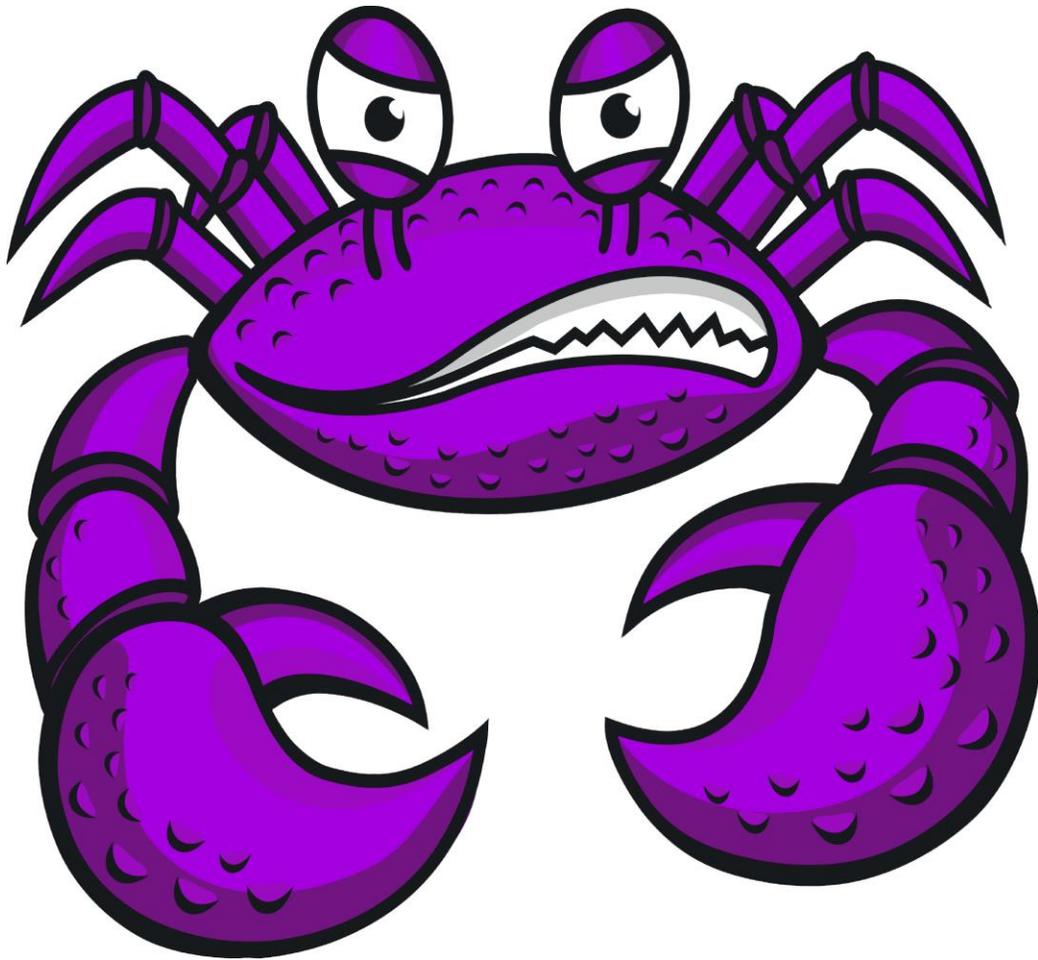


Crisfield Academy & High School



Home of the Crabbers!

**2018 - 2019 School Year
Student/Parent Handbook**

Welcome to Crisfield Academy & High School The Home of the Crabbers

Dear Students and Parents:

The 2018-2019 school year is here! It is important that you and your student be aware of our school policies and procedures, academic and behavioral expectations. This handbook is your child's guide to understand these expectations! In addition, our Crisfield High School Crabbers Facebook Page is a great place for you to visit as the most up-to-date information is posted their daily.

This Student-Parent Handbook will communicate important and valuable information. It explains our school programs, rules and procedures. Our attendance expectations, the student behavior code, the school's calendar, and your rights regarding your child's education are outlined.

It is important that you and your child take the time to read through this document carefully, paying special attention to the attendance policy and various other student conduct expectations. Please know that everyone at Crisfield Academy & High School is dedicated to providing a safe, orderly, and productive learning environment for all students. It is expected that each student be given an equal opportunity to be successful, and as a result, your child's conduct and academic performance will be held to the highest expectations. The way he or she speaks, acts, and interacts with each other and the professional staff, matters!

Again, we encourage every student and parent to review the content of this handbook. We strongly encourage you, the parent, and you, the student, to work with school staff to achieve academic and behavior success so that all students may enjoy a quality and effective education.

Best wishes for a successful year of teaching and learning in 2018-2019!

Sincerely,

Mr. Tony Bevilacqua
Principal

Mr. Jeff Hale
Assistant Principal

Daily Schedule 2018-2019

Regular Bell Schedule

Staff Report for Duty	7:15	
Period 1 Homeroom	7:30 – 7:40	10 Min
Period 1	7:40 – 8:38	58 Min
Period 2	8:42 - 9:40	58 Min
Period 3	9:44 - 10:42	58 Min
Period 4	10:46 - 12:22	96 Min (64 Instructional Min)
1st Lunch	10:46 - 11:14	30 Min
2nd Lunch	11:18 - 11:48	30 Min
3rd Lunch	11:52 - 12:22	30 Min
Period 5	12:26 - 1:24	58 Min
Period 6	1:28 - 2:30	62 Min
Staff Meetings	3:00 – 4:00	60 Min

Tawes Schedule

AM	Leave CAHS 7:30 Tawes 9:20	Arrive Tawes 7:45 CAHS 9:35 95 Min	PM	Leave CAHS 12:25 Tawes 2:15	Arrive Tawes 12:40 CAHS 100 Min 2:30
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Schedules For 1 and 2 Hour Delays

1 Hour Delay (No Homeroom)

Staff Report for Duty By	8:15	
Period 1	8:30 - 9:19	49 Min
Period 2	9:23 - 10:11	48 Min
Period 3	10:15 - 11:03	48 Min
Period 4	11:07 -12:45	98 Min (64 Instructional Min)
1st Lunch	11:07 - 11:37	30 Min
2nd Lunch	11:41 - 12:11	30 Min
3rd Lunch	12:15 – 12:45	30 Min
Period 5	12:49 - 1:37	48 Min
Period 6	1:41 - 2:30	49 Min

AM	Leave CAHS 8:30 Tawes 9:56	Arrive Tawes 8:45 CAHS 10:11 71 Min	PM	Leave CAHS 12:49 Tawes 2:15	Arrive Tawes 1:04 CAHS 2:30 71 Min
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2 Hour Delay (No Homeroom)

Staff Report for Duty By	9:15	
Period 1	9:30 – 10:07	37 Min
Period 2	10:11 - 10:47	36 Min
Period 3	10:51- 11:27	36 Min
Period 4	11:31 -1:09	98 Min (64 Instructional Min)
1st Lunch	11:31 - 12:01	30 Min
2nd Lunch	12:05 - 12:35	30 Min
3rd Lunch	12:39 - 1:09	30 Min
Period 5	1:13 – 1:49	36 Min
Period 6	1:53 - 2:30	37 Min

	Leave	Arrive		Leave	Arrive
AM	CAHS	Tawes		PM	CAHS
	9:30	9:45			1:13
	Tawes	CAHS			Tawes
	10:32	10:47 47 Min			2:15
					2:30 47 Min

