



PHS & CFA STUDENT and PARENT GUIDE 2017 - 2018

The Patapsco High School faculty, staff, and administration believe that a safe and orderly school environment is a key element in the academic success of our students. In support of this belief, we have composed a *Patapsco High School & Center for the Arts Student and Parent Guide*. All of the rules and expectations of the Baltimore County Public Schools Student Handbook are followed by Patapsco High School. This handbook is designed to highlight and make specific certain procedures and the ways in which they will be interpreted and enforced by Patapsco High School. *All information in this guide is subject to change throughout the school year. Please visit our school website for changes and updates.*

School Contact Information:

Administrative Team:

- Main 410-887-7060 Mr. Craig Reed, Principal
- Fax (Main) 410-887-7062 Mr. Mark Matthews, Assistant Principal Grade 9
- Cafeteria 410-887-7067 Ms. Chelsea Watson, Assistant Principal Grade 10
-  Guidance 410-887-7063 Ms. Heather Miller, Assistant Principal Grade 11
-  Health 410-288-2204 Dr. Darrell Wheeler, Assistant Principal Grade 12
- Library 410-887-7059

Operating Hours:

Main Office:

August 25th- June 15th: 7:30 am-3:30 pm

School Counseling Office:

August 25th- June 15th: 7:30 am-2:30 pm

Records Office Availability to Parents:

Monday, Wednesday, Friday: 8:00 am-12:45 pm, 1:45 pm-3:00 pm

Homeroom:

Period 1A is considered the official homeroom class for the purposes of distributing and collecting school forms, emergency procedures, etc.

School Operating Hours & Procedures for Students:

Students may enter the building at 7:00 AM each day. From 7:00 am to 7:30 am, students are allowed only in the cafeteria. Dismissal is at 2:15 PM daily. Students must exit the building by 2:20 PM each day. Students who are in the building after 2:20 PM must be under the direct supervision of an adult in a classroom or other designated area, not in the halls. Students who are involved in a school approved sport or club should obtain a sticker for their ID card from the Athletic Director allowing them permission to be in the building after school hours. Students who are found to be in the building unsupervised outside of these hours are subject to disciplinary action including exclusion from extra-curricular activities and athletics.

*****Students whose buses arrive before 7:30 AM are required to wait in the cafeteria.**

Student Records:

Address Change/Proof of Residency: The following documents are necessary if you are changing an address or enrolling a new student:

- Photo ID of the parent/guardian
- Deed OR Signed Settlement Sheet OR Title OR Mortgage Coupon Book OR Real Estate Tax Bill or Receipt for Residential Dwelling Unit
- Three pieces of mail dated within 60 days

Learner's Permits: Learner's Permits can be submitted to the Guidance Secretary in the Counseling Office. Please complete the parent/guardian portion before submitting it. The completed form will be returned in an official sealed envelope to be returned to the MVA. *Please note the office requires at least 24 hours for processing, forms will not be available same day.*

Transcripts: Current students in need of a transcript are to complete a Transcript Request Form signed by their parent/guardian and returned to the Guidance Secretary in the Counseling Office. *Please note that the office requires at least 24 hours for processing, forms will not be available same day.*

Work Permits: Work Permits can be obtained through the Guidance Secretary in the Counseling Office. *Please note the office requires at least 24 hours for processing, forms will not be available same day.*

Bell Schedule:

Normal Schedule (used in beginning of the school year)

