruction is a privilege.
- Students shall take responsibility for personal devices. HCPS is not responsible for the security, loss, or damage to any personal device.
- Students shall immediately comply with teachers' requests to shut down devices, close the screen, or put devices away when not appropriate to use.
- Students shall not transmit or post photographic images of themselves or others that is not instructional in nature or have a legitimate purpose at school.
- Students shall use the HCPS wireless connection in order to comply with the use of content filters. The HCPS community will not bypass the network restriction by using an external network.

Students may use a PCD on school buses, before homeroom, during lunch, during class changes, and while on school property after school/ at school events/ while engaging in extracurricular activities provided:

- The student does not use the PCD for conversation, calls, photographing, or videotaping.
- Students may not play music or wear earbuds during the school day. Earbuds are seen as a safety hazard in that students cannot hear the emergency alarm or the instructions/ directions of a staff member.

Students possession or use of PCD's permitted under this policy shall not disrupt the educational environment, violate federal or state law or regulation, violate Board of Education policy or procedure, be used to engage in harassment, bullying, or cyberbullying, nor invade the privacy of other students. Students who violate the PCD policy and restrictions will be subject to appropriate disciplinary action.

Cellular Phone Procedure

It is the goal of AHS Administration and Staff to teach digital responsibility to all of our students. Cellular devices can be an excellent resource for students for easy access to information, organization, and positive habits. The research suggests that cellular devices have a negative effect on learning and engagement when students try to use them as a multi-tasking tool. It is essential that the school and the parents send a consistent message to students about the role a cellular phone has at school. When students fail to follow the policy regarding devices, AHS administration will provide consequences that will range from a reprimand to a suspension, based on the behavior exhibited by the student and the number of violations that have occurred over time. **AHS Administration reserves the right to revoke the privilege of students possessing cellular devices on school property due to the number or seriousness of the violations.**

POSTERS

Posters may be displayed to publicize events taking place under school sponsorship. Each poster to be displayed must be approved and signed by the sponsor of the organization associated with the event and an administrator. Posters may not be displayed on surfaces that are painted. Posters should be attached to bulletin boards only. All unsigned posters or posters attached to anything other than a bulletin board will be removed. Posters must be removed from display immediately following the advertised event.

****Prohibited items during the school day****

IPods, earphones and “earbuds”, cell phones, hats, backpacks, and book bags are not permitted during the school day. Prior to the start of homeroom, all electronic devices must be turned off and put away. Hats, backpacks, and book bags must be placed in student lockers. If a student is seen with any of the items listed above during the school day, the item will be confiscated by a staff member and turned into the office. Once the item is confiscated, only the students' parent/guardian may retrieve the item from the Main Office. Continued violations will result in progressive disciplinary action.

Refusal by the student to relinquish the item, when asked by a staff member, will result in disciplinary action up to, and including, suspension from school.

SAFETY DRILLS

Drills of various types will be practiced during the year at all schools to practice for a variety of scenarios that could happen at a public school. Students should follow the specific directions of the teacher during a drill. Aberdeen High School will conduct such drills as required by Harford County Public School and the Maryland State Department of Education.

SCHOOL STORE

The school store is located in the gymnasium lobby and is open every morning before homeroom.

SKATEBOARDS

Skateboards, scooters, or similar type equipment are not to be used or carried in school during the school day or brought to extra-curricular events. The school day is considered from the first warning bell until dismissal. Any faculty member or administrator has the authority to confiscate these items.

STUDENT PARKING REGULATIONS

Parking on school property is a privilege afforded to students. Certain conditions are attached to that privilege. Students who fail to comply with those conditions will be denied or subject to loss of parking privileges. Vehicles parked on school property may be subject to search in accordance to applicable search and seizure laws and regulations. Harford County Public Schools shall not assume responsibility for any loss or damage to vehicles or their contents while they are on school property.

Parking permits will be issued to students in this priority order until all student parking spaces have been assigned:

1. Part-time students
2. Community Service students
3. Students involved in sports and clubs/seniors and juniors
4. Seniors
5. Juniors
6. Sophomores involved in sports and clubs

Any student who needs to drive to school and park in the school lot during school hours must obtain a permit from Aberdeen High School. Applications for student parking permits may be submitted to the appropriate administrator in the Main Office. The following conditions apply:

1. The high school principal annually determines the number of parking spaces on the school premises that can be made available to students.
2. Only students with valid driver's licenses may apply for a parking permit.
3. Students and parents must submit a completed, signed application form for a student parking permit.
4. Students should be on time. **Excessive lateness to school will result in the student losing his/her parking permit.**
5. Students who leave school property during the school day without proper authorization will be subject to disciplinary action and may also be subject to the consequences of:
 - Temporary loss of parking permit on the first offense
 - Parking permit revoked
6. Each high school that has parking spaces available for students will charge a uniform, non-refundable fee, as determined annually by Administration.
7. Students with outstanding financial obligations to the school will not be issued a parking permit.
8. Each high school will establish campus traffic and parking rules.

9. Each high school will issue a parking permit for an assigned parking area. Students will be permitted to park only in assigned parking areas.
10. Parking permits must be displayed at all times while on school property.
11. Penalties for driving violations, parking without a permit, or other school violations may include suspension or revocation of the permit, disciplinary action, ticketing by the police and/or towing at the student's expense.

The following rules and conditions apply to parking on school grounds:

1. All vehicles driven by a student to and from school during school hours must display a permit on the dashboard and be clearly visible through the front window. The information on the permit must be visible at all times while on the AHS campus.
2. Students may only park in the specific area assigned.
3. Parking permits are non-transferable. Permits may only be used by the student to whom it was issued. Sharing the permit could result in revocation.
4. Students should be on time. Lateness to school could cost a student his/her permit. Buses will guarantee that you arrive on time.
5. A 10 mph speed limit must be observed at all times while driving on school property. All traffic signs must be obeyed. Failure to comply with these important safety regulations will result in the loss of the permit.
6. Work experience and part-time students are not allowed to return to pick up other students once they leave the campus.
7. Students who are supposed to leave the campus before normal dismissal time must take the most direct route off the campus immediately at their designated dismissal time. Riding through other areas or delivering someone else to their vehicles will result in loss of their permits.
8. The owner of the parking permit accepts full responsibility for the actions of the passengers within his/her vehicle.

All drivers park at their own risk. All incidents should be reported to the appropriate authorities.

Please be advised that Maryland State Law allows for vehicles on school property to be searched by administrative personnel. At least twice per year, police will utilize drug dogs on school property and cars will be occasionally reviewed. Cars that the dog indicates will automatically be detained and searched by the police.

AHS Administrators will periodically ticket cars on the parking lot that do not have a valid parking permit. Tickets will be for \$25 and will be included in student obligations that need to be paid before a student graduates from Aberdeen High School.

STUDENT PLANNERS

Every student will have access to an electronic copy of the handbook. Additionally, students are encouraged to use the calendar feature in Microsoft Office on their HCPS laptop.

TEXTBOOKS

Textbooks are loaned by the school without charge. Each student is responsible for the books assigned. Books are valuable tools and are expensive. Please make every effort to keep them in good condition. Books are to be covered and the student's name and date of issue is to be entered on the label inside the front cover. Lost or damaged books must be paid for by the student to whom they were issued. Fines may be charged for varying degrees of damage. At the end of each course, student textbooks will be checked and students are expected to account for all books assigned. A diploma will not be issued until all student obligations are met.

THEFT AND VANDALISM

Theft and vandalism are considered as very serious offenses. In all instances, violators must make restitution of property or its monetary value if the property is not recoverable. Lost items, when found, must be turned into the Main Office or to a teacher immediately. Failure to return found items of value that were lost by others will be considered as theft. In addition to making restitution in cases of theft and vandalism, violators will be subject to parent notification, suspension, and extended suspension or expulsion by the Superintendent of Schools. Offenders may be referred to the appropriate law enforcement agency.

Students can and will be held responsible for damage to computer hardware and software. Erasing of files, changes, settings on switches, removing key caps, "infecting" with a virus, and other vandalism will result in reimbursement by the responsible student. Reimbursement will include the cost of labor plus parts.

VISITORS

Aberdeen High School is open during the school day to adults who have legitimate business at the school. All adult visitors are to register in the Main Office and wear a visitor's badge. The AHS administration has the right to provide limitations to visits from parents, with of goal of keeping a safe and disruptive-free environment for our students. Parents who wish to visit classrooms need to make an appointment with an assistant principal for a mutually agreeable time between the teacher, parent, and administration. School age visitors are not permitted during the school day. Visitation during American Education Week is limited to the parents, grandparents, and guardians of AHS students.

WITHDRAWAL/TRANSFER

Any student planning to transfer to another school must bring a note from a parent or guardian requesting the transfer. The State Department of Education procedure requires the school to record the reason for pupil withdrawal or transfer; therefore, the note should state the reason so the school can comply with the regulation. Appropriate forms must be completed and all obligations must be met before the withdrawal/transfer is considered complete. If a student is planning to withdraw from school, an Exit Conference must be held with the School Counselor to discuss future plans.

DISCIPLINARY CODE FOR ABERDEEN HIGH SCHOOL

Aberdeen High School is a comprehensive high school dedicated to meeting the needs of its youth. Competent teachers and administrators and a wide variety of specialists including a full-time registered nurse, counselors for individual and group guidance, a psychologist and pupil personnel worker serve students. Every student in need also has access to medical or psychiatric services through other government agencies in the county.

