



# Brunswick High School Student Handbook 2016-17

*“EXCELLENCE IN ALL WE DO AT BHS”*

## MISSION STATEMENT

A climate of high expectations exists in our school. We provide a quality education, which features a variety of programs for all students, enabling them to achieve success regardless of gender, race, or socioeconomic status. We provide curricular and extracurricular experiences for all students to develop academically, physically, emotionally, culturally, and vocationally. We recognize that these experiences will help prepare students to attain success in a changing pluralistic society.

Brunswick High School  
101 Cummings Drive, Brunswick, MD 21716  
(240) 236-8600  
Fax (240) 236-8601

Please visit our website at <http://bhs.sites.fcps.org/>

Main Office	240-236-8600, prompt 1
School Counseling Office	240-236-8600, prompt 2
Attendance Office	240-236-8600, prompt 3
Athletic Director's Office	240-236-8611
Cafeteria Manager	240-236-8562

**R E A C H**



---

**Respectful - Engaged - Accountable - Caring - Honest**

---

Brunswick High School Student Agenda 2016-17

<b>Regular Bell Schedule</b>	7:05	Early Students Arrive to Cafeteria
	7:22	Students Dismissed from Cafeteria
	7:30 - 8:50	Block 1
	8:54 - 10:14	Block 2
	10:18 - 10:57	Railroader Connections <i>(10:25 Request Late Bell)</i>
		10:25 -10:55 PM CTC Lunch
	11:01 - 12:51	Block 3
		11:01 -11:31 A Lunch (Late Bell 11:34)
		11:41 - 12:11 B Lunch (Late Bell 12:14)
		12:21 - 12:51 C Lunch
	12:55 - 2:15	Block 4
2:15 - 2:35	Student Dismissal	

<b>2 Hour Delay Bell Schedule</b>	9:05	Early Students Arrive to Cafeteria
	9:22	Students Dismissed from Cafeteria
	9:30 - 10:32	Block 1
	10:36 - 11:36	Block 2
		11:06 - 11:36 PM CTC Lunch
	11:40 - 1:10	Block 3
		11:36 - 12:06 A Lunch
		12:08 - 12:38 B Lunch
		12:40 - 1:10 C Lunch
	1:14 - 2:15	Block 4
	2:15 - 2:35	Student Dismissal

<b>2 Hour Early Dismissal Bell Schedule</b>	7:05	Early Students Arrive to Cafeteria
	7:22	Students Dismissed from Cafeteria
	7:30 - 8:32	Block 1
	8:36 - 9:36	Block 2
		9:15 - 9:45 PM CTC Lunch
	9:40 - 11:10	Block 3
		9:36 - 10:06 A Lunch
		10:08 - 10:38 B Lunch
		10:40 - 11:10 C Lunch
	11:14 - 12:15	Block 4
	12:15 - 12:35	Student Dismissal

## STUDENT PERFORMANCE

Student Performance is the focus of all activity at Brunswick High School. We provide a quality education which features a variety of programs for all students, enabling them to achieve success regardless of gender, race, or socioeconomic status. We provide curricular and extracurricular experiences for all students to develop academically, physically, emotionally, culturally, and vocationally. We recognize that these experiences will help prepare our students in the areas of college and career readiness and students will attain success in a changing pluralistic society.

1. Be in school each and every day.
2. Arrive to school and class on time.
3. Accept the challenge of scheduling academically rigorous classes.
4. Bring to class all books and required materials every day.
5. Participate in all class activities in active/meaningful ways.
6. Carefully complete class assignments and homework.
7. Seek help during Railroader Connections and after school from teachers or designated tutors if experiencing difficulty.
8. Exhibit respect for staff and other students.
9. Dress in a manner that is conducive to learning and adheres to our Dress Code Policy.

The FCPS Calendars for attendance and testing dates can be found at [www.fcps.org](http://www.fcps.org) (All dates are state-mandated test windows for online testing. FCPS will select test windows from within these dates and publish them in the online FCPS Testing Calendar by the first week in August. School specific schedules are set by each school within the FCPS window.)