Period One. 7:45 – 9:10

Homeroom. 9:10 – 9:20

Period Two. 9:20 – 10:45

Period Three. 10:45 – 12:45*

Period Four. 12:45 – 2:15

*Lunch Times

A – Lunch. 10:45 – 11:15 B – Lunch. 11:15 – 11:45

C – Lunch. 11:45 – 12:15 D – Lunch. 12:15 – 12:45

Two (2) Hour Early Closing Schedule

Period One. 7:45 – 8:50

Period Two. 8:50 – 9:45

Period Three. 9:45 – 11:15*

Period Four. 11:15 – 12:15

*Lunch Times

A & B – Lunch. 10:15 – 10:45 C & D – Lunch. 10:45 – 11:15

Bus Departure – 12:20

PM Sollers reports to the auditorium following A lunch

Three (3) Hour Early Closing Schedule

Period One. 7:45 – 9:20

Period Two. 9:20 – 10:15

Period Three. 10:15 – 11:15*

*Lunch Times

A & B – Lunch. 10:15 – 10:45 C & D – Lunch. 10:45 – 11:15

Bus Departure – 11:20

PM Sollers reports to the auditorium following A lunch

One (1) Hour Delay Schedule

Period One. 8:45 – 9:55

Homeroom. 9:55 – 10:05

Period Two. 10:05 – 11:45

Period Three. 11:45 – 1:15*

Period Four. 1:15 – 2:15

*Lunch Times

A – Lunch. 11:15 – 11:45 B – Lunch. 11:45 – 12:15

C – Lunch. 12:15 – 12:45 D – Lunch. 12:45 – 1:15

SOLLERS AM STUDENTS: These students will be picked up one hour late for their Vo-Tech session. They should report to the cafeteria when they return to Patapsco High School & Center for the Arts. They are to remain there, under supervision, until 11:45.

COP, DO, SOLLERS PM STUDENTS: These students are to report to Patapsco High School & Center for the Arts by 8:40. They will be dismissed from their 2nd period class at 10:45 so they may eat lunch and depart PHS at the regular time.

Two (2) Hour Delay Schedule

Period One. 9:45 – 10:40

Homeroom. 10:40 – 10:45

Period Two. 10:45 – 11:45

Period Three. 11:45 – 1:15*

Period Four. 1:15 – 2:15

*Lunch Times

A – Lunch. 11:45 – 12:15 B – Lunch. 12:15 – 12:45

C/D – Lunch. 12:45 – 1:15

SOLLERS AM STUDENTS: There are no morning classes at Sollers. Students are to report for their period three classes at Patapsco High School & Center for the Arts according to the above bell schedule. These students should be in the cafeteria for homeroom by 11:30 AM.

FULL DAY STUDENTS, CAREER STUDIES STUDENTS, and SOLLERS PM STUDENTS: These students are to report to Patapsco High School & Center for the Arts by 9:40 for homeroom and period one class. All students must report to period 2 for attendance. Career Studies students who are normally dismissed at 10:45 AM will report to period 2 teachers who will record their absence from period 2 as excused (ie. Does not count toward 10% or 20% rules). Career Studies students who are normally dismissed at 12:45 PM will report to period 3 teachers who will dismiss them at 12:45 PM and record their absence from period 3 as excused early dismissal (ie. Does not count toward 10% or 20% rules). After checking in with period 2 teachers at 10:45 AM, the Sollers afternoon students will report to the cafeteria for lunch and will be dismissed to the bus at 11:15 AM.

Student Attendance and Tardiness:

Baltimore County Public Schools Attendance Policy:

BCPS Attendance Policy: http://www.bcps.org/system/policies_rules/rules/5000Series/RULE5120.pdf

- Students are expected to maintain a 95% attendance rate.

Basic Information:

- Students are marked present or absent in their first period class at 7:45 am each day. They must be in the room to be considered on-time.
- If a student arrives at school between 7:45 am and 8:00 am, they need to report directly to their first period class where the teacher will mark their tardiness in the STARS attendance system.
- If a student arrives to school after 8:00 am, they need to report to the blacktop or the main office and get checked in by front office staff.
- When a student is absent, they must bring a note upon returning to school. Notes are not accepted after 3 school days, unless from a physician. If a student is absent for an extended period of time or for an excessive number of days, a written statement of explanation may be required from the physician, at the discretion of the principal.
- All excused absence notes should be brought to the blacktop excused note table between 7:30 am to 7:45 am daily. The excused note table will inform the student's teachers of the excused absent days. Students are only to turn in excused absence notes to the excused note table. Notes will not be collected by teachers or the main office.