Aberdeen High School's wide variety of offerings is based upon the belief that all students can learn. Behaviors that interfere with the inherent right of individuals to learn or teachers to teach are not acceptable.

Academic Dishonesty

Academic dishonesty is:

- Looking on another person's work for answers;
- Getting information on tests others have taken;
- Bringing into the classroom or using any items which gives any student an unfair advantage in completing the assigned task;
- Passing notes during tests;
- Plagiarizing;
- Talking during test or examination;
- Assisting another student to cheat;
- Use of technology to copy or claim unauthorized materials.

The teacher will be the judge of the offense, using the above criteria or other factors that seem to cover similar aspects of the false intent.

Procedure: When the infraction is discovered, the teacher will make preliminary personal contact with the students, followed by contact with a parent. The teacher then will fill out a Report of Behavior form and send it to the appropriate administrator.

The second offense, whether it occurs in the same or different class, will result in a conference with the student, the parents, and an administrator. The third and subsequent offenses may result in suspension from school.

Violation necessitating repeated suspension may result in a referral to the Superintendent of Schools with recommendation that more serious action be taken.

See Honor Code Statement on page 77.

Disrespect

RESPECT is an attitude, reflected in a person's behavior, in which a person views other individuals as being as important as himself/herself. DISREPECT is the failure to demonstrate this attitude through one's behaviors.

Teachers are encouraged to counsel students regarding disrespect until disrespectful behavior becomes abusive or disruptive to class instruction. Teachers will warn students of such behavior and will issue a verbal reprimand. Such reprimands will be issued in ways that will not belittle, humiliate, or publicly ostracize students and should include teacher expectations and possible corrective actions.

Continued disrespect will result in an office referral with disciplinary action to exceed a verbal reprimand.

Insubordination

In school and in the world of work, insubordination results in serious consequences. Insubordination includes:

1. The failure of a student to comply with a reasonable request of a teacher, administrator, or other member of the school staff, regardless of a student's knowledge of faculty members;
2. Refusal to give a staff member your correct name or other information when asked;
3. A verbal or nonverbal expression of disrespect toward school personnel;
4. Dishonesty including, but not limited to, lying and cheating.

Insubordination is never acceptable. The faculty expects to teach Aberdeen High School students that conflicts are best resolved in ways which are non-threatening and which do not disrupt classrooms or the learning atmosphere of the school.

Students who are insubordinate will be referred to the Main Office with disciplinary action to exceed a verbal reprimand. Students who show a serious disregard for school authority and established rules of behavior risk the loss of school privileges, as well as other disciplinary action.

Misconduct at other schools

Students who engage in any act of misconduct upon the grounds or within the building of another school will be subject to severe disciplinary action, which may include suspension.

Student smoking policy

Tobacco products include all smoking and smokeless forms of tobacco. This also includes possessing or using a vaporizer smoking device that is intended to smoke liquid vaporizer product.

Students are prohibited from the possession or use of tobacco products while on property of the Harford County Public Schools at all times. In those cases in which the student is under the age of 18, the appropriate police agency will be notified. Students who violate this rule will be subject to the following disciplinary procedure:

First offense	Mandatory parent conference and a one-day suspension with the agreement that the student will attend a smoking cessation class. Failure to successfully complete the smoking cessation course will result in an additional four days of suspension.
Second offense	Mandatory parent conference and a five-day suspension. The student must attend a smoking cessation class. Failure to successfully complete the smoking cessation course will result in an additional five days of suspension.
Third offense	Ten-day suspension and referral to the Superintendent of Schools for further disciplinary action. If the Superintendent of Schools concurs with the findings of the principal, the student will be expelled from school.

Smoking or the possession of tobacco products is not permitted in school or on school grounds at any time. The school grounds extend from Paradise Road to Baker Street and from Bel Air Avenue to the woods beyond Aberdeen High School.

A smoking violation has occurred if:

1. A student is found smoking or in possession of a tobacco product lit or unlit;
2. A student is observed exhaling smoke;
3. A student is observed throwing away a tobacco product lit or unlit;
4. A student or several students are found in a washroom stall from which smoke is coming. Each of the students is held in violation;
5. A student leaves school property for the purpose of smoking.

Suspension from school

Pupils who violate school rules and regulations may face suspension for any of the following offenses:

1. Leaving school property during the school day. After arriving at school by the school bus or any other means of transportation, students are not permitted to leave school property or school grounds without the permission of a school administrator;
2. Direct disobedience;
3. Defiant or disrespectful attitude in the school, on school grounds, or on the school bus;
4. Deliberate defacing or destruction of school property;
5. Smoking or tobacco violations;
6. Chronic truancy violations;
7. Chronic unexcused lateness to school and/or class;
8. Use of profanity or inappropriate language;
9. Presence on school grounds after drinking alcoholic beverages or using controlled dangerous substances, and/or in possession of alcoholic beverages or other controlled substances;
10. Fighting;
11. Group Fight—a group fight shall mean any physical attack, threat thereof, or actual fighting by two or more students against one or more other students who are not at the time of such physical attack, threat thereof, or actual fighting members of the same group;
12. Behavior which is disruptive or potentially disruptive to the activities of the normal school program;
13. Serious misbehavior which is prohibited by local, state or federal laws or regulations, and/or prohibited by the Board of Education of Harford County;
14. Repeated violations of school rules;
15. Inappropriate use of computer and or related technology;
16. Use or possession of inhalants (i.e. glue, toluene, nail polish remover, scotch guard, gasoline, aerosol spray, lacquer, spray paint, whipping cream, nitrous oxide, liquid correction fluid, spot remover, amyl nitrite, butyl nitrate, paint, magic markers, cooking spray, lighter fluid, air fresheners, volatile solvents, anesthetic gases);
17. Cheating;
18. Tampering with the fire alarm, school alarm, or initiating a false alarm are all serious offenses. In addition to disciplinary action, appropriate legal authorities will be contacted;
19. Participation in any “gang” related activity (as described in “Prohibition of gang activities” under Harford County Policies and Procedures).

BOARD OF EDUCATION OF HARFORD COUNTY POLICIES AND PROCEDURES

These policies are distributed to each student in the Harford County Public Schools to be certain that parents and students are familiar with these policies and understand the consequences of any violation of them.

The policies contained in this handbook have been established by the Board of Education. There are other rules and regulations, which may apply to students that are unique to your school. You should be thoroughly familiar with these rules and regulations. Please contact your school principal if you have any questions regarding these policies.

SCHOOL ADMINISTRATION DISCIPLINE POLICIES

The Board of Education has established the following policies and procedures to regulate (1) verbal or physical threat and/or physical attack on staff; (2) dangerous weapons; (3) arson/fire; (4) student possession, use or transference of controlled dangerous substances, medicines, and alcohol; (5) portable communication devices; (6) tobacco products; and (7) sexual harassment which will apply to all students in every school. These policies and procedures are in effect while students are on any property of the Harford County Public Schools or while they are participating in any school-sponsored event.

In addition to these policies, the school principal has the right and authority to discipline students including suspension and referral to the Superintendent of Schools for further action for other behaviors including, but not limited to physical attack on a student, verbal or physical threat to a student, fighting, extortion, sexual assault, sexual activity, false alarm/bomb threats, explosives, disrespect, insubordination, harassment, classroom disruption, inciting or participating in a disturbance, class cutting, tardiness, truancy, academic dishonesty/cheating, theft, trespassing, unauthorized sale or distribution, vandalism/destruction of property, and refusal to obey school rules.

The Superintendent may deny attendance to any student who is currently expelled from another school system for a length of time equal to that expulsion. Also, information relating to the discipline of a student, including information on an expulsion of a student, will be forwarded to another school system upon request.

BEHAVIOR WHICH HAS TAKEN PLACE OFF SCHOOL PROPERTY

Further, students may be disciplined, including suspension or expulsion, for behavior which has taken place off school property and/or beyond the school day. If the behavior is determined by the principal to impact the educational environment of the school, the safety and/or welfare of other students and/or staff, and/or the maintenance of school order and discipline, the principal may suspend the student for up to ten school days. If the nature of and severity of the off-school property behavior warrants it, the principal may refer the student to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion may be imposed.

Behavior which has taken place off school property and/or beyond the school day for which a student may be subject to school disciplinary procedures includes, but is not limited to: committing or attempting to commit murder, rape, assault with a deadly weapon, a serious assault, robbery, threat or extortion, arson, distribution and/or sale of controlled dangerous substances or alcohol, other criminal actions, or other actions which could be subject to criminal prosecution by law enforcement or juvenile authorities whether prosecution has or does take place.

Restitution

If a student is determined to have violated these discipline policies or a school regulation and in the course of that violation damaged or destroyed school property or the property of another on school property, the principal shall require the student or the student's parent to make restitution. The restitution may not exceed \$2,500. The principal may assign the student to a school work project if the principal determines that this is an appropriate means to provide restitution for all or part of the damage to the property.