## ADVANCED PLACEMENT (AP) EXAMS

Please see <http://CollegeBoard.com> The AP Exam schedule will be distributed through your Advance Placement Class – Please note not all AP Exams and classes are available at Brunswick High School.

## BHS HONOR CODE: ACADEMIC INTEGRITY

The Brunswick High School community (fellow students, parents, staff) expects that honest behavior will be a part of your academic work.

*Honor Pledge – I have neither given nor received unauthorized aid on this assignment. My name on this piece of work affirms my character and honor.*

### **To be academically honest, you MUST NOT:**

1. Cheat
  - a. Give or use unauthorized, external assistance relating to an assessment or assignment.
  - b. Copy someone else's work to turn in or allow your work to be copied and turned in for credit.
  - c. Have another student, parent, or other adult write or make major changes to your work.
  - d. Attempt to deceive by using unauthorized materials or technology (e.g. calculator, crib notes, copy of the test, minimized computer screen, communication by electronic device).
2. Engage in unauthorized collaboration
  - a. Collaborative work will be at the direction of the teacher and documented according to assignment guidelines.

- b. Independent work will be completed independently.
- 3. Plagiarize\*
  - a. Present another's ideas, words, or work as one's own.
  - b. Directly quote from a source without the proper citation. Citing a source means recording information that allows another person to locate the source you have used for your paper.
  - c. Paraphrase or summarize another person's work without acknowledging the source.
    - \*Note: Be aware that even if it is unintentional, plagiarism is still a serious academic offense.
- 4. Take, alter, damage, or publish the work of another person.

**To be academically honest, you MUST:**

- Report every instance of academic dishonesty of which you have knowledge.

Consequences of Cheating:

	Teacher Action	Administrative Action
1st offense	Referral, discussion w/student Parent contact and zero. Possible replacement of work for partial credit at teacher discretion.	Saturday School Detention, Administrative Parent contact & NHS notification (grades 10-12 only)
2nd offense	Referral, discussion w/student Parent contact and zero. No opportunity to redo work for reduced credit.	Two Saturday School detentions. Reflection essay. Possible suspension. Parent conference & loss of NHS eligibility.
3rd offense	Referral, discussion w/student Parent contact and zero.	Suspension up to 3 days. Parent contact & Notification of Advisors and Coaches for possible loss of participation privileges.

## ACADEMIC STANDARDS FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

The following academic standards for extracurricular activities were developed to reflect the belief that a student's first obligation is to perform satisfactorily in the academic setting.

A student, to be eligible to participate in extracurricular activities, must have the minimum of a 2.00 grade point average (GPA) and no "F" grades. Grades used to determine eligibility will be recorded on report cards and interim reports. Grades used to determine ineligibility will be nine-week term grades only. Eligibility/ineligibility for fall extracurricular activities is determined by the fourth term grades from the previous year.

1. The student will become eligible/ineligible on the first school day following the system-designated day for posting grades for that marking period. The June posting date will serve as the designated eligible/ineligible day for all fall activities. Students may also become eligible on the first school day following the system's designated day for posting grades for that interim issuing report grade.

2. In any grading period, if a student has made a schedule change, and if the student receives an interim report for either class involved in the schedule change, then the class in which the student has been enrolled for the most number of days (within the reporting period) will be used to determine the student's eligibility.
3. When a student believes that a procedural error has occurred through a miscalculation, omission, or an inaccurate reporting in the awarding of a grade, an appeal may be made to the school principal. The student in this situation must be prepared to demonstrate in his/her appeal the circumstances that may have created an incorrect grade. This appeal must be initiated by the student in writing within five (5) school days of the system-designated day for posting grades for that marking period. Until the principal renders a decision, the student remains ineligible. The principal's decision must be made within five (5) school days of the appeal and will be final.

The student may practice during an ineligibility period, but may not accompany the team or group or be excused from any class for the extracurricular activity concerned.