Tardiness to school:

- All students should be seated in their classrooms no later than 7:45 am. Exterior doors will be locked at 7:45 am, students will only be admitted via the main entrance after this time.
- Breakfast is available in the cafeteria until 7:40 am.
- Students who enter the building between 7:45 am-8:00 am will report directly to their 1st period class.

- Students who enter the building after 8:00 am will report to the late desk outside the main office. Their daily (not period) attendance will be recorded in Stars and they will be given a pass in order to be admitted into their class.
- Students who are driven to school: please drop off no later than 7:35 am on the Inverness Avenue side of the building
- Walkers should enter the building no later than 7:35 through all doors.
- Students who are tardy to school and/or class will be subject to the following actions: morning detention, lunch detention, afternoon detention, Friday detention, suspension from school activities including sports, clubs, events, pep rallies, dances and field trips, required parent conferences, referral to the Pupil Personnel Worker, and other consequences as determined by administration.

Early Dismissal from School:

- Students should bring their early dismissal note to the main office between 7:15 am-7:35 am. The front office staff will confirm the note and provide the student with a pass indicating the time for dismissal. The pass should be presented to the teacher and the student should be sent to the main office for dismissal and sign-out at the indicated time. If the student does not have a pass, they should remain in class.
- The early dismissal note must include: the student's first and last name, the time to be dismissed, the student's parent/guardian printed name and signature, and a valid phone number where we may reach you during the school day.
- When picking up a student for any reason, parents/guardians will need a valid photo ID to enter the building and remove the student from school. The person picking up the student must be listed on the Student Emergency Contact form in order to see the student or sign them out of school. Students will not be called to the office in advance of their dismissal time.
- All students leaving school early must report to the main office before leaving to be checked out.

School Counseling Office:

Through counseling, coordination, and consultation the counselors assist students with a variety of issues such as scheduling, career exploration, college planning, and personal development. Our counselors are assigned to students based on their grade level:

9th: Ms. Catherine Kearney

10th: Ms. Ginger Patron

11th: Ms. Melissa Geigley

12th: Ms. Katie Vanbuskirk

Special Programs and Behavior Specialist: John Helie

Schedule Changes: Students are allowed to make changes to their schedule prior to the creation of the schedule. Once the schedule has been made students are allowed to come in during summer schedule change days and the first week of school to make adjustments for the following reasons:

1. Seniors missing a graduation requirement
2. Seniors approved for Parallel Enrollment, work study, or release time, which needs to be added
3. Student passed a class in summer school, which is in this year's schedule.
4. Student does not have the prerequisite classes needed for a class currently on their schedule.
5. Student is scheduled to retake a class, which they have already taken and passed.

Dropping Classes: The schedule is made and staffing is decided based on student requests. Based on this information, students are discouraged from dropping courses once the school year has begun. It is possible for a senior to drop a course if it is not a graduation requirement if they are adjusting their schedule for parallel enrollment, work study, or released time. This also requires parent permission. If a student would like to drop an AP course they are to schedule a meeting with their counselor, their parent, the teacher and their administrator. During this conference a solution to the situation will occur, with the last option being dropping the course.

Dropping Advance Placement Courses: Advance Placement courses provide students with opportunities to engage in college level work. AP courses allow students to push themselves academically. The experience of taking an AP class helps students challenge themselves, develop excellent study skills, improve their critical thinking and writing skills. Occasionally, students enroll in an AP course and feel unprepared or even overwhelmed by the time and effort required by the course. In most cases, these anxieties fade as the course progresses and the student becomes acclimated to the demands of the course. In order to help students persevere and gain the full benefit of the AP experience we establish a set of criteria that must be met in order for a student to drop an AP course. If a student wishes to drop an AP course, he/she must first demonstrate that he/she cannot meet the demands of the course. All students in AP courses must remain in the course for the first quarter of the year. During the first quarter the student must complete all assignments to the best of his/her ability. The student must positively and constructively participate in the class. Students must meet regularly with their teacher for before or afterschool help. At the end of the first quarter, students who wish to be withdrawn from the class shall present a written request to be withdrawn from the class. A meeting, which will include the student, parent, teacher, counselor, and when possible an administrator, will then be scheduled. The purpose of the meeting will be to determine whether or not the student met the conditions described above and the feasibility of dropping the class.