End of Marking Period, Report Card, Midterm & Conference Dates

October 5, 2018		Q1 Mid Terms Issued
October 8, 2018	4-6:00 pm	Parent-Teacher Conferences
	6-7:00 pm	PAC Meeting in Media Center
October 19, 2018		MSEA Conference – Schools Closed
November 2, 2018		End of Q1
November 9, 2018		Q1 Report Cards Issued
December 14, 2018		Q2 Midterm Report Issued
December 17, 2018	4-6:00 pm	Parent-Teacher Conferences
	6-7:00 pm	PAC Meeting in Media Center
January 18, 2019		2 nd Marking Period Ends
February 5, 2019		Q2 Report Cards Issued
March 1, 2019		Q3 Midterm Report Issued
March 4, 2019	4-6:00 pm	Parent-Teacher Conferences
	6-7:00 pm	PAC Meeting in Media Center
April 5, 2019		3 rd Marking Period Ends
April 12, 2019		Q3 Report Cards Issued
May 10, 2019		Q4 Midterm Report Issued
May 13, 2019	4-6:00 pm	Parent-Teacher Conferences
	6-7:00 pm	PAC Meeting in Media Center
June 2019 Last Day		4 th Marking Period Ends & Q4 Report Cards Issued

Crisfield Academy and High School Student Guide

Guidelines for Plagiarism/Cheating on Assessments and other Assignments

Crisfield Academy & High School encourages personal honor and integrity in our students. Students should assume responsibility for academic honesty while the administration and faculty have the responsibility and the obligation to follow and enforce the Academic Honor Code. The code defines cheating as the giving or receiving of unauthorized help during a test, quiz, or on work to be done individually without assistance. **This now includes students searching for teacher answer keys online.** Plagiarism is the use of a published work either in print or on the internet without crediting the source is also cheating. CAHS has a Cheating/Plagiarism Protocol and is included in this handbook.

Students who cheat will receive a zero for that particular test or assigned work. If the cheating results in suspension from school, then it will also result in suspension from participation in extracurricular activities. See the **CAHS Cheating/Plagiarism Protocol** below, which identifies the conditions under which a student could be suspended for cheating or plagiarizing.

1. Students may not talk during county and state assessments. Violating this may cause a student to receive a failing grade. This may impact their course grade and/or their graduation credit. For all classroom assessments, please refer to your teachers' rules and guidelines.
2. Students are expected to complete their own work (e.g. homework, classwork, quizzes, tests, projects) unless directed by the teacher.
3. A parent-student-teacher conference will be optional in cases with disputed cheating.
4. If a student is a member of the National Honors Society (NHS), there will be a faculty committee review. The review committee may determine additional actions based on the NHS Bylaws.

*Note: Academic dishonesty may/can impact a student's standing in athletics and other extracurricular activities.

CAHS Cheating/Plagiarism Protocol

Note: The items in **bold** indicate additional steps (from the previous offense) that must be taken by the instructor.

First Offense:

1. Teacher must hold a conference with the student
2. Teach must show/teach/explain to the student why the infraction is considered “plagiarism” or “cheating”
3. Teacher must show the student their plagiarized work excerpts (highlighted) paired with the corresponding plagiarized original source material (also highlighted) or proof of cheating
4. Teacher must keep a copy of the work in question for documentation
5. Teacher must notify students’ other CHS teachers of the infraction
6. Teacher must notify parents and enter the contact in PowerSchool
7. Teacher **may** allow the student to redo the assignment for full or partial credit

Second Offense:

1. Teacher must notify parents and enter the contact in PowerSchool
2. **Teacher must request a conference with student, teacher, and administrator**
3. Teacher must keep a copy of the work in question for documentation
4. Teacher must notify students’ other CHS teachers of the infraction
5. **Student will receive a zero on the assignment and will not be permitted to make up the work**
6. **A referral is submitted to administration**

Third Offense:

1. Teacher must notify parents and enter the contact in PowerSchool
2. Teacher must request a conference with student, teacher, and administrator, **and parent**
3. Teacher must keep a copy of the work in question for documentation
4. Teacher must notify students’ other CHS teachers of the infraction
5. **Teacher must inform organizations/sponsors of the infraction and request removal from the organization(s)**
6. **Teacher must notify CHS guidance department and request that the infractions are made known to the home school’s guidance department and student’s home school teachers**
7. Student receives a zero on the assignment
8. A referral is submitted to administration
9. **Student may receive an in- or out-of-school suspension and/or failing grade in the course**

Attendance

Attendance Procedure – in an attempt to eliminate unlawful reasons for missing school, the following procedure will be in place.

Lawful (Excused) Absences:

Understand that any absence, excused or unexcused, may negatively impact a student's progress and performance in their courses. Absences for the following reasons are lawful absences and will be excused with appropriate, timely documentation:

- 1) Illness of Student;
- 2) Death in the immediate family. Immediate family shall be defined as parents/guardians, grandparents, siblings and students child(-ren). Absences for death in the immediate family are not to exceed five school days;
- 3) Court summons with documentation presented upon return;
- 4) State emergency;
- 5) Lack of authorized transportation. This does not include students denied authorized transportation for disciplinary reasons;
- 6) Hazardous weather conditions. Hazardous weather conditions are those which would endanger the health or safety of the student when in transit to and from school;
- 7) Work approved or sponsored by the school, the Somerset County Board of Education or the State Department of Education, accepted by the local superintendent of schools or the school principal (or their designees) as reason for excusing students;
- 8) Observance of a religious holiday;
- 9) Out-of-School Suspension;
- 10) Absences imposed by school-sponsored activities (i.e. athletics, band, field trips, etc.);
- 11) Other emergency or set of circumstances which in the judgment of the superintendent or designee constitutes a good and sufficient cause for absence from school.

Unlawful Absences: All absences other than those listed in the section above, are considered unlawful and unexcused. Half days will accumulate as full day absences. Two half days will equal one full day.

School Level	Number of unlawful days per year	Action taken by school
Academy/High School	2 periods per class	Principal or designee will mail attendance letter to parents/guardians. School counselor will meet with student and follow-up with a phone call to the parents/guardians.
	4 periods per class	Principal or designee will call the parents/guardians and follow-up with a 2nd attendance letter and a copy of the attendance brochure.

		Counselor will refer student to the learning support team
	5 periods per class	Principal or designee will send 3rd attendance letter certified informing the parents/guardians that the student will receive a failing grade for the course. Letter will include a copy of the attendance brochure and the appeal process procedures.
	6-8 total class periods	Counselor will complete an attendance referral with appropriate documentation and forward it to the Student Services department. Student Services personnel will make referral to the State's Attorney Office/Truancy Court if the student is under 16.

All questions with regard to Crisfield Academy and High School attendance procedures should be given to the attendance officer. **Students are expected to attend school regularly.** Under this policy, not only does the reason for absences become important, but also the total number of days the student has been absent becomes **very important**. A student is counted present for ½ day if in attendance at least two (2) hours but not more than four (4) hours of the school day. A student is counted present for a full day if in attendance for four (4) or more hours of the school day.

Loss of course credit – Crisfield Academy & High School students who are unlawfully absent for five (5) or more class periods in a semester course will receive a failing grade (40) in that course. High school and academy students enrolled in a yearlong course will receive a failing grade (40) for each semester in which they are unlawfully absent for five (5) or more days.

Loss of promotion/ course credit appeal - The parent/guardian upon receipt of notification that their child's absences prohibits promotion to the next grade or the awarding of credits at the secondary level may appeal to the principal in writing within five (5) school days of notification. Parents/Guardians will be notified of their right of appeal and the process of appeal in the absence letter explaining their child's failure. In requesting an appeal, the parent/guardian must be prepared to present medical notes for absences or documentation of unusual health or chronic medical conditions (certified by a physician). The principal's or school level Appeal Committee's decision may also be appealed to the Superintendent of Schools. A written request to the Superintendent must be submitted within ten (10) days of notification of the principal's or school level Appeals Committee's decision.

Loss of parking privileges – Students who leave school without permission via their vehicle may lose their parking privileges. Students who engage in behaviors that warrant in-school or out-of-school suspensions may lose their parking privileges.