STUDENT POSSESSION, USE, OR TRANSFERENCE OF CONTROLLED DANGEROUS SUBSTANCES, MEDICINES, AND ALCOHOL

School personnel are obliged to ensure the constitutional rights of individual students and to protect the privilege of students to attend a public school and any school sponsored events free of illegal activities. It is difficult to maintain a balance between the constitutional rights of individual students and the right of students to obtain a free and appropriate education. In recognition of the problem of drug and alcohol use and in demonstration of its determination to deal more firmly with offenders and to protect the rights of other students, the Board of Education instructs its employees and in particular school administrators, supervisors, and teachers to implement the following policies and procedures:

1. Students who are suspected to be under the influence of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant will be referred to the principal of the school. If the investigation of the matter yields no material evidence, but if the principal has reasonable cause to suspect that the student is under the influence of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant the principal will contact the student's parents/caretakers and a mandatory conference will be held. The Superintendent of Schools will be advised in writing of the incident and of the results of the parent conference.
2. Students use and possession of prescribed or over-the-counter medication is governed by the board policy entitled "Possession and Self-Administration of Medication". A violation of the aforementioned policy will result in disciplinary action including a parent conference immediately to reiterate the policy. A second violation of the aforementioned policy will result in a ten school day suspension of the student by the principal and a referral to the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record.
3. If the principal of the school determines that a student is under the influence of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant, the principal will suspend the student for ten school days and will refer the student to the office of the Superintendent of Schools for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.
4. A student who has been found to be either in possession of or to be using a controlled dangerous substance, alcohol, an inhalant or other intoxicant, or to be in possession of paraphernalia or a substance misrepresented to be a controlled dangerous substance or alcohol will be suspended for ten school days by the principal and referred to the office of the Superintendent of Schools for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion will be imposed after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

5. If the parent(s) and the student agree to participate in a substance abuse evaluation at the Harford County Mental Health and Addictions/Adolescent Addiction Services and agree to follow the recommendations for treatment made as part of that evaluation, at no cost to the Harford County Public Schools, the Superintendent of Schools will reduce the length of the suspension which would otherwise be imposed. This option is for a first offense only and will not be offered for transference or a second offense of the drug and alcohol policies.

Further, this option is contingent upon the continuing availability of funding to the Harford County Mental Health and Addictions/Adolescent Addiction Services to enable that agency to provide this service.

6. The second offense for the possession or use of a controlled dangerous substance, alcohol, or an inhalant or other intoxicant or for possession of paraphernalia or substance misrepresented to be a controlled dangerous substance, alcohol, or a inhalant or other intoxicant will result in a suspension for ten school days by the principal and referral to the office of the Superintendent of Schools for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.
7. Any offense for the actual transference of a controlled dangerous substance, medicine, alcohol, an inhalant or other intoxicant or paraphernalia or substance misrepresented to be a controlled dangerous substance, medicine, alcohol, an inhalant or other intoxicant or paraphernalia will result in a ten day suspension of the student by the principal and a referral to the office of the Superintendent of Schools with the recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.
8. When a student is determined to be in violation of these drug and alcohol policies, parent(s) and the student will be provided with information regarding available resources in the community and encouraged to seek appropriate evaluation and treatment for the student.

USE OF ALCOHOL DETECTON DEVICES

The Board of Education authorizes the use of alcohol detection devices by school personnel in accordance with applicable law and regulation and HCPS administrative procedures. Alcohol detection devices shall be operated by school personnel only with respect to circumstances when school personnel have a reasonable belief that a student is under the influence of alcohol or a student's personal property contains alcohol.

VERBAL OR PHYSICAL THREAT AND/OR PHYSICAL ATTACK ON STAFF, DANGEROUS WEAPONS, AND ARSON/FIRE

All students and employees and agents of the Harford County Public System have a right to expect that reasonable safeguards, policies, and procedures will be established to protect their health and safety while on the property of the Harford County Public School System, at school-sponsored or supervised events and while riding a school bus or other school vehicle. Certain student offenses such as verbal or physical threat and/or physical attack on staff directed toward employees or agents of the school system, possession and/or use of a dangerous weapon, and/or acts or arson/fire jeopardize the health and safety of not only individuals but the student population and staff in general.

A. VERBAL OR PHYSICAL THREAT AND/OR PHYSICAL ATTACK ON STAFF

Definitions:

Verbal or physical threat: Threatening or aggressive language or gestures directed toward an employee of the school system.

Physical attack on staff: Physically attacking an employee of the school system, including striking a staff member who is intervening in a fight or other disruptive activity.

If the principal of a school determines that a student has committed an act of verbal or physical threat and/or physical attack on staff toward an employee or agent of the Harford County Public Schools, the principal will suspend the student for ten school days and refer him/her to the office of the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent

may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

B. DANGEROUS WEAPONS

Definition: Any object which reasonably could cause physical harm or injury to a person, or an object which is represented to be and a reasonable person would conclude was a dangerous weapon and for which there is not reasonable or legitimate cause for the student to possess or use on the property of the Harford County Public Schools. Dangerous weapons shall include, but are not limited to the following: any firearm of any kind, whether loaded or unloaded, operable or inoperable, including any object which is a look-alike of a firearm, even though incapable of operation; knives of any kind (including, but not limited to, a switchblade knife, a star knife, a dirk knife, a hunting knife); a straight razor; a spiked glove, spiked wristband, or spiked ring; metal knuckles; explosive devices; chemical mace or tear gas or pepper spray a fire-starting device such as a lighter.

If the principal of a school determines that a student has or has had in his/her possession or has used a dangerous weapon on school property, the principal will suspend the student for ten days and refer him/her to the office of the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the appropriate police agency will be notified promptly.

Further, in compliance with the Gun-Free Schools Act of 1994 and Section 7-304 of the Annotated Code of Maryland, a student who has been determined by the Superintendent of Schools to have brought a firearm onto school property shall be expelled for a minimum of 365 consecutive days. For purposes of enforcement of the penalty required in this paragraph only, a firearm means a firearm as defined in 18 U.S.C. 921, that is:

- Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any weapon described above;
- Any firearm muffler or firearm silencer;
- Any explosive, incendiary, or poison gas, including a bomb, grenade, rocket with a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device;
- Any weapon which will, or which may be readily converted to expel a projectile by the action of propellant and which has any barrel with a bore of more than one-half inch in diameter;
- Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two preceding examples, and from which a destructive device may be readily assembled.

The Superintendent of Schools may specify, on a case-by-case basis, a shorter period of expulsion for a student who has brought a firearm onto school property. Any student expelled under the provision of the Gun-Free Schools Act of 1994 will not be permitted to enroll in the Alternative Education Program.

C. ARSON/FIRE

Definition: Attempting to, aiding in, or setting fire to a building or other school property.

If the principal of a school determines that a student has committed an act of arson/fire to a school building or property, the principal will suspend the student for ten days and refer him/her to the office of the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, the Superintendent may extend the suspension or expel the student after considering the nature and severity of the behavior and other factors related to the student's school record. In addition, the Maryland State Fire Marshall's Office will be notified promptly.

D. SEXUAL HARASSMENT

Sexual harassment is unwelcome behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere. Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings.

If the principal of a school determines that a student has sexually harassed another student or staff member, the principal may suspend the student for up to ten school days. If the nature and severity of the sexual harassment warrant it, the principal may refer him/her to the office of the Superintendent of Schools with a recommendation for further

disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion may be imposed after considering the nature and severity of the behavior and other factors related to the student's school record.

If the principal of a school determines that a second offense of sexual harassment against another student or staff member has occurred, the principal will suspend the student for ten days and refer him/her to the office of the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion may be imposed after considering the nature and severity of the behavior and other factors related to the student's school record.

E. BULLYING, CYBERBULLYING, HARASSMENT, OR INTIMIDATION POLICY

It is a belief of the Harford County Public Schools System that all students have a right to learn in a safe and nurturing educational environment. This aligns with the Board of Education of Harford County Goal 4: To provide safe, secure, and healthy learning environments that are conducive to effective teaching and learning. Harford County Public Schools' safe-school efforts are supported by legislation passed by the 2010 Maryland General Assembly. The Safe Schools Reporting Act, effective July 1, 2005 and revised in 2010, requires all Maryland school systems to report incidents of bullying, cyberbullying, harassment, or intimidation against students attending public schools to the Maryland Department of Education.

Bullying, cyberbullying, harassment, or intimidation is intentional conduct including verbal, physical or written, or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student's education benefits, opportunities or performance or a student's physical or psychological wellbeing and is motivated by an actual or 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 is:

1. Motivated by an actual or 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.
2. Threatening or seriously intimidating and occurs on school property, at a school activity or event, or on a school bus that substantially disrupts the orderly operation of a school.

Bullying, Cyberbullying, Harassment, or Intimidation Reporting Form – If you are the student victim, the parent/guardian of a student victim, or a close adult relative of a student victim, and wish to report an incident of bullying, cyberbullying, harassment, or intimidation on school property, the school bus, school event or on the way to or from school, you are asked to complete a harassment or intimidation reporting form and return it to the principal at the student victim's school. The form is available on the HCPS website (www.hcps.org) or in the main office, school counseling office, media center, cafeteria, or health room. If a student feels uncomfortable submitting the reporting form in person, he/ she may deposit the completed form in the bullying box in the main office.

If the principal of a school determines that a student is guilty of bullying, cyberbullying, harassment or intimidation, the principal may suspend the student for up to ten school days. If the nature and severity of the violation warrant it, the principal may refer him/her to the office of the Superintendent of Schools with a recommendation for further disciplinary action. If the Superintendent concurs with the findings of the principal, a long-term suspension/expulsion may be imposed after considering the nature and severity of the behavior and other factors related to the student's school record.

F. HATE/BIAS INCIDENTS

Hate/bias incidents are those in which physical violence and/or threats of harm or intimidation are motivated at least in part by hatred, hostility, negative attitudes towards or prejudice against any group or individual on the basis of race, color, religion, national origin, gender or disability. Hate/bias incidents are also found where a person is selected or targeted for physical assault, threat of bodily harm, harassment or intimidation at least in part because he or she is a member of a race, color, religion, ethnic background, national origin, or gender different from the perpetrator.