Evening High School: Students planning on attending evening school for the 2017 – 2018 school year registration paperwork will be available the first and second week of September. Please see your counselor in order to register for Evening High School.

Alternative Programs: PHS & CFA offers the Patriot Academy program as an alternative way to recover credits in English, Social Studies and Health. There is no fee and classes are online or packet based. Students should see their school counselor for more information.

Magnet Program Information

Programs/Primes: Dance, Music (Band, Strings, Vocal), Theatre (Performance, Technical), Visual Arts, and Creative Writing

Admission: Students (grades 8-10) interested in joining one of the magnet programs must apply and audition for that program the year prior to entry. They must first apply through the Office of Magnet Programs in the fall then audition during the winter. Student qualifying at these auditions then begin the enrollment and scheduling process in the spring.

Requirements: Once accepted into a magnet, students follow a track based on course sequencing and abilities. They are required to take at least 2 magnet credits per year in order to graduate with magnet status. Some exceptions can be made for students interested in taking higher level AP courses but unable to fit them into their schedules, with the permission of the counseling and magnet staff.

Withdrawal: Magnet students wishing to withdraw from the magnet for any reason must first consult with their magnet teacher and the Magnet Coordinator. A conference must then be held to discuss the withdrawal with parents and magnet staff. A final dismissal request form is completed and included with the student's withdrawal request to the school registrar.

Student Dress Code:

Students, as well as adults, are expected to act and dress as they would in any professional work environment, per BCPS Rule 5520 and reviewed in the PHS & CFA/BCPS Student Handbook Presentation.

School is a place of business. As we help prepare students to be college and career ready, we need to model and counsel students on what is appropriate clothing for an institute of learning. According to Board policy, students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment. This means that students will not wear attire that is disruptive to the school environment; this includes, but is not limited to, attire that is lewd, sexually explicit, obscene, promotes violence, references items that are illegal to underage students (tobacco, drugs, alcohol), depicts gang affiliation, or is likely to cause substantial disruption to school activities. Additionally, students are not allowed headwear or bare feet, unless granted express permission by the principal.

Teacher Actions: Students that are deemed to be in violation of the above dress code should be asked to change (remove accessory, put on a sweater, go to restroom and turn shirt inside out). If this isn't possible, the teacher should contact the main office so that the student's attire may be evaluated and he/she may be provided with appropriate apparel or the parent may be contacted.

Health Suite Procedures

Students must have a written pass and One-card ID card when sent to the nurse.

Students with Diabetes who request to go to the nurse need an escort (student). DO NOT SEND ALONE.

Notify the custodial staff for all clean-ups, including vomit and blood.

The Health Suite closes at 1:45. Emergencies only after the closing time.

Athletics and Extra-Curricular Activities:

Athletics: In order to participate in PHSCFA Athletics, student must have a 2.0 or greater G.P.A. Students must also be enrolled in a minimum of 4 credits for the school year. During their sports season, student must be enrolled in a minimum of 2 credits. Students with 4+ unexcused absences from school, practice or games may be dismissed from their team/activity. Students must be present by 9:05 AM in order to participate in that day's practice, game or activity.

Students will not be allowed to participate in any sports or extra-curricular activities if a student has an unserved Friday Detention or a Saturday School.

School Dance Procedures:

Patapsco High School and Center for the Arts students must be in good standing with the school in order to purchase a ticket to a dance (this applies to all students, whether or not they are a guest).

- Seniors must be on track to graduate in May as determined by the senior administrator in order to purchase a ticket for senior prom.
- Students failing 2 or more classes, or with unexcused absences in excess of 10% of the school days, or having been suspended in the same quarter of the event or the previous 4 weeks (whichever is longer) will be considered to not be in good standing.