Make-up Procedure - Makeup work is the responsibility of the student. 1) Students missing time must ask their teacher(s) for their make-up work during the first two (2) days after returning from being absent. The student is responsible for completing all make-up work within a maximum of three (3) days after receiving the work. For extended absences, the guidelines are: three (3) days for the first day of absence and one (1) day for each additional day of absence. For example, a student missing two (2) days of school will have a total of four (4) days to complete the make-up assignments.

Steps to follow when absent from school:

1. A parent/guardian must send a signed note certifying each excused absence. It is recommended that notes be submitted within two (2) school days after the student's return to school. Notes from a parent/guardian should be signed by the parent/guardian and include the student's name, the reason for student absences, the date(s) of the absences, and a phone number where the parents/guardians can be reached.
2. The written excuse must be brought in for each absence and given to the attendance secretary- Mrs. Vickie Nelson. If the note is not submitted when the student returns to school (first day), the absence is coded as an unexcused absence. **It is the student's responsibility to bring notes to the attendance secretary so that the absence is changed in PowerSchool.** Doctor's notes must have all days of absences listed, not just the date that the note was written. Altered notes will not be accepted and students will be marked unexcused.
3. Participation in family trips is not to exceed five (5) school days and must have prior approval from the principal. **Family trips require using parent notes. One day = one note. Therefore, a five (5) day family trip uses up ALL five (5) parent notes.** Only one family trip per school year may be approved by the building principal. Plans for the completion of missed class work are the responsibility of the student. The principal has the final decision on trip approvals.

Class Cutting

Students must attend classes as assigned. At no time are students to be out of their regularly assigned class without permission of the teacher(s) involved. Students in the hallways during class time must have a hall pass. Students who abuse hallway passes during class time will be put on the escort list. Class cutting or skipping is when a student is missing from a class for more than 15 minutes or does not report to one or more periods during the school day. Students who cut or skip class will receive disciplinary consequences.

Tardiness

Tardiness is defined as not being present at the beginning of the school day or beginning of a class. Crisfield Academy and High School's instructional day is from 7:30 A.M. to 2:30 P.M. All students should arrive by 7:30 A.M. and no earlier than 7:00 A.M. All students arriving late to school must report to and sign in at the main office. **Tardiness does not convert to absences but is addressed as a discipline issue.** Students who are tardy will receive lunch detention. Students who are chronically tardy will be put on the escort list and/or receive in-school suspension. Also, students arriving 15 minutes late without documentation (e.g. a pass) will be counted as an unexcused absence.

Policies and procedures are made to ensure students have guidelines to be successful. **During the 2018-2019 school year, Crisfield High School will continue the following procedures listed below:**

- 1) **Teachers:** Will maintain a daily attendance sheet for each class. Teachers will communicate to students at what point they will deem them tardy beginning the first day of school and will remind students throughout the semester or year. Teachers will maintain accurate records that reflect individual student tardiness. At minimum, teachers will respond to students' unexcused tardiness in the following manner:

1st Tardy- Verbal warning from teacher, documentation on the occurrence form, and lunch detention

2nd Tardy- Conference with teacher and documentation on the occurrence form

3rd Tardy- Teacher will contact parent and documentation the occurrence form

4th Tardy and additional tardiness will be referred to administration for disciplinary consequences

- 2) **Administration:** Once a student has been referred to administration for classroom tardiness administration will follow the following procedure. Once referred to administration, administration will use the SCPS progressive discipline matrix to apply the appropriate consequences.

Daily Dismissal

Crisfield Academy & High School will dismiss students at the end of the day by one bell. The bell will be for students that ride the buses, who walk home from school, and for students that drive to school. Students walking home are to exit the building in the front and any student crossing Somerset Ave. must use the designated cross walk in front of the school. **ALL students driving MUST exit school grounds by means of Gandy Lane. These rules will be strictly enforced for the safety of all.**

Early Dismissal

All students are expected to attend the full day of school. Early dismissal is permitted for business, emergency or medical reasons through a principal approved parent/guardian note. Dismissing prior to the close of any class at the High Schools and Academies that equals or exceeds ½ of the class time will be recorded as an absence from that class and subject to the CAHS attendance policy. Students and parents should note:

1. Continuous or excessive early dismissals without the pre-approval of the principal may result in disciplinary action; and
2. Parents needing to sign their student out for an unplanned medical dismissal or appointment will not receive disciplinary action provided the physician's note is presented upon the student's return to school.

Bicycles/Skateboards/Skates

At schools where bicycles are allowed, students must obtain permission from the school to ride to or from school. Bicycles must be secured on a bike rack with the student's lock. Bicycles are not permitted in the school building and may not be ridden on sidewalks at the school. The school assumes no responsibility for bicycles on school property. Skateboards may not be ridden on school property. Students riding a skateboard to/from school should meet with administration about where their skateboard should be stored during the school day.

Awards for Exemplary Performance

Crisfield Academy & High School is involved in various initiatives this year and we want to acknowledge the exemplary performance of our students. These recognitions include, but are not limited to, academic achievement- including academic improvement, exemplary attendance, athletic achievement, and citizenship. Assemblies will be held throughout the year to acknowledge these achievements.

Extracurricular Conduct

1. Students are expected to conduct themselves as ladies and gentlemen at all times.
2. Homecoming, Prom and Spring Formal (Academy) are the only dances permitting pre-approved outside guests.
3. All rules/policies of the Student Code of Conduct apply to all dances, athletic events, and all extra-curricular activities. In addition, students may forfeit the right to attend other school functions.
4. No one will be permitted to leave the school building and re-enter any dance or athletic event. When you leave you will not be allowed to re-enter.
5. Students are under school jurisdiction at all extra-curricular activities, including those at other schools.
6. Students under suspension (ISS full day or OSS) will not be allowed to attend after school activities of any type for that day.

Fees for Replacements and Consumables

Lock Replacement	\$ 7.00
Parking Permit	\$ 5.00

Lunch Prices

Breakfast and lunch will be provided to all Somerset County Public Schools students at no charge.

Food & Trash

Everyone has a responsibility to keep the entrance areas, lockers, and the commons area free from trash. To help us reach this goal, **students will not be permitted to:**

- **possess food or drinks outside of the cafeteria;**
- **teachers may not allow students to have food or drinks in their classrooms, except with approval from the administration**
- **no outside food from restaurants, establishments or vendors will be permitted.**

Fund Raising

Before an organization can sell any products at school or in the community, the club must secure approval from CAHS administration. *No products are to be sold by individuals during school time.* Food (including drinks, candy, and chips) may not be sold between the hours of 7:30 and 12:30pm.

Address Changes

Change of address or phone number must be reported to the Attendance Secretary- Mrs. Vickie Nelson with appropriate documentation of the new address (e.g. mortgage statement, lease, utility bill).

Adjustments in Somerset County Schools Grading Policy

1. Individual assignments are entered as a percentile grade from 0-100.
2. To ensure that one 9 weeks does not prevent a student's chances for passing the remainder of the course, a minimum average of any 9 weeks will be a 40%.
3. Teachers who teach the same courses will use a similar grading design by adopting the same grade categories and weights.
4. The emphasis behind grading assignments is to motivate all students to complete all assignments to the best of their abilities. Students who miss or fail an assignment will be permitted to re-submit the assignment, subject to teacher discretion. For schoolwork missed due to an absence, students should refer to the SCPS make-up policy 600-07 (page 4).

Parent Portal

When students or parents view the Parent Portal, they will see grades between 0 -100 for individual grades. The computer will also be computing a running average for the course and shown as percentage between 0% and 100%.

Report Cards

Students will receive report cards that show letter grades based on the percentile average.

Important Advice for Students and Parents

TO BE SUCCESSFUL, STUDENTS ARE ENCOURAGED TO COMPLETE ALL ASSIGNMENTS. In this system, failing to complete assignments is far more damaging to overall averages. Continually doing all assignments is a good practice that will ensure better grades in school and will best prepare students for success.