The Harford County Public School System is committed to ensuring a safe and inclusive environment for all of its students. The rights of school personnel and students must be safeguarded. Hate/bias incidents will not be tolerated in Harford County Public Schools. A procedure for reporting and resolving complaints concerning rights violations is in the Administrative Handbook and is expected to be used where necessary in all Harford County Public Schools.

G. PROHIBITION OF GANG ACTIVITIES

Definition: Gang means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of criminal acts or violations of school discipline and having a common name or common identifying signs, colors or symbols. Students shall not engage in any act furthering the interest of any gang or gang activity including, but not limited to the following:

- Soliciting membership in or affiliation with any gang;
- Soliciting any person to pay for protection or threatening any person explicitly or implicitly with violence or with any illegal act prohibited by school policy in connection with membership in a gang or gang activity;
- Painting, writing, or otherwise inscribing gang related graffiti, messages, symbols or signs on school property;
- Engaging in violence, extortion of any other illegal act or other violation of school discipline in furtherance of gang activity;
- Soliciting any person to engage in physical violence against another person in furtherance of gang activity;
- Engaging in any act, either verbal or nonverbal, including gestures or handshakes which demonstrate membership or affiliation in any gang and/or is representative of any gang.

HCPS TRANSPORTATION POLICY FOR STUDENTS

The following transportation rules apply to all students riding school buses to and from Harford County Public Schools. In addition, all other policies adopted by the Board of Education regarding student behavior on school property will be enforced on Harford County Public School buses.

1. Students must follow directions from the driver the first time they are given. The driver shall be in full charge of the school bus and the students, except in the presence of a teacher/administrator, who shall then be in charge of the students.
2. Insubordination or disrespect to the driver or attendant will not be tolerated.
3. Students will sit in the seats which have been assigned to them by the driver and the principal or their designee.
4. Students must remain in their seats at all times when the bus is in motion. Changing seats anytime during the run is prohibited.
5. Students may converse in a normal manner; but loud, profane, obscene language or gestures will not be permitted.
6. With the exception of their books, book bags and school equipment, such as musical instruments or gym bags, students may not transport other items on the bus without the permission of the driver. Books, book bags and other school equipment should be held by the student. No books or other objects are to be placed in the bus aisle. Books and other school equipment must be of a size that can be controlled in the seat by the student.
7. Students must not extend any part of their bodies through bus windows. Students must face forward at all times and keep their arms and legs out of the aisle. Spitting or tossing objects on or out of the bus is prohibited.
8. Students must not attempt to board or to get off the bus while it is in motion.
9. Students should cooperate in keeping the bus clean and must not damage it. Any malicious or willful damage to a school bus will result in the immediate withdrawal of transportation services for the student or students involved. In addition, the cost of repairing the bus must be satisfactorily settled.
10. Students may not eat, drink or chew gum on the bus.
11. Students may not play radios, tape players, or other such devices on the bus.
12. Students suspended from school may not ride the bus while they are on suspension.
13. Students may not leave the bus on the way to or from school without the permission of the driver. The driver will not give permission except in case of personal emergency on the part of the student or upon written request of the student's parent with the written approval of the principal.
14. Students are permitted to ride only the bus to which they are assigned and which serves the area in which they live. Request from parents for the students to ride other buses in an emergency will be considered by school officials.
15. Students must be at the bus stop at least 5 minutes before the scheduled arrival time of the bus.
16. No glass items or live animals are to be transported on buses.
17. Students shall not use cell phones or otherwise be capable of receiving an activation signal at anytime while riding any form of transportation provided by Harford County Public Schools.
18. Students violating the transportation rules will be reported to the principal or the assistant principal, and transportation services may be restricted or withdrawn.

DISCIPLINE PROCEDURES—BUS

Pupils who are assigned to ride Harford County Public School buses must assume certain responsibilities. Misconduct, carelessness, and thoughtlessness are hazardous to the safe operation of the school bus. The bus is an integral part of the total school program, and the driver, who is an adult in a position of authority, must insist on appropriate behavior.

Each pupil will receive a copy of the “Transportation Rules for Pupils”. These rules will be reviewed and interpreted for the pupils on an annual basis by school personnel. Violation of these rules will be reported to the school principal. When a principal is advised of a violation of the “Transportation Rules for Pupils” and where the principal determines, as a result of his investigation, that a violation of the “Transportation Rules for Pupils” has occurred, the following options will be utilized by the principal:

Referral 1—Mandatory parent conference and, if appropriate, withdrawal of transportation services for not less than five school days or not less than twenty school days or not less than ninety school days.

Referral 2—Mandatory parent conference and withdrawal of transportation services for not less than five school days, and if appropriate, for not less than twenty school days or not less than ninety school days.

Referral 3—Mandatory parent conference and withdrawal of transportation services for not less than twenty school days, and if appropriate, for not less than ninety school days.

Referral 4—Mandatory parent conference and withdrawal of transportation services for not less than ninety school days.

Students and their parents should be aware that misbehavior on school buses may also have other serious consequences. Specifically, violation of the “Transportation Rules for Pupils” may result in a suspension from school. Furthermore, any act by a pupil which contributes to a school bus accident will be reported to the police officer investigating the incident.

ACADEMIC POLICIES

ELIGIBILITY POLICY FOR HCPS

A student may be declared ineligible to participate in extracurricular activities for reasons based on scholastic status and/or citizenship.

Scholastic

A student will be declared ineligible when:

1. The student has failed one or more subjects on a quarterly report card.
2. The student is not able to meet graduation requirements within the normal four-year program based on final course grades and quarterly report card grades.

Starting and Ending Times: Removal from eligibility shall be effective the first day of school following the distribution of report cards. Return to eligibility can be effective the first day after the quarter ends. Students must meet eligibility requirements to be reinstated. The principal will make the final determination.

At the end of the year, both scholastic rules shall apply.

Grades earned in summer school may replace failing quarter and final grades on the fourth quarter report card so that a student may become eligible for the start of the next school year.

Appeal: An ineligible student may appeal his/her ineligibility to a school Eligibility Committee. The student must make an appeal in writing within three school days after he/she has been declared ineligible. In the event that the ineligibility occurs at the end of the fourth quarter of the school year, the student may participate until the committee meets.

The Eligibility Committee will make one of two recommendations to the principal:

1. If the student was unable to control the circumstances causing the failures, recommend to the principal that the student be declared eligible.
2. If the student was able to control the circumstances causing the failures, recommend to the principal that the student should remain ineligible.

The principal’s decision is final in cases of appeals. An ineligible student may not participate until the principal renders a decision. The Eligibility Committee shall meet no later than the fourth school day after report cards are issued.

Procedures: At a minimum, each high school shall issue interim reports to students who are in danger of failing at the midpoint of each marking period and shall also advise their parents or guardians. Schools may implement more frequent checkpoints at their discretion.

Citizenship

A student will be declared ineligible when:

1. The student is referred to the office of the principal and disciplinary action of suspension results.

Starting and Ending Times: Removal from eligibility shall be effective the first day of the suspension or its equivalent. Return to eligibility can be effective at the conclusion of the suspension or its equivalent. However, the Eligibility Committee will review the circumstances leading to disciplinary action and may make a recommendation to the principal to extend the student's ineligibility. The principal will make the final determination.

Appeal: The student may appeal the decision of the Eligibility Committee directly to the principal.

2. The student violates the policies of the Board of Education on use of Tobacco Products.

Starting and Ending Times: The student will be prohibited from participating in all extracurricular activities, including interscholastic athletics, beginning on the first day of the suspension. Students who violate the policy on Use of Tobacco Products will be ineligible for 30 school days.

Appeal: Students who violate the policy of Use of Tobacco Products may appeal to the school's Eligibility Committee. An appeal must be made in writing within five school days after the student receives written notification that he or she has been declared ineligible. The Eligibility Committee may recommend to the principal a reduction in the length of time the student will be ineligible. The decision of the principal will be final.

3. One of the following occurs:

1. The student violates the policies of the Board of Education on use of Tobacco Products.
2. The student violates the policies of a high school which result in a referral to the Superintendent of Schools.

Starting and Ending Times: The student will be prohibited from participating in all extracurricular activities, including interscholastic athletics, beginning on the first day of the suspension. Students who are referred to the Superintendent for further disciplinary action will be declared ineligible for an additional number of school days to be determined by the Superintendent. In addition, the normal disciplinary procedures of the Harford County Public Schools will be taken.

Appeal: A student who has been declared ineligible by the Superintendent may appeal the Superintendent's decision to the Board of Education in writing within ten days of notification of the Superintendent's decision.

Definitions

1. Extracurricular Activity—A school-sponsored activity that usually occurs beyond the regular school day, is not graded and does not earn a credit, and is not described as a part of a course of study or subject offering in the Course Description Guide.
2. Activity—A performance, practice or participation related to an extracurricular program usually administered and supervised by the school.
3. Probation—There is no probation.
4. Eligibility Committee—A committee to monitor eligibility requirements and to hear appeals and shall be composed of one (1) administrator, the athletic director, one (1) school counselor, and at least three (3) non-coaching teachers.

GRADING POLICY AND FINAL EXAMINATION

Teachers may use a variety of techniques to record progress in different areas of the student's work. Teachers will inform students of the criteria, which are applied to evaluate student work and will utilize a grading system, which defines the weight of homework, quizzes, tests, long-term projects, and other graded work.

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

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

Final exams will be taken in all semester courses at the end of the semester and year-long courses during the last week of school.