- Students must have paid all outstanding school obligations before being allowed to purchase tickets to the event, and must have paid all class dues before purchasing tickets to junior or senior prom, or any class events.
- Seniors must have completed all 75 service learning hours, be on the path to pass all classes needed for graduation and have met HSA requirements OR be participating in the BRIDGE Program and take the April HSA in order to purchase tickets to the Senior Prom or attend as a guest. Seniors who are not graduating with their class may not purchase tickets to the Senior Prom or attend as a guest.
- Non-Patapsco High School and Center for the Arts students must meet the following criteria in order to attend as a guest.
 - Must be under 21 years old
 - Must be currently enrolled and in good standing in a high school OR must have successfully graduated from high school.
 - All guests must submit a fully completed guest form prior to the purchase of a ticket. Guest forms must include signatures of the Patapsco Student and his/her parent/guardian, the guest and his/her parent/guardian, and a signature from the high school the guest is currently enrolled in stating he/she is in good standing at that school OR documentation showing successful completion of high school
- Students who are currently assigned to an alternative program, the Rosedale Center, for example, may not attend dances or proms and may not come as a guest of a Patapsco High School student.
- Students must be in attendance until 10:35 am for Friday functions or the full day prior (for Saturday functions). Ticketed students wishing to have early dismissal at 10:35 am for a Friday evening dance must present a signed parent note to the class advisor at least three days in advance of the event.
- Entry doors will close to students 90 minutes after the scheduled start time of the event, students arriving more than 90 minutes late to the event must be accompanied by their parent in order to be admitted.
- There will be no re-entry to any events once a student/guest leaves the event.
- There will be no refunds on tickets for any reason, including if the student is excluded from the event after purchasing a ticket due to suspension.
- All BCPS policies as outlined in the student handbook are in effect at all events, regardless of the event location.
- All guests will be required to show a current picture ID card from the DMV, school, job, etc. for admission.

Student Behavior:

Student Behavior: At the beginning of the year, school administrators will review the Baltimore County Behavior Handbook with all students. All students receive a copy of the BCPS Student Behavior Handbook. Both students and parents are required to sign the handbook and return the signed portion to homeroom teachers. Students who fail to return the signed portion of the BCPS Student Behavior Handbook will be assigned a consequence by their grade level administrator.

A particular focus of the faculty and staff of Patapsco High School and Center for the Arts is providing a rich educational experience in which students learn respect and tolerance for others.

The administrative team at Patapsco High School and Center for the Arts takes a very strong stand against school violence. With this in mind, we have a non-negotiable, non-violence policy. *Students are expected to settle disputes without fighting.* Students identified engaging in a fight will be suspended from school and may be

charged by the police. *Students, who actively and purposefully promote, instigate or encourage fighting and/or participate as spectators will also be suspended. This policy will be implemented in all cases of student violence.*

Cell Phones/Electronic Devices/Hats: Cell Phones may not be used for phone calls at any time or for any reason during the school day (7:45am-2:15pm). Students may use the text or music features (with headphones) of their electronic devices only during their change of class time or during their lunch period. Electronic devices may be used to record audio or video only after such use has been approved for instructional purposes by a teacher or administrator.

Students may use cell phones in class ONLY when the teacher has announced that they may be used for a specific learning activity. Students are not permitted to use cellphones during class for any other reason for example listening to music. There will be signs in class indicating when cell phone use is permitted. Unauthorized use of electronic devices is a minor incident which will result in a referral.

Hats are to be removed and stored (in a backpack, for example) so that the hat is not visible when entering the school building. Hats must remain off and away for the entire school day. Staff members who observe a student wearing a hat or carrying it will remind students to put them away. Ignoring the direction of an adult will result in a referral.

Class Cuts: Class cuts are cumulative for the entire school year. Each class cut is charged as an unexcused absence and counts towards unexcused time missed for the grading period. Students will receive a "0" on all missed work during the time they cut class and they will be assigned consequences from their administrator.