Graduation Requirements

Students must earn a minimum of 24 credits to graduate. Credits may be earned in the following areas:

Core Requirements		Other Requirements	
Subject Area	Current Specific Credit Requirements	Subject Area	Current Specific Credit Requirements
English	4 credits, including: <ul style="list-style-type: none"> • 1 credit in English 9 • 1 credit in English 10 • 1 credit in English 11 • 1 credit in English 12 	Fine Arts	1 credit
		Physical Education	½ credit
		Health	½ credit
Mathematics	4 credits*, including <ul style="list-style-type: none"> • 1 credit in Algebra I • 1 credit in Geometry 	Technology	1 credit
Science	3 credits, including <ul style="list-style-type: none"> • 1 credit in Biology • 2 additional credits including laboratory experience, in any or all of the following areas: <ul style="list-style-type: none"> ✓ Environmental Literacy ✓ Biology ✓ Physical Science 		2 credits in Foreign Language and 3 electives OR 2 credits in approved Advanced Technology Program and 3 electives OR 2 years in a Career Academy (State-approved Career and Technology Education Completer Program) and 1 elective
Social Studies	4 credits, including <ul style="list-style-type: none"> • 1 credit in U.S. History • 1 credit in Government • 1 credit in World History • 1 credit in Contemporary Issues 		

****Courses designated as CTE cannot satisfy a core content or an elective credit.**

*All students must graduate with a credit with instruction in algebra and one credit with instruction in geometry. For the graduating class of 2018 and later, students must be enrolled in a mathematics course in each year of high school (for a maximum of four years unless a mathematics course is needed to meet graduation requirements for additional years).

Maryland High School Required Assessments

The assessed courses are all 8th grade core courses, Algebra I, English 10, English 11, Physical Science, and American Government. Students must meet the Assessment requirements in each course to earn a Maryland high school diploma. The assessments ensure that graduates have mastered the basic skills needed to succeed after high school. To measure student achievement of Maryland's College and Career-Ready Standards, Maryland has implemented the Partnership for Assessment of Readiness of College and Careers (PARCC) assessment in English 11 and Algebra I.

Intervention and Retaking Assessments

Students who fail one of the above tests necessary for graduation must retake the assessment before participating in the Bridge Plan for Academic Validation. Students who fail a required state assessment will receive appropriate assistance before retaking the exam.

Bridge Plan for Academic Validation

- The Bridge Plan for Academic Validation provides eligible students an additional opportunity to meet the testing requirements that will lead to a Maryland High School Diploma. Students must demonstrate defined knowledge and skills to graduate, either through the traditional testing program, which includes pass the assessment or the Bridge Plan program. Somerset County students who think they qualify for this option are encouraged to explore the Bridge Plan for Academic Validation option with their school counselor.
- The Bridge Plan has been approved by the Maryland State Board of Education and is included in the Code of Maryland Regulations (COMAR).

Community Service

Seventy-five (75) hours of community service must be completed and documented. It is highly recommended that students seeking admission into the National Honors Society speak with their advisor or school counselor about required community service. Note: Students cannot receive payment from any organization or institution AND receive hours. Students are also responsible for submitting appropriate documentation in order to receive credit for performed community service hours. Please contact the school counselor if you have any questions.

Promotion Standards

To be promoted to the next grade level, a student must meet the requirement of the minimum number of cumulative credits listed below and must not fail more than (1) core area subject at the students' current grade level. Core area subjects are defined as English, Math, Science, Social Studies, and Foreign Language.

PROMOTED FROM NINTH GRADE TO THE TENTH GRADE

Four (4) or more credits

PROMOTED FROM TENTH GRADE TO THE ELEVENTH GRADE

Nine (9) or more credits

PROMOTED FROM ELEVENTH GRADE TO THE TWELFTH GRADE

Fourteen (14) or more credits

GRADUATED

Twenty-three (23) or more credits and meet all other graduation requirements

Graduation Ceremonies

Graduation will take place in June (date TBD) and usually begins promptly at 6:00 PM in the auditorium of Crisfield Academy & High School. Admission to graduation ceremonies are by ticket only. Tickets are distributed following graduation rehearsal and upon payment of all debts owed to Somerset County Public Schools.

There is always several ***mandatory*** rehearsal prior to graduation. Participants will need to make the necessary arrangements to be present at this time. Seniors are reminded of the following guidelines for dress on Senior Picture Day, Baccalaureate, and Graduation night: Girls are to wear a light color dress/skirt, and blouse and white shoes and boys are to wear dark blue or black trousers, tie, socks, white shirts, and black shoes. We will review this with seniors throughout the year.

County Wide Student Recognition Criteria

1. **First and second place winners in county, district, regional, state or national competition in art, writing (essay, drama, math, music, etc.)** *Competitions must be judged outside the school system.*
2. **All Shore, All State Competition for Band and Chorus. First Team All Bayside Conference** (as selected by the Salisbury Daily Times). **County Hoop Shoot winners, District and State Champions**-*this would include golf winners and All Stars from the Shore.*
3. **Outstanding examples of citizenship to the school and/or community.** Justification should be given by the principal for this recognition.
4. **Academic Excellence will include students who have achieved the following:**

Elementary:

Grades 3 – 5 **90 average for each of the first three marking periods.**

Intermediate: **3.5 Grade point average (Principal’s Roll) for each of the first three marking periods.**

High School **3.5 Grade point average (Principal’s Roll) for each of the first three marking periods. (This information is also printed on the bottom of report cards).**

GPA Distinctive

Credit Roll	2.75-3.24
Honor Roll	3.25-3.49
Principal’s Roll	3.50-4.00

Any student with a grade below a 70% will not be eligible for the Principal’s Roll or Honor Roll regardless of GPA, but is still eligible for Credit Roll.

Crisfield Academy & High School quarterly Honor Rolls will be posted on Crisfield-Somerset County Times and on our Facebook Page.

Schedule Changes

Student schedules as assigned at the beginning of any school term become the student’s official program of studies. Changes or alterations desired in the official program must be approved and implemented through the procedures of the Guidance Department. Schedule changes made after the second week of school or semester must be approved by the school administration. Schedule changes will be granted only in the following instances:

1. **A student has an incomplete schedule.**
2. **A student desires to move to a more advanced level of course work and exhibits the necessary prerequisites.**
3. **A student did not receive a course required for graduation.**
4. **A student’s special education program necessitates a change through the IEP process.**
5. **A teacher recommends the student be moved to a different level based on the student’s needs and provides the academic documentation demonstrating this need.**

Lockers

Every 8th grade and 9th grade student will be assigned a locker. We will phase in grades 10-12 over the next three years. Students will be given a combination and are expected to keep books, coats, and other materials or equipment in the locker. Students are expected to use the locker assigned to them, and they should keep their locker clean at all times. Students are responsible for their lockers and its contents. When the administration has reason to believe articles are present which are likely to pose a threat to the welfare and safety of others in the school, the principal or his designated representatives are authorized to search student lockers.

Media Center

Library hours are from 7:30am – 2:30pm. A quiet atmosphere will be maintained during this time. Access to the Media Center during lunch shifts is limited to those students who have received prior approval from both a teacher and the Media Specialist.

Phone Use

The telephones in the Main Office are for emergency use only. Any other calls will be at a cost of fifty cents (.50 cents). Students are not permitted to use cell phones during the school day. Please reference SCPS Policy 600-31 at the end of this handbook. **Cell phones and earbuds are NOT permitted in the hallways.** CAHS staff is authorized to confiscate students' cell phones when students are non-compliant. Parents may pick up the phones and sign them out on the first offense. The school reserves the right to hold the phone for thirty (30) days on the second offense. The school reserves the right to hold the phone for the remainder of the year on the third offense.

Posters & Signs

All posters and signs must be approved by school administration. Persons posting the signs and posters are responsible for their removal and for cleanup. Candidates for school or club offices should check with an administrator for the number and size of signs allowed.

