







PHS & CFA STUDENT and PARENT GUIDE 2015-2016

The *Patapsco High School & Center for the Arts Student and Parent Guide* supports the Patapsco High School faculty, staff, and administration's belief that a safe and orderly school environment is a key element in the academic success of our students. All of the rules and expectations of the Baltimore County Public Schools Student Handbook are followed by Patapsco High School. This handbook highlights and make specific certain procedures and the ways 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:

-  Main 410-887-7060
-  Fax (Main) 410-887-7062
-  Cafeteria 410-887-7067
-  Guidance 410-887-7063
-  Health 410-288-2204
-  Library 410-887-7059

Administrative Team:

- Mr. Craig Reed, Principal
- Ms. Heather Miller, Assistant Principal Grade 9 + 10 (A-F)
- Mrs. Joy O'Brien, Assistant Principal Grade 12 + 10 (G-M)
- Dr. Darrell Wheeler, Assistant Principal Grade 11 + 10 (N-Z)

Operating Hours:

Main Office:

August 18th- June 19th: 7:00 am-3:30 pm

School Counseling Office:

August 18th- June 19th: 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 the official homeroom class for distributing and collecting information.

School Operating Hours & Procedures for Students:

Students may enter the building as early as 7:00 AM each day. 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 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 the past 60 days

Learner's Permits: Learner's Permits can be submitted to the counseling office for completion. 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.

Transcripts: Current students in need of a transcript are to complete a Transcript Request Form signed by their parent/guardian and returned to Mrs. Grampp in the Counseling Office. Please note that the office requires at least 24 hours for processing.

Work Permits: Work Permits can be obtained through the counseling office. Please note that the office requires at least 24 hours for processing.

Student Attendance and Tardiness:

Baltimore County Public Schools Attendance Policy:

- Students who miss 10% or more (3 or more days) of class time unexcused are subject to failing for the marking period.
- Students who miss 20% or more of class time excused or a combination of excused and unexcused (4 or more days) may receive a failing classwork grade at the teacher's discretion.

Basic Information:

- Students are issued a BCPS One-card ID which they use to "tap" in each day to be marked present at a kiosk inside the school building. This is how students are marked present.
- Students will be provided a BCPS One-card that they must use each morning, upon arrival, at a BCPS One-card kiosk between 7:15 am- 7:43 am each day. Students should be in their classrooms by 7:43 am, for the start of the school day at 7:45 am. Students who arrive late to school are expected to report to the BCPS One-card kiosk located in the Main Office where they will tap in and be issued a late pass to class. As students enter each class, they will tap their BCPS One-card. This will verify their attendance in that class. Students who fail to tap in for the school day, or for a class, will be recorded as absent. Students who do not immediately report to the Main Office upon late arrival to school and/or students who are chronically late are subject to school disciplinary action.
- 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 absent notes should be brought by the student to the blacktop between 7:15-7:35 am. The student will receive a green slip to be signed by all teachers indicating they have discussed makeup work with the teacher. The form is returned to the main office at the end of the day.

Tardiness to school:

- All students should be seated in their classrooms no later than 7:43 am. Exterior doors will be locked at 7:43 am, students will only be admitted via the main entrance after this time.
- Breakfast is available in the cafeteria and black box until 7:40 am.
- Students who enter the building after 7:45 am must report to the Main Office to tap in. These students may have their tardiness record reviewed and be assigned consequences as needed.
- Students who are driven to school should be dropped 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 am.
- During Hall Sweeps teachers close their doors at the bell and tardy students are expected to report to the blacktop to obtain a red Hall Sweep Pass. Consequences will be assigned as appropriate.
- 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 the 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, as it appears in the Student Emergency Contact form, 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 use their BCPS One-card ID to tap out in the Main Office.

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 grade level

9th: Mrs. Melissa Geigley

10th: Ms. Kathryn Vanbuskirk

11th: Mrs. Cathy Kearney

12th + AVID: Mrs. Ginger Patron

Schedule Changes: 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: If a student requests to drop an AP course the student must schedule a meeting whose attendees include 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.

Evening High School: For students planning on attending evening school for the 2015 – 2016 school year registration paperwork will be available the first 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.

Student Dress:

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.

Students who are not in compliance with this list will be asked to change, provided with appropriate apparel or their parents will be contacted to obtain appropriate apparel. Disciplinary action may be taken.

The following is a list of clothing items/accessories which are **not acceptable**:

1. Undershirts meant to be worn underneath clothing including sleeveless undershirts.
2. Halter tops, half tops, strapless tops, or tops with one strap. Tops may not expose more of the chest area than the wearer can cover with an opened hand. There may not be a gap between top and bottom of clothing.
3. Short shorts or skirts. Shorts and skirts must extend beyond ones fingertips when standing up with arms straight down at ones side.
4. Outer-garments that leave clothing worn underneath exposed.
5. Long coats or coats designed to be worn out-doors.
6. Clothing with text, graphics or pictures which are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit or that reference items that are illegal in general or illegal specifically for underage

students. Clothing with text, graphics or pictures which are rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.