## ANNOUNCEMENTS

Information about school-sponsored activities and events are announced daily over the public address system. Announcements are made during Railroader Connections. Upcoming events and other information about Brunswick High School may also be found on the Brunswick High School website at <http://bhs.sites.fcps.org/>

## ATTENDANCE

Successful academic achievement and student attendance are directly correlated. Our attendance policies at Brunswick High School have been designed to ensure that all students take advantage of learning opportunities. Our attendance policies are:

1. On the day of the student's absence, the parent or guardian must call the school's Attendance Office at (240) 236-8600, prompt 2 after 7:00 a.m. to inform the school of his/her child's absence. If the parent fails to call the school that morning, the school will make contact with the parent or guardian.
2. Within two days of returning to school following an absence, the student must bring a note from the parent or guardian, or the absence is automatically classified as unlawful. These notes must contain the date(s) and reason(s) for the absence(s). The note will be presented to the attendance secretary.
3. Parents may write notes for up to ten (10) days of student's absences due to illness per year. Students with excessive absences are required to provide official documentation for each additional absence.
4. If a student must leave before the end of the day, a written request by the parent or guardian for permission to do so must be submitted to the Attendance Office by 7:30 a.m. on the day for which the request is made. This note must contain the daytime phone number where the parent can be reached. Students must check out at the Attendance Office before leaving school and when returning. Students are not permitted to leave school at any time during the school day without checking out through Attendance. Students who are involved in extracurricular activities must attend school for the entire day to be eligible to practice or participate in any after-school activity. Students who are absent or arrive and are admitted to school after 9:00 a.m. are ineligible to compete, practice, or participate that day unless they have received prior approval from the Principal. Those students who have a doctor's appointment must have written permission from the doctor to participate in after-school activities on the day of the doctor's appointment. Those students who feel ill in the morning and arrive in school after 9:00 a.m. will not be granted permission to participate in any after-school activity without a doctor's approval.

5. Students with more than five (5) unlawful absences in any 9-week grading period will automatically fail for that grading period. Students who are unlawfully absent more than 10 days for a semester course or more than 20 days for a year-long course will lose credit regardless of grades earned. Students whose absences have placed them in danger of losing credit can reinstate themselves by attending two Saturday schools for each day of absence that they need to replace.
6. The school day begins at 7:30 a.m. It is important to be on time. Any student who arrives at school after the 7:30 bell must report directly to the Attendance Office for an admit slip.
7. Parents may write notes for up to ten (10) days of late to school due to illness per year.
8. Unexcused tardy to school for each term will be treated as follows:

1 <sup>st</sup> – 2 <sup>nd</sup> Tardy	Verbal warning from Attendance
3 <sup>rd</sup> - 4 <sup>th</sup> Tardy	Lunch Detention That Day
5 <sup>th</sup> Tardy	30 min. After School Detention
6 <sup>th</sup> Tardy	Referral for discipline (1 hour After School Detention)
7 <sup>th</sup> Tardy	Referral for discipline (1 ½ hour After School Detention)
8 <sup>th</sup> Late & beyond	Referral for discipline (Saturday School)

### Coding of Absences

A student is counted present for a full day if a student is present 4 hours or more. A student is counted absent for a full day if the student is present for one hour or less of the school day. A student may be credited with ½ day attendance if the student is present for at least 2 hours but less than 4 hours.

Absences considered lawful and therefore excused include:

- Illness of the student or a family illness (doctor’s verification may be required)
- Death in the immediate family
- Court summons
- Work or activity accepted by the school authorities
- Observance of religious holiday
- Other emergency at judgment of the Superintendent or designee

Students may take trips for a combined maximum of five (5) days. Visits by students to prospective colleges are excused up to three (3) days per year.

### Makeup Work For Absences

Students may make up work missed during excused absences. This includes legal late to school and school suspensions. Make-up work counts for full credit. Students must request makeup work within two days of their return to school and make necessary arrangements with the teacher. Unexcused absences will cause the student to be denied credit for make-up work. The work may be done for the purpose of teacher review, but NO credit will be given. An example of an unexcused absence is a class cut.