Student Services

Administration

Principal	Mr. Bevilacqua	Main Office
Assistant Principal	Mr. Hale	Main Office

Counselors

Grades 8 & 9	Ms. Johnson	Main Office
Grades 10 - 12	Mrs. Daum	Main Office

Departments

Athletics	Mr. Bozman	Main Office
Attendance	Ms. Nelson	Main Office
ISS/ISI	Ms. Bell	Room 118
Seashell (Yearbook)	Ms. Dize	Media Center
Nurse	Ms. Marsh	Nurse's Office
SAT Information	Mrs. Daum	Main Office

Learning Support Specialist	Ms. Johnson	Main Office
Peer Mediation	Ms. Johnson/Mrs. Daum	Main Office
Choral Director	Mrs. LaRue	Room 301
Band Director	Mrs. McHenry	Room 302
Student Government Association	Mr. Webster	Room 202
National Honor Society	Ms. James	Room 120
Transcripts	Mrs. Daum/Ms. Nelson	Main Office

Textbook Accountability

Textbooks are a vital part of the school's curriculum and represent a significant part of the division's budget. Textbook inventory is closely monitored. When a book is issued to a student, the number and condition are recorded. Copies of the inventory form are kept by the teacher and the main office. Books will be checked for damage/loss throughout the school year and at the close of school. Students are responsible for book damage and replacement costs.

Visitors

Adult visitors to the school are always welcome, but the administration requires that they obtain a pass from the main office. Upon entering, visitors should report to the office, sign in, and obtain a pass. Those not obtaining a pass and who have been denied permission to be on school grounds will be considered trespassing. Trespassers will be prosecuted. Staff/Teachers can only accept visitors after school hours.

Student Social Behavior

Students put forth their best efforts during the education process when they:

- (a) Accept responsibility for their actions and education while abiding by established school rules, regulations, and laws of the community, state, and nation;
- (b) Come to school with a positive attitude in order to realize opportunities for academic and personal growth;
- (c) Model positive behavior and language which reflect cooperation with all members of the school community; and
- (d) Come to school prepared to learn, bringing only those items and materials which are appropriate for the educational program.

Tobacco Products

Students possessing or using tobacco are given a citation by law enforcement and will receive additional disciplinary action in accordance with SCPS Substance Abuse policy.

General Procedures to Facilitate Discipline at CAHS

Somerset County Public Schools Policy 600-17 - Student Discipline

Definition:

- A. Short-term suspension means the removal of a student from school for up to but not more than 3 school days by the School Administrator (Principal or Vice Principal).
- B. Long-term suspension means the removal of a student from school for a time period between 4 and 10 school days for disciplinary reasons by the Principal, but requires the Superintendent's or designee approval.
- C. Extended suspension means the exclusion of a student from a student's regular program for a time period between 11 and 45 school days, which may only occur under the following circumstances:
 - a. The Superintendent or designee has determined that:
 - i. The student's return to school prior to the completion of the suspension period would pose an imminent threat to or serious harm to other students and staff; or
 - ii. The student has engaged in chronic and extreme disruption of the educational process that has created a substantial barrier to learning for other students across the school day, and other available and appropriate behavioral and disciplinary interventions have been exhausted.
 - iii. The Superintendent or designee limits the duration of the exclusion to the shortest period practical; and
 - iv. Somerset County Public Schools (SCPS), provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student's regular academic program.
- D. Expulsion means the exclusion of the student from the student's regular school program for 45 school days or longer and can only occur under the following circumstances:
 - i. The student's return to school prior to the completion of the suspension period would pose an imminent threat to or serious harm to other students and staff.
 - ii. The Superintendent or designee limits the duration of the exclusion to the shortest period practicable; and
 - iii. The school system provides the excluded student with comparable educational services and appropriate behavioral support services to promote successful return to the student's regular academic program.
- E. **Chronic disruption:** occurs over a period of time that is repetitive in nature; constitutes a pattern of behavior. Extreme disruption substantially interrupts the classroom environment, prevents the teacher from making progress; behavior that is outside of the norm for that student.
- F. **Behavioral support services:** are programs and services to promote successful return to the student's regular academic program in collaboration with parents. These services consist of an opportunity to complete original assignments facilitated through the liaison; the development of a behavior plan upon the student's return; collaboration with community agencies as appropriate; counseling support packet to help address developing appropriate behaviors and coping skills, etc. (See 600-17ap)
- G. **Comparable Education services:** In order to establish accountability and keep suspended or expelled students on track with classroom work, as is reasonably possible, each local board shall institute education services that at a minimum provide that each student suspended or expelled out-of-school who is not placed at an alternative education program shall receive daily classwork and assignments from each teacher, which shall be reviewed and corrected by teachers on a weekly basis and returned to the student.
- H. **School Liaison:** Each Principal shall assign a school staff person to be the liaison between the teachers and the various students on out-of-school suspension or expulsion and to communicate weekly about classwork assignments and school-related issues by phone or email with those out-of-school suspended/expelled students and their parents.
 - i. All other aspects of the process for suspended students receiving missed assignments, completing missed assignments, and making up tests shall be identical with each school's established policy and practice for makeup work in the event of any other excused absence.
- I. **Parent:** Defined as the legal guardian or responsible adult for a student.
- J. **Regular Program** – means student having access to their regular curriculum.



Crisfield Academy & High School THREE OCCURRENCES FORM

Referring Staff: _____ Student Name: _____ Grade: _____

OCCURRENCE #1 Date of Incident: _____ Time: _____ Room # or Other Location _____

Type of Offenses:

- Inappropriate Language Disruption Unprepared Insubordination Other _____

Intervention:

- Verbal Warning Formal Student/Teacher Conference Parent Notification _____ (Date) Guidance Intervention
 Parent/Teacher Conference Other _____

Comments / Possible Cause: _____

OCCURRENCE #2 Date of Incident: _____ Time: _____ Room # or Other Location _____

Type of Offenses:

- Inappropriate Language Disruption Unprepared Insubordination Other _____

Intervention:

- Verbal Warning Formal Student/Teacher Conference Parent Notification _____ (Date) Guidance Intervention
 Parent/Teacher Conference Other _____

Comments / Possible Cause: _____

OCCURRENCE #3 Date of Incident: _____ Time: _____ Room # or Other Location _____

Type of Offenses:

- Inappropriate Language Disruption Unprepared Insubordination Other _____

Intervention:

- Verbal Warning Formal Student/Teacher Conference Parent Notification _____ (Date) Guidance Intervention
 Parent/Teacher Conference Other _____

Comments / Possible Cause: _____

PARENT NOTIFICATION: Date: _____ Method: Phone Email Other: _____

Response: _____

OFFICE DISCIPLINE REFERRAL

Room# or Other Location: _____

Description (Attach Narrative as Needed): _____

Result of 3 Occurrences

Date: _____ Time: _____

Witnesses: _____

Initial Major Offense

Date: _____ Time: _____

Possible Motivation: Avoidance: Adult(s) Peers Tasks/Activities
 Don't Know Obtain: Adult Attention Peer Attention Items/Activities

Administrative Decision:

- Warning Parent Conference Detention In-School Suspension Out-of-School Suspension
 Recommendation Superintendent for Expulsion

Administrator Signature: _____ Date: _____

Crisfield Academy and High School Dress Code

School Uniform Information:

Somerset County Public School Board of Education has approved mandatory school uniforms for the 2013-2014 school year for all schools. All students are required to dress in uniforms daily unless it is a designated casual or dress for success day. **Note:** See policy #600-12 for additional requirements.

Bottoms

Navy blue, black or khaki pants, capris, walking shorts, jumpers, skirts or shorts (no jeans).

- Jumpers, skirts, skorts, shorts (4 inch inseam) must be respectable and modest in length
- Clothing items must be worn at the natural waist (above the hip)
- A belt must be worn if the clothing item has belt loops. Belts may not be accessorized, have adornments or have decorative belt buckles
- All bottoms should be appropriate size so there is no stretching or gapping of the material. Bottoms should not be tight to the skin or baggy
- **Clothing items must not be cargo style or have multiple zippers or pockets, or have adornments**
- Lounge wear or pajamas are **NOT permitted**.