A student whose absence on final examination day is unlawful will not be permitted to make up the examination and his/her final grade will reflect an “E” for the final examination.

If a student has a lawful absence for a final examination day, he/she must make arrangements with the principal to take the examination. Final examinations must be made up no later than June 30th. The final course grade will reflect an “E” for the final examination until the examination is taken. When the final examination is taken, the final course grade will be adjusted if needed.

HOMEWORK POLICY

Properly planned homework assignments should relate directly to classwork and extend learning beyond the classroom. Effective homework assignments teach students to become independent learners. While it is recognized that student achievement improves significantly when teachers regularly assign homework and students conscientiously complete assignments, homework has other important purposes. Homework provides the students valuable experiences in following directions, making judgments, raising additional questions for study, and developing responsibility and self-discipline. Additionally, homework is a means to communicate to parents regarding current class activities and topics of study.

Appropriateness of Homework

Homework should be appropriate to the age, ability, and independent level of students. Student characteristics, including grade level, motivation, and study habits, must be considered.

- **Assignment Characteristics and Initial Classroom Factors**
 - Teachers should ensure that students understand the purpose for each homework assignment. The amount of homework, the skills to be reinforced, and completion deadlines influence student outcomes. Because homework is a valuable instructional tool, care must be taken to provide materials which are readable, and directions which are clear.
- **Types of Assignments**
 - Taking into consideration the directions that students need in order to successfully complete their homework, it is reasonable to expect that assignments can extend learning beyond the classroom in a number of ways. Types of assignments may include the following:
 - The practice assignment reinforces previous learning and should be adapted to the ability and progress of each student.
 - Extension assignments allow students to go beyond memorization of content and provide for the transfer of learning to a new situation which requires students to apply previously learned skills.
 - Creative assignments ask students to integrate skills and concepts in order to generate a new response.
 - Review assignments enable students to clarify concepts and to gain an overview of material that has been taught.
- **Approximate Hours for Homework Completion**
 - High school homework time should collectively range from five to twelve hours weekly, but not more than three hours per night. Teachers should use these time approximations as a reference when considering homework assignments. In addition, teachers should be mindful that students who are accountable to more than one teacher will have homework from more than one subject or class. Homework may be assigned over weekends.
- **Holiday Homework**
 - Homework is not to be assigned over holidays when public schools are closed.
- **Classroom Follow-Up**
 - Teachers must consistently monitor and assess homework assignments. In addition to testing related content or using assignments in class discussions, feedback should be provided in the form of written comments, grades, or incentives.

HIGH SCHOOL ASSESSMENTS (HSA)

The Maryland State Department of Education has created tests that measure student mastery of core learning goals for Government. The tests, administered in May, are considered end-of-course tests because students take the tests as they complete the coursework. All students enrolled in High School Assessment courses must take the related tests. A “re-take” window for HSA will occur in October and January.

PARTNERSHIP FOR ASSESSMENT OF READINESS FOR COLLEGE AND CAREER (PARCC)

The PARCC Assessments in Math and English will replace the High School Assessments (HSA) in those subject areas. Incoming ninth graders for the 2020-21 school year are required to take the PARCC Assessments for Algebra I, Algebra II, Geometry, and English 10 and the HS MISA (Science) and HSA Government. (*pending HCPS/MSDE decision)

AHS STUDENT SERVICES

ACCEPTABLE USE AND INTERNET SAFETY POLICY FOR STUDENTS

Introduction

In this global society with ever-changing technologies, wherever possible, the students of the Harford County Public School system will have Internet access in order to acquire information and resources not otherwise available and to communicate and collaborate with experts and others around the world.

Procedures for the Use of Telecommunications Resources

These procedures cover the use of all telecommunications technology, including computers, email, telephones, facsimile machines, and other wire or wireless technologies. The Internet and related technology require a comprehensive outline of acceptable and unacceptable uses. Therefore, these procedures apply to the use of local area networks, wide area networks, the Internet, and other similar networks. It may also be extended to apply to other telecommunications technology.

Failure to adhere to these procedures will result in disciplinary action. This action may include, but is not limited to, the revocation or limitation of the offender’s access. Willful misuses may lead to additional disciplinary action and/or criminal prosecution under applicable local, state, and federal law.

1. **Acceptable** uses of Harford County Public School system telecommunications include, but are not limited to the following:
 - Accessing and exchanging of information to promote research and instruction for educational purposes only;
 - Showing respect for and taking care of equipment;
 - Practicing responsible, ethical, and legal behavior, including observing the copyright laws;
 - Being polite and using appropriate language;
 - Monitoring time online in consideration of others.
2. **Unacceptable** uses of Harford County Public School system telecommunications include, but are not limited to the following:
 - Transmitting or receiving profane, obscene, pornographic, or other related objectionable materials that would be in violation of the Discrimination/Harassment Policy;
 - Transmitting any material which is threatening to another person;
 - Revealing home telephone number, addresses, or other personal information;
 - Deliberately degrading or disrupting equipment or network, including creating, transmitting or introducing computer viruses;
 - Using telecommunications equipment to offer, provide, or purchase products or services or any type of commercial enterprise (if students misuse the Internet privileges by making purchases with Harford County Public School System’s equipment, parents are responsible for any debt incurred);
 - Using telecommunications equipment to access chat rooms or messaging applications;
 - Using telecommunications equipment to acquire term papers or any other prepared projects or reports;
 - Seeking information (i.e., password, files, settings) about network or other users;
 - Scanning in student’s own image or the image of other students;
 - Violating any local, state, or federal law, rule or regulation;
 - Installing any software without authorization.

Notification of Risks

The Harford County Public School system will maintain software that will help restrict access to objectionable sites. In addition, the Office of Technology and Information Services will use a monitoring process to keep a log of all sites visited. These logs will be reviewed periodically by appropriate personnel. Telecommunications use is a privilege which can be revoked. It is the intent of the Board of Education of Harford County that the telecommunications resources be used in a responsible, ethical, legal, and efficient manner and in accordance with the instructional mission of the school system and all local, state, and federal rules and regulations.

The Board of Education of Harford County cannot:

- Assure that the safeguards taken against objectionable sites are foolproof. It is also possible that these safeguards will block access to some acceptable sites;
- Assure the availability of access to the Internet or specific sites on the Internet;
- Assure the accuracy and quality of information obtained;
- Assure that the information sent or received will be private;
- Assure that all material has educational value;
- Assure denial of access to all illegal, defamatory, inaccurate, or potentially offensive materials.

The Board of Education of Harford County is not:

- Responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties;
- Responsible for unauthorized costs incurred by students.

Accordingly, access will only be granted to users who acknowledge the Harford County Board of Education Acceptable Use and Internet Safety Policy for Students and the procedures in this handbook page 84.

COUNSELING SERVICES

The primary goal of the school counseling department is to assist all students in reaching their academic potential by removing barriers to learning and assisting students in acquiring life success skills. As an integral component in the education system, school counselors provide a developmental, comprehensive and continuous program of services throughout high school targeting the academic, career and personal/social development of all students. Appointments to meet with your counselor can be made before homeroom and during lunch. Contact the School Counseling office at 410-273-5585.

Administrator and School Counseling Teams:

Last Names	Administrator	Email	Name	Email
A-D	Angie Taddia	angie.taddia@hcps.org	Angela Farthing	angela.farthing@hcps.org
E-K	Lamark Holley	lamark.holley@hcps.org	Laura Jacobson	laura.jacobson@hcps.org
L-R	Mark Truszkowski	mark.truszkowski@hcps.org	Kimala Humphreys	kimala.humphreys@hcps.org
S-Z	Sarah Doyle	sarah.doyle@hcps.org	Hannah Joyce	hannah.joyce@hcps.org
		Guidance Secretary	Kenya Davis	kenya.davis@hcps.org

COLLEGE COUNSELING

School Counselors also provide career and college readiness programming. Activities include college visits, AP, SAT, PSAT, Accuplacer and ASVAB testing, resume building, college application assistance and college planning.

NAVIANCE/FAMILY CONNECTION

Naviance/Family Connection, is a web-based service that allows students to search for colleges and to manage tasks associated with the college admissions process. It provides students with a variety of features, including college research and matching tools, course planning, career assessment and personality tests, and surveys to help students connect what they are doing in school to what they would like to do once they complete their education.

<http://connection.naviance.com/aberdeem>. User name = lunch pin number, password = last name, all lowercase letters.

GRADUATION REQUIREMENTS

*Students will need to complete HSA/PARCC testing requirements in English, Math, Science and Social Studies.