## BRUNSWICK HIGH SCHOOL SCHOLAR PROGRAMS

### **Advanced Placement (AP) Scholars Program**

Students are recognized for taking Advanced Placements courses and the exams associated with them. Students who enroll in AP courses are expected to take the exams offered each May to students. The AP Scholars Program requires student to earn a "C" grade or higher in AP courses and take each corresponding exam in order to qualify for the program.

### **Bronze Level AP Scholars**

Students who successfully complete three AP courses and the exams during their high school experience. Students receive special recognition during the senior awards program.

### **Silver Level AP Scholars**

Students who successfully complete four or five AP courses and the exams during their high school experience. Students receive special recognition during the senior awards program.

### **Gold Level AP Scholars**

Students who successfully complete six or more AP courses and the exams during their high school experience. Students receive special recognition during the senior awards program and names engraved on the Brunswick High School Gold Level AP Scholars Plaque on display in the school lobby.

## BUILDING AND GROUNDS

Brunswick High School is equipped, decorated, and landscaped for your use. The care you take of the equipment/grounds will help maintain them. Any damage or attempted damage to the school building, school, personal property, or vehicles will be investigated comprehensively. Guilty parties will be subjected to the most serious disciplinary action, possibly including contact with legal authorities. The cost of the repair or replacement of damaged items will be charged to the vandals. **After 2:30, no student is permitted in the school building unless they are under the direct supervision of a teacher or coach.**

## BULLYING, HARASSMENT, OR INTIMIDATION

Bullying, harassment, or intimidation whether in person, by a third party, or by electronic means will not be tolerated. Students who feel that they are being harassed should report this to a teacher or school administrator as soon as the behavior begins. The student will then be directed to complete an official harassment form which is available in the guidance office and on the FCPS website. Upon receipt of the official report form of a possible harassment, the school staff will investigate. If substantiated, disciplinary action will be taken in accordance with FCPS policies. Further, documentation will be sent to the Supervision of Counseling and Student Support and will also be submitted to the Maryland State Department of Education in accordance with state law.

## BUSES

School bus safety is a shared responsibility that depends upon the cooperation of students, parents, drivers and school officials. FCPS will not tolerate students preventing drivers from doing their job or preventing other students from having safe transportation.

Rules at the bus stop are listed below:

1. Students should act in a safe manner and stand well back from the roadway until the bus has come to a complete stop.

2. While at the bus stop, students are expected to show respect for the property of citizens who live nearby. Rough play, shoving and pushing are not acceptable. All private property must be respected. No littering.
3. Students should get off the school bus only at their designated stops.
4. When crossing the roadway to enter or exit a bus, students should walk approximately 10 feet in front of the bus and never behind it and cross only after the driver signals that all is clear.
5. Once buses start moving during school dismissal, students are not to chase or attempt to board a bus.
6. Students who miss the bus will need to find other transportation.

Rules on the bus are listed below:

1. Follow the driver's directions the first time they are given.
2. Stay in your seat at all times.
3. Keep hands, arms, feet, legs and personal property inside the bus and to yourself, and keep your voice low.
4. No eating, smoking, drinking or vulgar language.
5. Do not block the aisles and exits.
6. Only those large items that can be held safely on your lap, placed on the window side of the seat beside you or placed on the floor between your feet may be brought onto the bus. Items that are sharp-edged glass or subject to spillage are not allowed.
7. Animals, skateboards and scooters are not permitted.

In general, students are expected to ride the bus to which they are assigned. **Only in an emergency, students must secure permission from the Principal or an Assistant Principal prior to the end of second period, if they need to ride a different bus. Bus transportation is not provided to work study or mentor internship sites.**

## CAFETERIA

Every effort is made to provide students with a well-balanced breakfast and lunch at minimum cost. Menus and prices are posted at schools, on cable channel 18 and at [www.fcps.org](http://www.fcps.org).