Tops

Solid white, burgundy, yellow or gold, black, purple and blue (may be navy or light blue) – long sleeve or short sleeve oxford or polo shirts.

- All shirts must have a collar and must be tucked in or worn at mid hip. During normal routine activities like raising an arm or bending over, no skin should be visible between the waistband and bottom of the shirt.
- Solid designated uniform color, long sleeve shirts are permitted under the appropriate collared shirt
- Crewneck, cardigan, v-neck sweaters or fleece pullovers in uniform colors may be worn with appropriate collared shirt underneath.
- **Hooded apparel is NOT permitted**
- All tops should be the appropriate size so as not to cause stretching or gapping of the material. Tops should not be tight to the skin or baggy.
- Sleeveless shirts, t-shirts, or tank tops are **NOT permitted**.
- Store or brand logos or signs are **NOT permitted** to be visible on clothing.

Leg Wear

- **Solid uniform color socks, tights or pantyhose may be worn under appropriate outer garments**
- **Leggings are NOT permitted**

Shoes

- Shoes must be worn at all times and must be appropriate for the student's activity – such as tennis shoes for Physical Education.
- Slippers and flip flops are **NOT permitted**.

Topics of Discussion

- **Hats, head coverings, visors, scarves or sunglasses are NOT to be worn in the building unless for religious or medical reasons.** Parents need to provide documentation of the reason to the office.
- Students must remove and store all outerwear in the place designated by their teacher when they enter the building.

School Pictures

School pictures are taken once a year (in the fall) with a make-up date. Students are expected to be in school uniform for school pictures.

Casual Days

Casual days will be **permitted at the discretion of the Superintendent, Superintendent's designee and/or school administration**. All students are to follow the dress code policy as outlined in policy #600-12. Students should follow the casual dress guidelines.

Physical Education Classes

- Athletic shoes or tennis shoes are required
- Skirts or jumpers should NOT be worn unless shorts are underneath
- Students will wear the clothing for class that they wore to school that day (elementary only); Middle and High school students are required to change their clothing for PE class

Student Dress for Success Days

Students will be permitted to dress for job, college, military and school/community events in the appropriate attire with the approval of the Principal and/or designee

Crisfield Academy and High School encourages all students to dress in a manner which promotes school discipline, safety, health, positive self-concept, a comfortable and pleasant learning environment, and a positive school image to the community-at-large.

The following standards will apply:

- (1) Hats and other head coverings, except for religious purposes, are not worn inside the building. This also includes hair curlers and picks.
- (2) Pants or shorts are not to be worn hanging below the waist. Students' clothing should cover the area around their waists sufficiently to prevent exposure of their bare skin and/or undergarment. Shorts must have at least a 4-inch inseam.
- (3) For the purposes of health and safety, it is necessary that all students wear shoes which protect feet from objects and stumbling accidents.
- (4) Articles of clothing advertising alcohol products, tobacco products, drugs or anything that is a violation of county policy or articles of clothing displaying obscene, abusive or sexually suggestive materials are not to be worn.
- (5) Revealing attire such as halter tops, backless tops, midriff tops and tank-style shirts are not to be worn. All shirts and blouses must not expose any bare skin at the waist line.
- (6) Students may wear skirts/dresses that are not over two inches above the knee including skirt/dresses with splits.
- (7) Additional requirements may be added if necessary and parents will be notified.
- (8) Coats and hats are to be placed in lockers upon arrival to school and remain there until dismissal. It is advised to keep a sweater/sweatshirt/warm-up jacket in your locker for cool days. Coats designed to be worn out-of-doors are not to be worn in school without special permission from an administrator. Students are encouraged to listen to daily weather forecasts and dress accordingly.

Students violating this dress code will be instructed not to wear the inappropriate apparel again and will receive disciplinary consequences. Parents will be called requesting appropriate apparel be brought to school prior to the student returning to class. Students who repeatedly wear their apparel inappropriately will receive an in-school suspension.

Personal Electronic Devices

In order to support safety and promote communication, CAHS students may possess personal electronic devices while on school grounds or attending school-sponsored activities under the following conditions:

(1) During the school day, students are prohibited from using, activating or displaying personal electronic devices on school property or at school-sponsored activities unless specifically authorized by an administrator. Personal camera devices require written permission stating the specific purpose for which the camera device may be used and the specific date(s) on which it may be used.

(2) After regular school hours, personal electronic devices may be used by students. Students participating in after school activities must have the permission of the activity's sponsor.

(3) Personal electronic devices, including cell phones, must be de-activated and out of sight when not in use. They must be kept secured in a book-bag, backpack, purse, pocket or locker.

(4) If a personal electronic device is visible it will be confiscated and held by school officials according to the policy guidelines.

(5) If a personal electronic device is confiscated due to violation of this policy, the principal has the right to examine evidence of recent electronic communications, photos or videos taken.

(6) Somerset County Public Schools will not be responsible for any personal electronic device that is damaged, lost, stolen, and/or borrowed while on school property or during a school sponsored activity.

Personal camera devices pose special concerns for schools. When pictures are taken of other people without their permission, invasion of privacy and harassment lawsuits are risked. These devices can also be used for other illegal and unethical purposes, such as to reproduce copyrighted material and cheating on tests. Therefore, in addition to the guidelines listed above on the use of electronic devices, the following applies to possession and use of personal camera devices:

(1) Personal camera devices may not be used in any unethical or illegal manner.

(2) Personal camera devices may not be used to photograph another person who has a reasonable expectation of privacy without that person's knowledge and consent.

(3) Personal camera devices may not be used in a way that would violate another person's copyright.

(4) Personal camera devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy.

(5) An image taken using a personal camera device may **not** be published, broadcast, or transmitted to any other person, by any means, without the knowledge and consent of each person appearing in that image who had a reasonable expectation of privacy at the time the image was recorded, or the person who owns the copyright in the material appearing in that image.

(6) Personal camera devices may not be used in any locker room, restroom, or any other place where people have a reasonable expectation of privacy.

Parents/Guardians of students found in violation of this policy will be contacted and following consequences will result:

(1) First offense: The personal electronic device(s) will be confiscated and returned only to a parent/guardian.

(2) Second offense: The personal electronic device(s) will be confiscated and returned only to a parent/guardian after 30 days.

(3) Third offense: The personal electronic device(s) will be confiscated and returned only to a parent/guardian at the end of the school year.

Refusal to surrender personal electronic devices will result in insubordination and administrative action.

Student Parking Rules

Driving to school and parking on school property is a privilege. Students must adhere to the county parking policy (600-10) and the rules established by CAHS or they will have their privileges revoked.

1st offense 30 days removal of parking privileges

2nd offense removal of parking privileges for the rest of the academic school year

All students planning to drive to school must have their vehicle registered with the front office by the end of the second week of school each year. Unregistered vehicles parked on school grounds could be ticketed or towed.

Each student will be issued a parking pass which must be displayed at all times from the rear view mirror. Students **MUST** park in a parking space or in the perimeter of the rear of the building or could face a ticket or their vehicle being towed. Students are not permitted to park on the grass without administration approval.

Any student leaving school grounds in their vehicle for any reason that has not gotten approval by a school administrator will have their parking pass revoked.

1st offense - 30 days removal of parking privileges and further disciplinary action

2nd offense - removal of parking privileges for the rest of the academic school year and further disciplinary action

Bus Rules

1. The bus driver may assign seats
2. Be courteous
3. No profanity
4. Do not eat or drink on the bus
5. Violence is prohibited
6. Remain in your seat facing forward, feet out of aisles, books/book bag in your lap or on the floor in front of your seat
7. No smoking or tobacco use on the bus, no lighters or matches
8. Keep your hands, head and legs inside the bus
9. Be respectful of the bus and other peoples' property
10. For your own safety and that of others, do not distract the driver through any type of misbehavior

Misbehavior on Bus

The bus driver may withhold riding privileges for one day for rules/ infractions above. In addition the Principal/Assistant Principal or Supervisor of Transportation may withhold riding privileges for longer periods of time if necessary. In addition to loss of riding privileges the offending student may be suspended or expelled from school for serious infractions violating the rules and/or jeopardizing the safe transportation of our students and the motoring public.