Hall sweeps: teachers close their doors at the bell and tardy students are expected to report to the blacktop to obtain a hall sweep pass. Consequences will be assigned as appropriate.

Field Trip Eligibility: In order to attend any field trip you must not have been suspended in the quarter in which the field trip occurs and you must be in good standing with academics and attendance in order to miss school to attend a field trip

Hall Passes: Any student in the hall outside of designated passing times must have and display a valid written pass from a staff member indicating the time the student left the classroom, their destination, and include the teacher's signature. The pass should either be a restroom pass, green hall pass, pink nurse pass or guidance pass. All students will be given six bathroom passes per quarter in every class. These passes are to be used when a student request's to leave the classroom for any reason other than visiting the nurse. Students are to complete the pass, have it signed by a teacher and discard of the pass once returning. If a student uses their six bathroom passes before the quarter ends, it is the teacher's discretion to provide the student with additional passes.

In order to maximize instructional time, students are encouraged to use the restroom and their lockers only during change of class time and their lunch period. All staff and students should observe the "10-10" rule- no passes during the first or last 10 minutes of class.

Leaving Premises: Students are not permitted to leave the school building to obtain food. Students caught returning to school with or from purchasing outside food will have to report to the office and will receive a consequence from their grade level administrator.

Friday Detention: Friday Detention is an alternative to suspension and, when assigned, is not optional. Friday detentions will occur every other Friday during the school year. Punctuality to the Friday detention is essential as

no one will be admitted after 2:30 pm. ***Failure to report to an assigned Friday detention may result in suspension from school or assignment to the alternative learning center.***

Deliveries to Students during the School Day:

In order to minimize interruptions to instruction, the main office staff will not call students out of class unless in case of emergency. Items such as house keys and lunch money will be held in the main office until the student can pick it up during passing time or after school.

Parents who bring food/beverage for a student will be advised that the student may pick up the food/beverage during their lunch time. Students will not be called out of class to pick up food/beverage.

Balloons:

Students who bring balloons to school or have balloons delivered must leave the balloons in the main office for the duration of the school day. Any students with balloons will be directed to the main office.

Alternative Learning Center/Friday/Afternoon Detention:

Alternative Learning Center

Administrators may assign a student to the Alternative Learning Center when the offense is such that warrants removal from class, but not suspension from school. When assigning ALC, the administrator will:

- Email all of the students' teacher for the day he/she is assigned to ALC, and cc the school counselor. The email will include date of ALC assignment, request for academic work and request to provide the work to ALC facilitator. The email will also include a reminder to mark the student "present" to class. Every effort will be made to allow at least 24 hours' notice to the teacher.
- Inform parent and student of ALC assignment and direct student to enter the building, tap in for attendance and report to the ALC room, no later than 7:40 am.
- Complete the ALC contract with the student.
- The ALC has a complete set of textbooks that may be utilized by the students assigned there to complete classroom assignments.
- Teachers are encouraged to email Tony Maggard, ALC Coordinator with specific information about assignments to be completed in ALC.
- **Students are only sent to the ALC by administrators.** Please speak directly to the grade level administrator or ALC Coordinator with specific questions or concerns.

Friday/Afternoon Detention:

Friday Detention is an alternative to suspension and, when assigned, is not optional. Friday detentions will occur every other Friday during the school year. Punctuality to the Friday detention is essential as no one will be admitted after 2:30 pm. ***Failure to report to an assigned Friday detention may result in suspension from school or assignment to the alternative learning center.*** Administrators may assign a student to Friday or afternoon detention. When assigning Friday or afternoon detention, the administrator will:

- Inform parent and student of detention assignment and provide appropriate documentation (Friday or afternoon detention form).

Students are only assigned Friday detention by administrators.