Subject	Specific Credit Requirements
English	4 credits in <ul style="list-style-type: none">English IEnglish IIEnglish IIIEnglish IV
Math	4 credits including <ul style="list-style-type: none">Algebra IGeometry
Science	3 credits including <ul style="list-style-type: none">Biology
Social Studies	3 credits including <ul style="list-style-type: none">U.S. GovernmentWorld HistoryU.S. History
Fine Art	1 credit
Physical Education	1 credit
Health	.5 credit
Technology	1 credit from the following: <ul style="list-style-type: none">Foundations of TechnologyA.P. Computer Science PrincipalsIntroduction to Engineering Design (PLTW)
Career Pathway/CTE	4-6 credits
Electives	Will vary
Total	26 credits

Monday, September 7, 2020
Schools/Offices Closed
Labor Day

Tuesday, September 8, 2020
First Day of School

Wednesday, September 9, 2020

	B1	_____	A1	_____
		_____		_____
		_____		_____
		_____		_____
	B2	_____	A2	_____
		_____		_____
		_____		_____
		_____		_____
	B3	_____	A3	_____
		_____		_____
		_____		_____
		_____		_____
	B4	_____	A4	_____
		_____		_____
		_____		_____

Thursday, September 10, 2020

Friday, September 11, 2020

Saturday, September 12, 2020

B1	_____	FLEX	_____
	_____	DAY	_____
	_____		_____
	_____		_____
B2	_____		_____
	_____		_____
	_____		_____
	_____		_____
B3	_____		_____
	_____		_____
	_____		_____
	_____		_____
B4	_____		_____
	_____		_____
	_____		_____
	_____		_____

Sunday, September 13, 2020

Reminders (Long-term projects, etc.):

Monday, September 14, 2020

Tuesday, September 15, 2020

Wednesday, September 16, 2020

A1		B1		A1	
A2		B2		A2	
A3		B3		A3	
A4		B4		A4	

Thursday, September 17, 2020

Friday, September 18, 2020

Saturday, September 19, 2020

B1		FLEX DAY	
B2			
B3			
B4			

Sunday, September 20, 2020

Reminders (Long-term projects, etc.):		

Monday, September 21, 2020

Tuesday, September 22, 2020

Wednesday, September 23, 2020

A1 _____ _____ _____ _____ _____	B1 _____ _____ _____ _____ _____	A1 _____ _____ _____ _____ _____
A2 _____ _____ _____ _____ _____	B2 _____ _____ _____ _____ _____	A2 _____ _____ _____ _____ _____
A3 _____ _____ _____ _____ _____	B3 _____ _____ _____ _____ _____	A3 _____ _____ _____ _____ _____
A4 _____ _____ _____ _____ _____	B4 _____ _____ _____ _____ _____	A4 _____ _____ _____ _____ _____

Thursday, September 24, 2020

Friday, September 25, 2020
Three Hour Early Dismissal

Saturday, September 26, 2020

B1 _____ _____ _____ _____ _____	FLEX DAY _____ _____ _____ _____ _____
B2 _____ _____ _____ _____ _____	_____ _____ _____ _____ _____
B3 _____ _____ _____ _____ _____	_____ _____ _____ _____ _____
B4 _____ _____ _____ _____ _____	_____ _____ _____ _____ _____

Sunday, September 27, 2020

Reminders (Long-term projects, etc.):

Schools/Offices Closed

Saturday, October 3, 2020

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Reminders (Long-term projects, etc.):

Monday, October 5, 2020

Tuesday, October 6, 2020

Wednesday, October 7, 2020

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Thursday, October 8, 2020

Friday, October 9, 2020

Saturday, October 10, 2020

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Sunday, October 11, 2020

Reminders (Long-term projects, etc.):

Monday, October 12, 2020

Tuesday, October 13, 2020

Wednesday, October 14, 2020

A1		B1		A1	
A2		B2		A2	
A3		B3		A3	
A4		B4		A4	

Thursday, October 15, 2020
Three Hour Early Dismissal

Friday, October 16, 2020
Schools Closed for Students

Saturday, October 17, 2020

B1			
B2			
B3			

Sunday, October 18, 2020

B4			

Reminders (Long-term projects, etc.):

Monday, October 19, 2020

Tuesday, October 20, 2020

Wednesday, October 21, 2020

A1		B1		A1	
A2		B2		A2	
A3		B3		A3	
A4		B4		A4	

Thursday, October 22, 2020

Friday, October 23, 2020

Saturday, October 24, 2020

B1		FLEX DAY			
B2					
B3					

Sunday, October 25, 2020

B4		

Reminders (Long-term projects, etc.):

Monday, October 26, 2020

Tuesday, October 27, 2020

Wednesday, October 28, 2020

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, October 29, 2020

Friday, October 30, 2020

Saturday, October 31, 2020

B1	FLEX DAY
B2	
B3	

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Sunday, November 1, 2020

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B4		

Reminders (Long-term projects, etc.):

Monday, November 2, 2020
Schools Closed-PD

Tuesday, November 3, 2020
Schools Closed-Election Day

Wednesday, November 4, 2020

		A1	
		A3	
		A4	

Thursday, November 5, 2020

Friday, November 6, 2020
First Marking Period Ends

Saturday, November 7, 2020

B1		FLEX DAY	
B2			
B3			

--

Sunday, November 8, 2020

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B4		

Reminders (Long-term projects, etc.):

Monday, November 9, 2020

Tuesday, November 10, 2020

Wednesday, November 11, 2020
Three Hour Early Dismissal
Veterans Day

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4


Thursday, November 12, 2020

Friday, November 13, 2020

Saturday, November 14, 2020

B1	FLEX DAY
B2	

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Reminders (Long-term projects, etc.):

Wednesday, November 18,
2020

A1		B1		A1	
A2		B2		A2	
A3		B3		A3	
A4		B4		A4	

Saturday, November 21, 2020



B3	
B4	

Sunday, November 22, 2020

Reminders (Long-term projects, etc.):

Monday, November 23, 2020

Tuesday, November 24, 2020

Wednesday, November 25, 2020
Three Hour Early Dismissal

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, November 26, 2020
Schools Closed
Thanksgiving Holiday

Friday, November 27, 2020
Schools Closed
Thanksgiving Holiday

Saturday, November 28, 2020

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Sunday, November 29, 2020

Reminders (Long-term projects, etc.):

Monday, November 30, 2020

Tuesday, December 1, 2020

Wednesday, December 2, 2020

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, December 3, 2020

Friday, December 4, 2020

Saturday, December 5, 2020

B1	FLEX DAY
B2	

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B3		Sunday, December 6, 2020 <div></div>
B4		

Reminders (Long-term projects, etc.):

Monday, December 7, 2020

Tuesday, December 8, 2020

Wednesday, December 9, 2020

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, December 10, 2020

Friday, December 11, 2020

Saturday, December 12, 2020

B1	FLEX DAY	<div></div>
B2		

B3		Sunday, December 13, 2020 <div></div>
B4		

Reminders (Long-term projects, etc.):

Monday, December 14, 2020

Tuesday, December 15, 2020

Wednesday, December 16, 2020

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, December 17, 2020

Friday, December 18, 2020

Saturday, December 19, 2020

B1	FLEX DAY

B2		
B3		
B4		

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Sunday, December 20, 2020

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Reminders (Long-term projects, etc.):

Monday, December 21 2020

Tuesday, December 22, 2020

Wednesday, December 23, 2020
Three Hour Early Dismissal

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, December 24, 2020
Schools Closed
Winter Holiday

Friday, December 25, 2020
Schools Closed
Winter Holiday

Saturday, December 26, 2020

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		<p>Sunday, December 27, 2020</p>

Reminders (Long-term projects, etc.):		
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Monday, January 4, 2021

Tuesday, January 5, 2021

Wednesday, January 6, 2021

A1		B1		A1	
A2		B2		A2	
A3		B3		A3	
A4		B4		A4	

Thursday, January 7, 2021

Friday, January 8, 2021

Saturday, January 9, 2021

B1		FLEX DAY		

B2		
B3		Sunday, January 10, 2021
B4		

Reminders (Long-term projects, etc.):

Monday, January 11, 2021

Tuesday, January 12, 2021

Wednesday, January 13, 2021

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, January 14, 2021

Friday, January 15, 2021
Three Hour Early Dismissal

Saturday, January 16, 2021

B1	FLEX DAY
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B2		
B3		Sunday, January 17, 2021
B4		

Reminders (Long-term projects, etc.):

Monday, January 18, 2021
 Schools/Offices Closed
 Martin Luther King, Jr. Day

Tuesday, January 19, 2021

Wednesday, January 20, 2021

	B1	A1
	B2	A2
	B3	A3
	B4	A4

Thursday, January 21, 2021

Friday, January 22, 2021

Saturday, January 23, 2021

B1	FLEX	
----	------	--

	DAY	
B2		
B3		
B4		

Sunday, January 24, 2021

Reminders (Long-term projects, etc.):

Monday, January 25, 2021

Tuesday, January 26, 2021

Wednesday, January 27, 2021

A1	B1	A1
A2	B2	A2
A3	B3	A3
A4	B4	A4

Thursday, January 28, 2021

Friday, January 29, 2021

Saturday, January 30, 2021

B1		FLEX DAY	
B2			
B3			
B4			

Sunday, January 31, 2021

Reminders (Long-term projects, etc.):

Monday, February 1, 2021

Tuesday, February 2, 2021

Wednesday, February 3, 2021

A1		B1		A1	
A2		B2		A2	
A3		B3		A3	
A4		B4		A4	

Thursday, February 4, 2021

Friday, February 5, 2021

Saturday, February 6, 2021

B1	_____	FLEX DAY	_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B2	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B3	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B4	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

Sunday, February 7, 2021

Reminders (Long-term projects, etc.):

Monday, February 8, 2021

Tuesday, February 9, 2021

Wednesday, February 10, 2021

A1	_____	B1	_____	A1	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A2	_____	B2	_____	A2	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A3	_____	B3	_____	A3	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A4	_____	B4	_____	A4	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____

Thursday, February 11, 2021

Friday, February 12, 2021

Saturday, February 13, 2021

Three Hour Early Dismissal

B1	_____	FLEX DAY	_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B2	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B3	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B4	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

Sunday, February 14, 2021

Reminders (Long-term projects, etc.):