Student prepaid breakfasts and lunches can be purchased from the school cafeteria. To prepay meals, a check may be sent and made payable to Brunswick High School Cafeteria. An Internet online prepay program is also available. To register, visit [www.fcps.org](http://www.fcps.org). Additional information is available by contacting the school cafeteria manager at (240) 236-8562.

Regulations governing student conduct appear below:

1. All food and drink must be consumed in the cafeteria area (other than water in a clear container), which may be taken to all areas, except the computer labs and auditorium.
2. Students should remain seated while in the cafeteria.
3. Students are to leave the lunch table and surrounding area(s) clean and orderly. All trays and trash must be removed promptly. Trash must not be thrown from tables toward the trash cans.
4. Students should be courteous, polite and exhibit proper behavior at all times.
5. Because classes are in session during each lunch period, students are expected to remain in the cafeteria when they have finished eating lunch. **Students are not permitted to walk the hallways at any time during the lunch shifts.**
6. Restrooms located in the Commons Area will be available to students during their lunch shift. When dismissed from class to the restrooms during third block, students will need a hall pass from their teacher to access restrooms in the Business area.
7. To avoid disruption to the school environment, students are not permitted to receive lunch deliveries during the school day from outside restaurants. **Students are not permitted to bring**



**in food from outside restaurants. If this occurs they will be required to eat in the front office.**

8. Students are not allowed to leave the school building or enter unauthorized areas during lunch shifts.
9. Students on lunch shifts must have a pass in order to leave the cafeteria before the dismissal bell. In order to use the library during lunch, students must pre-arrange permission with the media center staff.

## CHARACTER COUNTS

**We strongly support the Character Counts Program and the six pillars of character. The six pillars are:**

1. **TRUSTWORTHINESS:** A person of character is trustworthy, lives with integrity, and is honest, reliable and loyal.
2. **RESPECT:** A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy and freedom of others, is courteous and polite to all and is tolerant and accepting of differences.
3. **RESPONSIBILITY:** A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
4. **FAIRNESS:** A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
5. **CARING:** A person of character is caring, compassionate, kind, loving, considerate, and charitable.
6. **CITIZENSHIP:** A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and law.

## CLASSROOM VISITORS

Parents are encouraged to visit their children's classrooms; however, to provide the best educational program possible that is free from distractions, visitors must arrange with the teacher in advance the optimum time for a visit to that classroom. Your cooperation in this matter is appreciated. Exceptions to this policy must have the approval of the school administration. As per Maryland State Law, all visitors must report to the Main Office for a visitor's pass before visiting any school classroom. Student and former student visitors are prohibited during the school day.

## COMPUTER NETWORK USAGE

Users must adhere to the following regulations while using a computer and/or accessing the Internet while at Brunswick High School. The complete Computers: Digital Networks Acceptable Use policy is found in FCPS Board of Education (BOE) Regulation 400-73 at [www.fcps.org](http://www.fcps.org).

1. Users are responsible for using the provided school account in an ethical, responsible and legal manner for school-related tasks only.
2. Users will comply with the Computer: Digital Networks Acceptable Use regulation.
3. Using or importing offensive, obscene, libelous, disruptive, or inflammatory language, pictures or other material on any computer or network within FCPS is prohibited.
4. Any harassment encountered on the Internet should not be responded to and should be reported to the supervising teacher or appropriate administrator.
5. For safety reasons, users shall not reveal personal information such as home phone numbers or addresses.
6. Users will use the Internet for legal activities only. Illegal activities include, but are not limited to: knowingly spreading viruses, violating copyright laws, using unauthorized software, impersonating another user, unauthorized entry, and/or destruction of computer systems and files.