Online Gradebook & Grading Policy:

Grading Policy: please see http://www.bcps.org/system/policies_rules/policies/5000Series/POL5210a.pdf

Patapsco High School and Center for the Arts is using a Standards Based Learning Grading Scale for the 2017-2018 school year. The scale is shown below and will be used for all assignments in all classes at Patapsco. Detailed information regarding our use of Standards Based Grading will be sent to all Patapsco High School and Center for the Arts families. One important facet of this grading scale is that all assignments will fall into one of three categories, Major, Minor and Non-Graded. Non-graded assignments will be entered to show a student's growth towards mastery of a particular standard. Major assignments will include (teachers fill in this blank, suggest you say tests or quizzes) and will be weighted at **40%** of the total grade for the class. Minor assignments will include (teachers fill in this blank) and will be weighted at **60%** of the class grade.

Patapsco High School and Center for the Arts 4.0 Grading Scale

Standards-Based Scale Score	Letter Grade	Descriptor	GPA
4.0	A	Extending	4.0
3.5	A	Exceeding	4.0
3.0	A	Meeting	4.0
2.5	B	Approaching	3.0
2.0	C	Developing	2.0
1.5	D	Beginning / Developing	1.0
1.0	D	Beginning	1.0
0.5	E	Limited	0.0
0.0	E	No	0.0

Saturday School: Students obtaining a grade of D or E during interims will receive an intervention from their grade level team. Students will be provided with the coach class schedule, tutoring options, mentor opportunities and other supports to help them improve their grades. If a student does not improve their grade to a C or better by the end of the quarter, students will be enrolled in a number of Saturday School sessions. Saturday School is not Saturday detention. Saturday School will consists of learning opportunities to help students become better learners including but not limited to guest speakers, organizational support and academic support.

Visiting the School Building:

Parking: Students are not permitted to park in the school parking lots for any reason during school hours. Parents and other visitors are welcome to park in the Visitor Parking spots located in the main parking lot off of Inverness Road. We encourage all visitors to be mindful of the direction of traffic flow and the one way only signs in the parking lot. Please do not exit through the entrance.

Main Entrance: Visitors may only enter the school building via the main entrance on Wise Avenue. Please use the buzzer system and state your name and the reason for your visit. All visitors must have photo identification to enter the building. The main office will scan your ID in the Raptor system and assist you with signing in. Please do not ask students or staff to open the door for you and please do not hold open the door for visitors behind you.

Visiting the School Building: Please call ahead if you need to set up a meeting with a teacher, school counselor or administrator. Our staff will assist you in scheduling an appointment or providing you with the email address of the staff member you would like to meet with.

American Education Week: Parents and guardians are invited to visit us during American Education Week, November 13th-17th. To maximize instructional time, we cannot accommodate minor or school aged children. Parents, guardians and other guests must be listed as contacts on the Student Emergency Contact form.

Phone Calls and Messages for Students: Students are not permitted to receive phone calls to the school office during the school day. If there is an emergency and you need to get in touch with your child, please call the school and speak with an administrator. Please do not call or text your student during an emergency.

Deliveries/Outside Food and Beverage: Please refrain from delivering items, including outside food and beverage, to students during the school day. If you do need to deliver something to a student, please report to the main office and allow our secretarial staff to handle the exchange. Balloons and other celebratory items will be housed in the main office until 2:15 PM. Such items are not allowed in the hallways, main areas, or classrooms. Please do not call or text your student and ask them to come outside to pick up an item.

School Safety & Emergency Information:

Loss of Personal Items/Theft: To prevent theft or loss of items, we recommend students leave valuables at home or secure their items in a locked locker. Students who bring valuable items to school do so at their own risk. The school provides lockers where students may keep personal items. Theft of items may be reported by filling out a theft report in the main office before school, during lunch, after school or with teacher permission. Students will only be searched at the discretion of an administrator.

Emergency Procedures: PHS & CFA has an emergency safety plan and practices school wide drills for a variety of events per county and state guidelines. Students and parents are encouraged to “See it, Say it” if they do not feel safe. Anyone can make a report using the Safe Schools Tip Hotline 1-877-636-6332 or the Maryland Suicide and Crisis Hotline 1-800-422-0009.