Monday, February 15, 2021
Schools/Offices Closed
PRESIDENTS DAY

Tuesday, February 16, 2021

Wednesday, February 17, 2021

	B1	_____	A1	_____
		_____		_____
		_____		_____
		_____		_____
		_____		_____
	B2	_____	A2	_____
		_____		_____
		_____		_____
		_____		_____
		_____		_____
	B3	_____	A3	_____
		_____		_____
		_____		_____
		_____		_____
		_____		_____
	B4	_____	A4	_____
_____		_____		
_____		_____		
_____		_____		
_____		_____		

Thursday, February 18, 2021

Friday, February 19, 2021

Saturday, February 20, 2021

B1	_____	FLEX	_____
	_____	DAY	_____
	_____		_____
	_____		_____
	_____		_____
B2	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B3	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B4	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

Sunday, February 21, 2021

Reminders (Long-term projects, etc.):

Monday, February 22, 2021

Tuesday, February 23, 2021

Wednesday, February 24, 2021

A1	_____	B1	_____	A1	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A2	_____	B2	_____	A2	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A3	_____	B3	_____	A3	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A4	_____	B4	_____	A4	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____

Thursday, February 25, 2021

Friday, February 26, 2021

Saturday, February 27, 2021

B1	_____	FLEX	_____
	_____	DAY	_____
	_____		_____
	_____		_____
	_____		_____
B2	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B3	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
B4	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____

Sunday, February 28, 2021

Reminders (Long-term projects, etc.):


Monday, March 1, 2021

Tuesday, March 2, 2021

Wednesday, March 3, 2021

A1	_____	B1	_____	A1	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A2	_____	B2	_____	A2	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A3	_____	B3	_____	A3	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
A4	_____	B4	_____	A4	_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____
	_____		_____		_____

Saturday, March 27, 2021



Wednesday, March 31, 2021

57

Saturday, April 10, 2021

[illegible]

Wednesday, April 14, 2021

59

A4	B4	A4

Thursday, April 15, 2021

Friday, April 16, 2021

Saturday, April 17, 2021
Prom

B1	FLEX DAY
B2	
B3	
B4	

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Sunday, April 18, 2021

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Reminders (Long-term projects, etc.):

Monday, April 19, 2021

Tuesday, April 20, 2021

Wednesday, April 21, 2021

A1	B1	A1
A2	B2	A2
A3	B3	A3

<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>	<div></div> <div></div> <div></div>
A4	B4	A4

Thursday, April 22, 2021

Friday, April 23, 2021

Saturday, April 24, 2021

B1	FLEX DAY	
B2		
B3		Sunday, April 25, 2021
B4		

Reminders (Long-term projects, etc.):

Monday, April 26, 2021

Tuesday, April 27, 2021

Wednesday, April 28, 2021

A1	B1	A1
A2	B2	A2
A3	B3	A3

<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
A4 <div></div> <div></div> <div></div> <div></div>	B4 <div></div> <div></div> <div></div> <div></div>	A4 <div></div> <div></div> <div></div> <div></div>

Thursday, April 29, 2021

Friday, April 30, 2021

Saturday, May 1, 2021
SAT

B1 <div></div> <div></div> <div></div> <div></div>	FLEX DAY <div></div> <div></div> <div></div> <div></div>
B2 <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
B3 <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>
B4 <div></div> <div></div> <div></div> <div></div>	<div></div> <div></div> <div></div> <div></div>

Sunday, May 2, 2021

Reminders (Long-term projects, etc.):

Monday, May 3, 2021

Tuesday, May 4, 2021

Wednesday, May 5, 2021

A1 <div></div> <div></div> <div></div> <div></div>	B1 <div></div> <div></div> <div></div> <div></div>	A1 <div></div> <div></div> <div></div> <div></div>
A2 <div></div> <div></div> <div></div> <div></div>	B2 <div></div> <div></div> <div></div> <div></div>	A2 <div></div> <div></div> <div></div> <div></div>

Saturday, May 8, 2021

Sunday, May 9, 2021

Wednesday, May 12, 2021

63


A3	B3	A3
A4	B4	A4

Thursday, May 21, 2020


Friday, May 21, 2021
Three Hour Early Dismissal

Saturday, May 22, 2021

B1		FLEX DAY	
B2			
B3			
B4			



Sunday, May 23, 2021



Reminders (Long-term projects, etc.):


Monday, May 24, 2021

Tuesday, May 25, 2021

Wednesday, May 26, 2021

A1	B1	A1
A2	B2	A2

Saturday, May 29, 2021



Wednesday, June 2, 2021

66

	B3	A3
	B4	A4

Thursday, June 3, 2021

Friday, June 4, 2021

Saturday, June 5, 2021

B1		FLEX DAY
B2		
B3		
B4		

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Sunday, June 6, 2021

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Reminders (Long-term projects, etc.):

Monday, June 7, 2021

Tuesday, June 8, 2021

Wednesday, June 9, 2021

Aberdeen High School Guidelines for Internet Use
THIS PAGE MUST BE SIGNED AND DISPLAYED FOR STUDENTS TO USE
ONLINE SERVICES WHILE AT SCHOOL

The following is a list of expectations concerning the proper use of the Internet at Aberdeen High School.

1. Students will abide by all rules included in Harford County Public School's Acceptable use Policy listed on the preceding pages.
2. Any student using the internet must have the Internet Use Agreement in the Aberdeen High School Student Handbook signed by the student and a parent/guardian.
3. When using the Internet, a student is expected to access acceptable material only. Any person found accessing inappropriate material will be referred to an administrator.
4. Students may not access their personal e-mail account without permission from an Aberdeen High School staff member. The use of e-mail must be for instructionally-related purposes only.

Aberdeen High School Online Student User Agreement

I understand and will abide by the Aberdeen High School Guidelines for Internet Use. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School system disciplinary action and/or appropriate legal action may be taken.

Student Name (Printed) _____ Grade _____

Student Signature _____ Date _____

Parent Acknowledgement

I have carefully reviewed with my son/daughter the Aberdeen High School Guidelines for Internet use. I support these regulations and understand that he/she will be held strictly accountable for cooperating with them. However, I also understand that the nature of the World Wide Web is such that controversial or objectionable content may be encountered, in spite of the school's reasonable efforts to prevent it. Therefore, I accept my responsibility to make clear to my son/daughter our family's beliefs, standards and tolerance for controversial content on the Internet.

My signature below means that I understand the school cannot guarantee that my son/daughter will not accidentally encounter words or images on the Internet that violate my family's standards for such things. However, I trust my son/daughter to refrain from deliberately trying to access such content. I also trust my son/daughter to immediately leave any web site on the Internet that would violate our family's beliefs and standards in this area or the permissible standards of Harford County Public Schools.

Parent Name (Printed) _____

Parent Signature _____ Date _____

September 2020				
7 CLOSED	8 B1-B2-B3-B4	9 A1-A2-A3-A4	10 B1-B2-B3-B4	11 A1-A2-A3-A4
14 A1-A2-A4-A3	15 B1-B2-B4-B3	16 A1-A2-A4-A3	17 B1-B2-B4-B3	18 B1-B2-B4-B3
21 A1-A2-A3-A4	22 B1-B2-B3-B4	23 A1-A2-A3-A4	24 B1-B2-B3-B4	25 A1-A2-A3-A4
28 CLOSED	29 B1-B2-B4-B3	30 A1-A2-A4-A3		
October 2020				
			1 B1-B2-B4-B3	2 A1-A2-A4-A3
5 A1-A2-A3-A4	6 B1-B2-B3-B4	7 A1-A2-A3-A4	8 B1-B2-B3-B4	9 B1-B2-B3-B4
12 A1-A2-A4-A3	13 B1-B2-B4-B3	14 A1-A2-A4-A3	15 B1-B2-B4-B3	16 CLOSED
19 A1-A2-A3-A4	20 B1-B2-B3-B4	21 A1-A2-A3-A4	22 B1-B2-B3-B4	23 A1-A2-A3-A4
26 A1-A2-A4-A3	27 B1-B2-B4-B3	28 A1-A2-A4-A3	29 B1-B2-B4-B3	30 B1-B2-B4-B3
November 2020				
2 CLOSED	3 CLOSED	4 A1-A2-A3-A4	5 B1-B2-B3-B4	6 A1-A2-A3-A4
9 A1-A2-A4-A3	10 B1-B2-B4-B3	11 A1-A2-A4-A3	12 B1-B2-B4-B3	13 B1-B2-B4-B3
16 A1-A2-A3-A4	17 B1-B2-B3-B4	18 A1-A2-A3-A4	19 B1-B2-B3-B4	20 A1-A2-A3-A4
23 A1-A2-A4-A3	24 B1-B2-B4-B3	25 A1-A2-A4-A3	26 CLOSED	27 CLOSED
30 A1-A2-A3-A4				
December 2020				
	1 B1-B2-B3-B4	2 A1-A2-A3-A4	3 B1-B2-B3-B4	4 B1-B2-B3-B4
7 A1-A2-A4-A3	8 B1-B2-B4-B3	9 A1-A2-A4-A3	10 B1-B2-B4-B3	11 A1-A2-A4-A3
14 A1-A2-A3-A4	15 B1-B2-B3-B4	16 A1-A2-A3-A4	17 B1-B2-B3-B4	18 B1-B2-B3-B4
21 A1-A2-A4-A3	22 B1-B2-B4-B3	23 A1-A2-A4-A3	24 CLOSED	25 CLOSED
January 2021				
				1 CLOSED
4 A1-A2-A3-A4	5 B1-B2-B3-B4	6 A1-A2-A3-A4	7 B1-B2-B3-B4	8 A1-A2-A3-A4
11 A1-A2-A4-A3	12 B1-B2-B4-B3	13 A1-A2-A4-A3	14 B1-B2-B4-B3	15 B1-B2-B4-B3
18 CLOSED	19 B1-B2-B3-B4	20 A1-A2-A3-A4	21 B1-B2-B3-B4	22 A1-A2-A3-A4
25 A1-A2-A4-A3	26 B1-B2-B4-B3	27 A1-A2-A4-A3	28 B1-B2-B4-B3	29 B1-B2-B4-B3