Athletic Eligibility

To be eligible for participation in athletics, a student must maintain a 2.0 Grade Point Average and receive no E's for the previous marking period. Fall eligibility will be based on the fourth marking period, and the fourth quarter grades of the previous year. A progress report of no E's reinstates eligibility in the first quarter. **ALL** students must have a current physical on file with the Athletic Director **BEFORE** practicing with or playing on a team at CAHS. **NO Exceptions!**

School Health Services

A goal of the health services program is to promote the health of the student by considering the physical, mental and social well-being of each individual. A nurse is available to assess and refer students who become ill, injured, or in need of medical services. Nurses will perform vision and hearing screenings as mandated by the State Health Standards. (Parents who object to vision and hearing screening based on a religious belief, must notify the school nurse in writing at the beginning of each school year.) Nurses will also screen for communicable diseases such as head lice, scabies, ring worm, etc. as appropriate. Nurses work in consultation with the local and state health departments in an effort to prevent and control the spread of communicable illness/diseases. Students who are displaying symptoms such as fever, vomiting, and diarrhea at home should not be sent to school. Students should be free of fever for 24 hours before returning to school. Nurses cannot diagnose or prescribe medication; therefore if an injury or illness occurs outside of school, the parent should contact their family physician or take their child to a hospital emergency room or a walk-in emergency center if needed.

An important role of the nurse is to assist students with appropriate accommodations so that they can remain in class with as few absences as possible. Students will be discouraged from leaving class to see the nurse except when absolutely necessary.

Medication

School personnel, including the nurse, may not prescribe or provide medication (including Aspirin, Tylenol, Motrin, etc.) to students. Whenever possible, medications should be taken before school or upon returning home. When this is not possible, medication may be given according to the following guidelines. (This includes **prescription** as well as **over the counter** medications):

- Before giving any medication, the school nurse must have precise written instructions from the prescribing physician. Completion of the *Physician's Medication Form*, by the doctor along with the parent/guardian's signature is required before **any medication** will be administered. Medication order forms are available from your school nurse and from most physicians' offices.
- Medication must have a pharmacy label which includes the student's name, name of medication, time and amount of medication to be taken, physician, date of prescription and expiration.
- The responsibility for administering medication may be delegated by the nurse and principal to a trained school staff member when the nurse is not available.
- Medications will be kept locked in the nurse's office at all times.
- Medication must be brought to school by a parent or other adult.
- Medication may not be transported to school by students with the exception of those students who have a doctor's order to self-carry emergency medications.
- Medication left over at the end of the year should be picked up by the parent within one week of the end of school.

Immunizations & Health Screening Requirements

Maryland State Law requires that all students attending public schools be in compliance with Maryland Immunization Regulations. You must show proof of immunizations before your child will be allowed to attend school. Proof can be in the form of a previous school's record and written proof from the student's doctor or health clinic. Additionally, Pre-K, Kindergarten, and first grade students who are living in Somerset County are required to show proof of having had lead screenings. Parents/guardians may contact their school nurse or the Somerset County Health Department for a copy of the current year immunization schedule. This information may also be retrieved by logging on to www.edcp.org and click on *Immunization*. All new students entering Maryland Public Schools for the first time, no matter what grade, **must** have a physical examination. These forms may be obtained at your school office.

Communicable Diseases

If the nurse suspects that a student has an untreated communicable disease, the parent /guardian will be contacted to pick up their child. The student may be readmitted to school only after proof of successful treatment is provided. Depending on the suspected illness/disease, it may be necessary for the nurse to require a note from a physician, clearing the child to return to school. In the case of head lice, the student must be seen by the school nurse after treatment to insure that all lice have been removed before the student may return to class. When lice are a chronic problem, the Somerset County Health Department may be contacted by the school nurse to provide assistance to the families who are having difficulty correcting the situation.

Policies

A brief synopsis of the Board of Education policies pertaining to student discipline is provided below to assist administrators in identifying and locating the appropriate guidance for the specific situation.

- 1. 400-24 – Emergency/Crisis Plans. Somerset County School Board is committed to providing a safe and a secure learning and working environment for all students and staff. To fulfill that commitment to safety, the principal of each school shall develop and implement a comprehensive school crisis, emergency management, and medical emergency response plan, which will comply with and enforce all applicable state and federal laws, rules and administrative procedures. The plan shall include the following elements:**
 - A. Prevention Plan – Ensure students and staff awareness about safety, training opportunities for staff, and collaboration with community resources**
 - B. Response Plan – Ensure immediate and effective action in a crisis or potential crisis**
 - C. Communication Plan – Ensure effective two-way communication during a crisis with students, staff, parents, and the school community**

600-7 – Attendance – Elementary and Secondary. All Students are expected to attend school and all classes daily and to be punctual. There is a significant relationship between regular attendance and academic achievement. Education requires a continuity of instruction, classroom participation, learning experiences and study in order to reach the maximum educational benefits for each student. Elementary and Intermediate students who are unlawfully absent the equivalent of more than ten full days per year will have a mandatory retention conference before a students can be promoted. Students who are unlawfully absent for five or more class periods in a semester course will receive a failing grade in that course. High School and Academy students enrolled in a yearlong course will receive a failing grade for each semester in which they are unlawfully absent for five (5) or more days. Any student who is unlawfully absent more than four days in any given quarter shall be referred to the Learning Support Team. Eight or more unlawful absences within a quarter are considered excessive and will result in a referral to the State’s Attorney’s office and/or Circuit Court.

600-10 – Student Parking–Students, accompanied by a parent, must register their vehicles with the school principal or their designee. Somerset County students who drive a vehicle to school must park in the parking lot provided by the school. Their vehicle may be searched at any time while it is on school property.

600-12 – Student Dress Code. Students should wear clothes which are safe, do not disturb or distract other students, and are appropriate for weather conditions and for learning. The following are prohibited: head coverings, flip-flops, revealing attire, articles of clothing promoting drugs, alcohol, violence, sexual activity. Skirts and dresses are to be no shorter than 2 inches above the knee. Pants and shorts are to be worn at the waist and have a 4 inch inseam. Coats are to be placed in lockers. All students are required to wear uniforms during the 2013-2014 school year.

600-13 – Community Offenses by Students- In the event a student commits a criminal act in the community and their presence in school may disrupt the routine or instruction, the principal may request a suspension, expulsion or alternative placement from the Superintendent.

600-14 – Student Tobacco Use. Students are not permitted to smoke or use smokeless tobacco products on school premises. Students suspected of being in possession of tobacco products may be searched in accordance with policy 600-40. Penalties are outlined in this policy. Referral to tobacco prevention programs may be required.

600-15 – Student Alcohol and Drug Abuse. In all cases of drug and alcohol related violations occurring on school property or school functions, appropriate law enforcement agencies must be contacted. Policy outlines specific consequences. Policy also outlines teacher or other professional guidelines for assisting students seeking information to overcome substance abuse. Specific procedures for searching and securing confiscated items are outlined. Confidentiality of substance abuse records is specified. Annual notification to parents and staff training is required.

600-16 – Dangerous Weapons/Instruments in School. Students may not bring, possess, use, or threaten to use any weapon, dangerous instrument, or imitation thereof in a school building, vehicle or at any school related event. Principal may authorize persons to display weapons. Administrator will take appropriate action to minimize danger to other students, teachers or administrators, but is not required to endanger himself. ALL violations will be reported to the Superintendent and appropriate law enforcement official and could result in expulsion from school for 365 school days. Firearm consequences are outlined under student policy 600-16.