Student ID Cards: Baltimore County Public Schools is implementing a One-card identification system for all students and staff. During the first week of school, all students will be issued a one-card that is coordinated with our school colors in a holder with a safety lanyard. PHS & CFA students will be responsible for wearing their cards on a daily basis and taking them home at the end of each day. The One-card identification system is one more step in improving security for students and staff.

The One-card not only identifies who belongs in the school, but also has many other functions. It will be used by students for checking out library materials, and in the future, students will use their One-card to record when getting on and off the school bus. Students will also use their One-cards at events such as athletics and school dances.

The One-card will help improve students’ safety and accountability in BCPS. One-card student identification cards are the property of the school. If a student loses or misplaces his or her One-card, a permanent replacement card will be issued for a fee of \$5. If the student does not have the replacement fee at the time the replacement card is provided, an obligation for the replacement amount of \$5 will be issued. Students who do not bring their One-card to school may be charged \$2 for a temporary replacement card for that day only. Obligations should be settled quarterly.

All students and staff are required to wear their One-card at all times unless there is a safety issue, such as during physical education class. This is not an optional program- all students must participate. Please remind students to wear their identification cards daily. If there are any questions, please contact Darrell Wheeler, Assistant Principal, at dwheeler4@bcps.org.

Transportation Policy: Per Baltimore County Public Schools Office of Transportation, any high school student who lives within 1.5 miles of the school building, as the crow flies, is a walker. These students will not be provided with bus transportation. Magnet students whose home school is one of the following high schools: Overlea, Loch Raven, Perry Hall, Chesapeake, Sparrow Point, Kenwood, Dundalk, or Parkville will be provided with bus transportation from that school only. Magnet students whose home schools are not listed are not provided with bus transportation. Students may not ride any bus except the one to which they are assigned. Magnet students may contact Ms. L. Grayek (lgrayek@bcps.org) to inquire about car-pooling opportunities. If a student has a question about bus transportation they should see Ms. Watson, Assistant Principal.

BCPS One: BCPS One is an online environment with integrated tools and resources for all BCPS students, staff, and parents. It is accessible anytime and from anywhere. BCPS One houses six major subsystems which include the Learning Management, Student Information, Digital Content, Employee Effectiveness, Reporting and Professional Learning Systems. The purpose of BCPS One is to promote user access, collaboration, and productivity while streamlining administrative processes. Access BCPS One at <http://www.bcps.org>.

Testing

In addition to teacher designed tests, quizzes, and other assessments, students will be involved in national and statewide testing throughout the year. Fall testing consists of the PSAT for grades 9-11. Spring testing includes PARCC exams (grades 9-10), HSA (re-testers and new testers), AP exams (grades 11-12), SAT for all 11th graders and final exams (all grades). Students who are absent for the HSA or PARCC tests will be given an opportunity to make up the exam. Parents can assist their children be successful on these assessments by encouraging them to get enough sleep prior to the exam, by having the student eat a healthy breakfast the day of the exam, and by expressing the importance of performing their best on each assessment. Performance on the HSA and PARCC affect students' eligibility for graduation. Although the curriculum is designed to build and reinforce the skills necessary to be successful on all exams, there are many other resources available to aid the student who desires more practice. Consult teachers, department chairs, and school counselors for suggestions of outside resources.

Testing Dates (tentative)-

PSAT Testing Day: The PSAT (grades 9, 10, and 11) is administered on Wednesday, October 11th, 2017.

HSA/PARCC Testing Dates:

HSA

January 8-19, 2018

May 21-June 8, 2018

PARCC

December 4, 2017 – January 24, 2018

April 24 – June 8, 2018

SAT Day:

The SAT is administered to 11th grade students only on April 10, 2018.

Advanced Placement Testing Dates:

May 7th - May 18th, 2018

For specific dates on which HAS and PARCC tests will be administered contact Ms. Watson.