February 2021				
1 A1-A2-A3-A4	2 B1-B2-B3-B4	3 A1-A2-A3-A4	4 B1-B2-B3-B4	5 B1-B2-B3-B4
8 A1-A2-A4-A3	9 B1-B2-B4-B3	10 A1-A2-A4-A3	11 B1-B2-B4-B3	12 A1-A2-A4-A3
15 CLOSED	16 B1-B2-B3-B4	17 A1-A2-A3-A4	18 B1-B2-B3-B4	19 A1-A2-A3-A4
22 A1-A2-A4-A3	23 B1-B2-B4-B3	24 A1-A2-A4-A3	25 B1-B2-B4-B3	26 B1-B2-B4-B3
March 2021				
1 A1-A2-A3-A4	2 B1-B2-B3-B4	3 A1-A2-A3-A4	4 B1-B2-B3-B4	5 A1-A2-A3-A4
8 A1-A2-A4-A3	9 B1-B2-B4-B3	10 A1-A2-A4-A3	11 B1-B2-B4-B3	12 B1-B2-B4-B3
15 A1-A2-A3-A4	16 B1-B2-B3-B4	17 A1-A2-A3-A4	18 B1-B2-B3-B4	19 A1-A2-A3-A4
22 A1-A2-A4-A3	23 B1-B2-B4-B3	24 A1-A2-A4-A3	25 B1-B2-B4-B3	26 B1-B2-B4-B3
29 A1-A2-A3-A4	30 B1-B2-B3-B4	31 A1-A2-A3-A4		
April 2021				
			1 B1-B2-B3-B4	2 CLOSED
5 CLOSED	6 CLOSED	7 A1-A2-A4-A3	8 B1-B2-B4-B3	9 A1-A2-A4-A3
12 A1-A2-A3-A4	13 B1-B2-B3-B4	14 A1-A2-A3-A4	15 B1-B2-B3-B4	16 B1-B2-B3-B4
19 A1-A2-A4-A3	20 B1-B2-B4-B3	21 A1-A2-A4-A3	22 B1-B2-B4-B3	23 A1-A2-A4-A3
26 A1-A2-A3-A4	27 B1-B2-B3-B4	28 A1-A2-A3-A4	29 B1-B2-B3-B4	30 B1-B2-B3-B4
May 2021				
3 A1-A2-A4-A3	4 B1-B2-B4-B3	5 A1-A2-A4-A3	6 B1-B2-B4-B3	7 B1-B2-B4-B3
10 A1-A2-A3-A4	11 B1-B2-B3-B4	12 A1-A2-A3-A4	13 B1-B2-B3-B4	14 A1-A2-A3-A4
17 A1-A2-A4-A3	18 B1-B2-B4-B3	19 A1-A2-A4-A3	20 B1-B2-B4-B3	21 B1-B2-B4-B3
24 A1-A2-A3-A4	25 B1-B2-B3-B4	26 A1-A2-A3-A4	27 B1-B2-B3-B4	28 A1-A2-A3-A4
31 CLOSED				
June 2021				
	1 B1-B2-B4-B3	2 A1-A2-A4-A3	3 B1-B2-B4-B3	4 A1-A2-A4-A3
7 TBD	8 TBD	9 TBD	10 TBD	11 TBD
14	15	16	17	18

HONOR CODE FOR ABERDEEN HIGH SCHOOL

I, _____ understand that Aberdeen High School
(Print Name)

operates on the honor system. As a student, I will demonstrate a high level of integrity and honesty. The honor code obligates me as a student at Aberdeen High, to neither give nor receive aid from other students on summer work, exams, tests, quizzes, classwork, homework, or other specified assignments. It also obligates me not to use ideas or text from any print or electronic sources without disclosure and proper attribution. It is my responsibility to insure that the work is accomplished solely by me.

Student's Signature

Date

Parent's Signature

Date



HARFORD COUNTY PUBLIC SCHOOLS

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If a participant in an activity reports any symptoms of concussion, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by fellow activity participants, parents and others include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness

HARFORD COUNTY PUBLIC SCHOOLS CONCUSSION INFORMATION SHEET

What can happen if an activity participant keeps on playing with a concussion or returns too soon?

Participants with the signs and symptoms of concussion should be removed from the activity immediately. Continuing to participate with the signs and symptoms of a concussion leaves a person especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after the concussion occurs, particularly if a person suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescents or teenagers will often under report symptoms of injuries. Concussions are no different. As a result, education of all involved in an activity is the key to safety.

If you think an activity participant has suffered a concussion

Anyone even suspected of suffering a concussion should be removed from the activity immediately and seek medical assistance. No one may return to an activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the person should continue for several hours.

For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/Concussion>



SUDDEN CARDIAC ARREST INFORMATION SHEET

1. What is Sudden Cardiac Arrest?

- Occurs suddenly and often without warning.
- An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.
- The heart cannot pump blood to the brain, lungs, and other organs of the body.
- The person loses consciousness (passes out) and has no pulse.
- Death occurs within minutes if not treated immediately.

2. What are the symptoms/warning signs of Sudden Cardiac Arrest?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age less than 50

The presence of ANY of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.

3. What is the treatment for Sudden Cardiac Arrest?

- Time is critical and an immediate response is vital
- **CALL 911**
- **Begin CPR**
- **Use an Automated External Defibrillator (AED)**

4. What causes Sudden Cardiac Arrest

- **Conditions present at birth:**
 - **Inherited** (passed on from parents/relatives) **condition of the heart muscle;**
 - **Hypertrophic Cardiomyopathy** – hypertrophy (thickening) of the left ventricle; the most common cause of sudden cardiac arrest in athletes in the United States.
 - **Arrhythmogenic Right Ventricular Cardiomyopathy (ARVC)** – replacement of part of the right ventricle by fat and scar; the most common cause of sudden cardiac arrest in Italy.
 - **Marfan Syndrome** – a disorder of the structure of blood vessels that make them prone to rupture; often associated with very long arms and unusually flexible joints.

- ***Inherited conditions of the electrical system:***
 - **Long QT Syndrome** - abnormality in the ion channels (electrical system) of the heart.
 - **Catecholaminergic Polymorphic Ventricular Tachycardia (CPVT) and Brugada Syndrome** – other types of electrical abnormalities that are rare but are inherited.
- ***Non Inherited*** (not passed on from the family, but still present at birth) ***conditions;***
 - **Coronary Artery Abnormalities** – abnormality of the blood vessels that supply blood to the heart muscle. The second most common cause of sudden cardiac arrest in athletes in the United States.
 - **Aortic valve abnormalities** – failure of the aortic (the valve between the heart and the aorta) to develop properly; usually causes a loud heart murmur.
 - **Non-compaction Cardiomyopathy** – a condition where the heart muscle does not develop normally.
 - **Wolff-Parkinson-White Syndrome** – an extra conducting fiber is present in the heart's electrical system and can increase the risk of arrhythmias.
- ***Conditions not present at birth but acquired later in life:***
 - **Commotio Cordis** – concussion of the heart that can occur from being hit in the chest by a ball, puck, or fist.
 - **Myocarditis** - infection/inflammation of the heart, usually caused by a virus.
 - **Recreational/Performance-Enhancing drug use** – use of drugs such as cocaine, and or high doses of stimulants can be associated with Sudden Cardiac Arrest.
- ***Idiopathic:*** Sometimes the underlying cause of the Sudden Cardiac Arrest is unknown, even after autopsy.



HARFORD COUNTY PUBLIC SCHOOLS

CONCUSSION AND SUDDEN CARDIAC ARREST AWARENESS
CONFIRMATION OF RECEIPT FORM

STUDENT NAME: _____ STUDENT ID NUMBER: _____

ADDRESS: _____ HOME PHONE: _____

CITY: _____ MD. ZIP _____ CELL PHONE: _____
CELL PHONE: _____

TO THE PARENT OR GUARDIAN:

It is the goal of the Harford County Public Schools to provide a safe and supportive environment for all students. Students and parents/guardians should be aware of school, county and state policies and procedures that support this goal. Toward this end, information on concussions and sudden cardiac arrest is provided.

Concussion Information

Maryland law requires that "all individual participants in an authorized athletic activity" on school property be made aware of the dangers a concussion may have. In accordance with this law, Harford County Public Schools is providing a concussion information sheet for both parents/guardians and student participants to review. Acknowledgment of receipt of this form is required by the law.

Sudden Cardiac Awareness Information

Maryland law requires the Maryland State Department of Education (MSDE) to develop and implement a program to provide sudden cardiac arrest awareness to coaches, school personnel, student athletes, and parents, in collaboration with the Department of Health and Mental Hygiene (DHMH), each local board of education, and other experts and stakeholders. In accordance with this law, Harford County Public Schools is providing a sudden cardiac awareness information sheet for both parents/guardians and students to review. Acknowledgment of receipt of this form is required by the law.

MY SIGNATURE VERIFIES THAT:

I have read the above statement, have received the **Concussion and Sudden Cardiac Awareness Information Sheet**, and hereby give my written consent.

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____