600-17 – Standards of Social Behavior. This policy sets the guidelines for administering discipline consequences. Classification of Violations and Consequences are listed and Due Process requirements are outlined under student policy 600-17.

600-20 – Procedures for the Registration, Transfer and Withdrawal of Homeless Children/Youth. The purpose is to ensure all homeless children and youth (in transition) have equal access to the same free, appropriate public education provided to other children and youth. This includes preschool education, educational services for individuals and students with limited English proficiency, programs in vocational education, gifted and talented, and school meals program.

Children and youth are considered homeless if they are living under the following conditions:

- 1.) Living with friends or relatives due to loss of housing, economic hardship or similar reason (doubled up);
- 2.) Living in motels, hotels, or trailer parks used to house homeless families;
- 3.) Living in emergency shelters or in transitional housing;
- 4.) Living in cars, parks, public spaces, campgrounds, abandoned buildings, bus or train stations; and
- 5.) Foster children awaiting foster placement. The school staff will ensure that homeless children/youth are enrolled in school immediately and that if in the best of interest of the student that they remain in their school of origin.

If you need more information about the program and services please contact the Homeless Coordinator at (410) 621-6269.

600-28 – Use of Drug Detecting Dogs. The Somerset County Board of Education authorizes use of drug-detecting dogs in the schools primarily for the purpose of deterrence. Such searches may be necessary to ensure that our students have a drug-free environment and to protect the reputations of our Somerset County students. When a drug-detection dog suspects the presence of a controlled dangerous substance in a school locker, the student who is assigned to the locker will be asked by the principal to open it. If the student refuses, or is not present, the principal, in the presence of a witness other than the student, will open the locker to inspect its contents. Procedures of policy 600-15 will be followed.

600-30 – Child Abuse and Neglect Reporting Policy. All Employees of the Board of Education of Somerset County have a responsibility to report any cases of suspected child physical abuse, sexual abuse, or neglect to the department of Social Services in accord with this policy.

600-31 – Personal Electronic Devices. Such devices must be deactivated and out of sight in a book bag, backpack, purse, secure pocket or locker. Violators will have such devices confiscated. Personal camera devices may not be used to violate the rights/privacy of another.

600-32 – Administration of Medication. All prescription and nonprescription (over the counter) medication to be given in school must be ordered by a physician, nurse practitioner, dentist or midwife. The order shall be signed by the physician, nurse practitioner, dentist or midwife. An authorization form must accompany each medication order. A physician's order should be renewed annually. Written parental consent is required for each medication ordered by the physician. In the event that Epinephrine is given for an anaphylactic reaction, 911 will be called and the dispatcher will be informed that epinephrine has been administered. Parent/guardian or emergency contact will be notified.

600-33 – Educational Records. A parent, guardian, or eligible student shall be given the opportunity to inspect and review student records. The Somerset County Public Schools shall comply with a request for access to student records not more than 45 calendar days after the request has been made. A parent/guardian or eligible student who believes the record is inaccurate may request the records be amended. Somerset County Public Schools may disclose personally identifiable information from the student records without the written consent of the parent or guardian of the student or the eligible student, if the disclosure is: to other schools or school systems for enrollment purposes, to authorized representatives of the federal government, military, in connection with application by the student for financial aid, to comply with a judicial order and other situations defined in the policy. A parent does have a right to opt-out of this personal identifiable information being released as out lined in the policy.

600-34 – Bullying, Harassment or Intimidation. Policy gives a description of bullying, harassment, or intimidation. This policy requires that age appropriate information for prevention, intervention, remediation, and consequences be provided to students and outlines Informal and Formal Reporting Procedures and Resolutions steps. All employees will review complaint process and their roles and responsibilities under this policy. “Bullying, harassment, or intimidation forms will be included in student’s packets for parents. Copies of all reports must be sent to Student Services.

600-35 – Serious Threats of Violence. In the event a principal determines that a threat to a student or staff member constitutes a serious threat with a perceived ability/intention to carry through on the threat, the principal has the option to require a violence prevention screening/assessment prior to readmission to school.

600-36 - Fighting. Outlines minimum and maximum days of suspension for fighting at both elementary and secondary levels based on the number of offenses. This policy also requires participation in mandatory counseling sessions by students and/or parents.

600-37 – Learning Support Team. This policy designates a team (the members of which are listed) which must identify and address barriers to learning of any student recommended to the team by a parent, staff member, or administrator. It specifies the minimum responsibilities of the team. It is listed here with disciplinary policies because repeated poor behavior can be a barrier to learning.

600-38 – Corporal Punishment. It is prohibited in the State of Maryland.

600-39 – Student Behavior Interventions. This policy describes the circumstances, procedures and reporting requirements for the use of physical restraint, exclusion, or seclusion. Mechanical restraint is

prohibited in Somerset County Public Schools. Primary purpose is for students with disabilities who have such strategies written into their IEP, although it applies to all students. If restraint is used for a student with a disability, and the student's IEP or behavior intervention plan does not include the use of restraint, the IEP team shall meet within 10 business days of the incident to consider:

- a). a functional behavior assessment**
- b). developing appropriate behavioral interventions**
- c). implementing a behavioral intervention plan**

Parents will be notified when restraint and/or exclusion are implemented. Additionally, staff will be trained in the use of restraint, exclusion, seclusion, functional behavior assessment and behavior intervention and supports.

600-40 – Student Searches. This policy outlines the circumstances and procedures involved in conducting searches of students' person, property, and school facilities. Authority to conduct searches is limited to the Principal, Assistant Principal or school security guard. Designation of a teacher who has been trained must be in writing and is limited to school-sponsored trips. This policy also requires a police officer to have a search warrant prior to being permitted to search the school or a student and must be strictly adhered to unless there is imminent danger to the safety and welfare of the students.

600-41 – Sexual Offenders Entering School Property. A registered sexual offender who is a student or the parent/guardian of a student may knowingly enter school grounds **if** the registrant has the specific written permission of the superintendent or designee. This permission is valid for the current school year only. A registrant may not serve as a chaperone for their child or any other child during any school related activity.

600-42 – Use of Video for Security. The purpose of this policy is to establish a framework for ensuring that Somerset County Public Schools' security cameras are managed in a secure fashion. Audiovisual security equipment is used to promote safety and monitor behavior on school grounds, in school buildings and on school buses.

600-43 – Student Gang, Gang Activity or Similar Destructive or Illegal Group Behavior. Somerset County Board of Education is committed to providing all students with a safe, nurturing, and supportive learning environment that promotes optimal academic achievement. It is the policy of Somerset County Board of Education to prohibit students to engage in gangs, gang activity, and similar destructive or illegal group behavior in schools, on school buses, and/or at school sponsored activities. The Board prohibits reprisal or retaliation against an individual who reports suspected gang activity. **Gangs are defined as: a group or association of three or more persons whose members:**

- 1) Individually or collectively engage in a pattern of criminal activity;**
- 2) Have one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and,**
- 3) Have in common an overt or covert organizational or command structure (Criminal Law § 9-801. Definitions, Annotated Code).**

Note: Policies that are bolded indicate that an annual review with staff is required.

These summaries are not intended to give complete information. Other vital information may be contained in the full policy.

For complete policies please visit www.somerset.k12.md.us

Statement of Understanding

Please read the handbook, ask questions for clarification, sign and return the form to the school. Thank you.

Student:

I, _____, have read the student handbook and understand the
(Student Name)

expectations outlined within.

Parent:

I, _____, have read the student handbook and understand the
(Parent Name)

expectations outlined within.

**** All policies and procedures are governed by Somerset County Public Schools and the Maryland State Department of Education ****

**** Full policy disclosures can be found on the Somerset County Public Schools website:
www.somerset.k12.md.us ****

NOTE: Failure to sign the Statement of Understanding does not exempt students and parents from the rules, policies, and expectations.

Please return this signed form to Crisfield Academy & High School