7. Bandanas or other accessories that are deemed to signify gang involvement.

8. Hats, bandanas, scarves, hoods or head coverings of any kind (unless representative of religious beliefs with approval) may not be worn in the building at all and should be out of sight during the school day.

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.

Participation in Extracurricular Activities: We remind students who wish to participate in extracurricular activities that such participation is a privilege, which may be revoked, and not a right. Students who are not in good standing with the school (see School Dance Procedures below) may be denied permission to participate in extracurricular activities.

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.

Bell Schedule:

FLEX Schedule

Period One. 7:45 – 9:05
Homeroom. 9:05 – 9:15
Period Two. 9:15 – 10:35
FLEX One. 10:35 - 11:05
FLEX Two. 11:05 - 11:35
Period Three. 11:35 – 12:55
Period Four. 12:55 – 2:15

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

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 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.

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.

Staff members may confiscate electronic devices that are being used in the classroom. Electronic devices may be used in the classroom for instructional purposes only if a teacher has given permission for the instructional use of the device. Confiscated devices will be logged and stored in the main office for pickup by parent/guardian only. Confiscated devices may be picked up in the main office by an adult on the student's contact list between 6:30 AM-7:45 AM or between 2:15 PM-4:00 PM.

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 in a visible way may confiscate the hat for storage in the main office. Confiscated hats may be picked up in the main office by an adult on the student's contact list between 6:30 AM-7:45 AM or between 2:15 PM-4:00 PM.

Class Cuts: Students who cut class will be assigned a Friday Detention.

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 the teacher's signature. The pass should either be a green hall pass, pink nurse pass or guidance pass. A swipe card will not be considered a pass.

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.

Friday Afternoon Detention: Friday Afternoon Detention is an alternative to suspension and, when assigned, is not optional. Friday Afternoon Detentions will run from 2:30 – 5:30. Students assigned a Friday Afternoon Detention may not participate in any afterschool activities during that time. Student who fail to serve a Friday Afternoon Detention will not be permitted to attend any Friday Evening or Weekend Events including, but not limited to, attending or participating in sporting events, plays, performances or field trips of any kind. ***Failure to report to an assigned Friday Afternoon Detention will immediately trigger a required parent conference on Monday morning at 8:00am.***

Online Gradebook & Grading Policy:

Grading Policy: please see www.bcps.org Rule 5210

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 Inverness Road. 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. 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 beverages, 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.

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.

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: Beginning with the 2014-15 school year, all students are required to wear their BCPS One-card ID during the school day. Please assist your student by ensuring they have their BCPS One-card ID each day before leaving home and that they are wearing it prior to entering the school building. This is not optional- all students must participate.

BCPS One-card IDs are the property of the school. If a student loses or misplaces his or her BCPS One-card ID, 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 BCPS One-card ID to school will be charged \$1 for a temporary replacement card for that day only. Obligations should be settled quarterly.

PTSA:

Membership to the Patapsco High School and Center for the Arts PTSA is \$7.00 per person and may be paid by cash, check, or money order. Please make checks payable to Patapsco PTSA.

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.

FLEX (Flexible Learning EXperience) Period

FLEX is a one-hour lunch period in the middle of the day (between Periods 2 and 3), during which time all students will have time to eat and also participate in a school-related activity (clubs, coach class, quiet rooms). FLEX is broken up into two (2) half hour segments, providing a structured opportunity for students to practice essential skills as well as develop and foster relationships with faculty and peers. Additionally, staff members can encourage responsibility, promote success and support for all students, and increase student involvement to help maintain a sense of belonging to the Patapsco High School & Center for the Arts community.

Students are expected to be in their FLEX room (classroom, gym, cafeteria, etc.) by the time the bell rings at 10:40 (for FLEX 1) and 11:10 (FLEX 2). Only students with passes and/or lunch trays are permitted to be in the hallways after these times. Students who do not report to a FLEX room will be

sent to the Black Top area outside of the Auditorium for the opportunity to have an academic review with a school counselor or leader.

Clubs and activity offerings are subject to change throughout the year; a list of FLEX offerings for each teacher will periodically be sent out via BCPS One. Students are encouraged to listen to the daily announcements, review FLEX posters outside every classroom, check their BCPS One emails, and have conversations with their teachers to find the activities that interest them.

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 includes HSA re-tests (grades 10-12) and the PSAT (grades 9—11). Spring testing includes PARCC exams (grades 9-10), HSA for first-time test takers, AP exams (grades 11-12), SAT for all 11th graders, and final exams (all grades). Students who are absent for the HSA or PARCC assessment will be provided opportunities to make-up the exam. Parents can assist their children be successful on these assessments by encouraging them to get enough sleep prior to their exams, by having the student eat a healthy breakfast the day for the exam, and by expressing the importance of performing their best on each assessment. Performance on the HSA and the PARCC exams affect a student's 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 guidance counselors for suggestions of outside resources.