7. Users will use the network in such a way that use of the network by other users is not disrupted.
8. Files and e-mail messages created or stored on equipment or media covered under this regulation are the property of the Frederick County Public Schools. Users are cautioned that they should not expect files or e-mail messages stored on FCPS equipment to be private. Frederick County Public Schools may monitor, audit, and review files, directories, and communications to maintain system integrity and to ensure that students and staff members are using the system in accordance with FCPS regulations and applicable federal and state laws.
9. Users will divulge their passwords only to authorized system administrators for the purpose of implementing this regulation.
10. Users will use all resources on the Internet in accordance with the policies of the institutions providing the service and the procedures developed by FCPS.

In addition to the responsibilities listed in BOE Regulation 400-73, students have the following responsibilities when using computers at Brunswick High School:

1. Students are responsible for their behavior on school computer networks.
2. Students will access only those network resources for which they have obtained permission.
3. Students will use appropriate language and follow the same code of conduct as required by FCPS and individual school building policies.
4. Students in all high schools and in designated middle schools may have independent access to the Internet.
5. Students with personal email accounts, such as America Online, Hotmail, Yahoo mail, etc., may not install their service provider's software on FCPS equipment and may not access the e-mail account using FCPS software or equipment without the express permission of the Principal.
6. No Instant Messenger, Chat Rooms or personal e-mail access. Internet use is for school-related projects only.
7. Students are not allowed to install and/or use portable flash (USB) drives without the express permission of the Principal.

### **Consequences of Violations**

Equipment found to contain unauthorized files (such as illegal copies of software, evidence of access to inappropriate web addresses, unauthorized encryption software, e-mail content in violation of policy or regulation, etc.) will serve as evidence in disciplinary action.

Violations of this regulation will subject the violator to disciplinary action in accordance with Frederick County Public School disciplinary policies and may include loss of access to resources covered under this regulation, and/or criminal sanctions. In addition, any illegal activities will be reported to the appropriate agencies.

## **DELIVERIES**

Occasionally, deliveries of flowers or balloons for students are sent directly to Brunswick High School during the school day. The student will be notified that he or she has delivery, which may be picked up in the Main Office at the end of the day. **Please remember that some students have allergies to items such as flowers, perfumes and latex, which can be found in many balloons.**

## **DISCIPLINE POLICIES AND PROCEDURES**

The Board of Education and staff of Brunswick High School believe that self-disciplined students are best able to participate and contribute in a good learning environment. Teaching this condition requires cooperation and understanding between home and school. Firm, caring, and consistent treatment of the student by adults in both places produces ideal results.

No matter how effective a disciplinary program is, incidents do occur where a breach of the rules takes place. Corrective actions are necessary for specific behaviors. The school administrator has responsibility for taking the action based upon his or her knowledge of the facts relating to the incident and the needs of the student. It must be noted that if the violation is considered a criminal offense, or is of such a severe nature that the discipline hierarchy need not be applied, then the school administrator may be required to notify the proper legal authorities. Discipline policies and procedures can be found in the FCPS Calendar Handbook and at [www.fcps.org](http://www.fcps.org).

## DRESS, APPEARANCE, AND PERSONAL PROPERTY

### Dress Code

Appropriate student attire is very important in helping to maintain a school climate which fosters academic excellence. Not all clothing is suitable for school. School attire should be comfortable and not be disruptive or distracting to the learning environment.

Specifically:

- Bare midriffs, low cut necklines that reveal cleavage and bare backs are prohibited. Garments must be of appropriate length to cover the midriff while standing, sitting and/or bending. Racer-back and see-through garments are not permitted. Shoulder straps need to be 1 inch wide.
- The length of any garment, regardless of what it is called, must be sufficient to cover all undergarments and private areas, including any part of the buttocks and upper thighs, when standing, sitting, walking, climbing stairs, moving, or doing normal school activities. The general measure of accepted length is fingertip when standing with arms at the sides.
- Revealing slits, holes, and cuts are also prohibited. Leggings and tights may not substitute as pants unless the shirt or top extends to mid-thigh (fingertip length).
- Pajamas and underwear worn as outerwear are not permitted.
- Shoes must be worn at all times. Bedroom slippers are not allowed.
- No headgear of any kind is permitted inside of the building. This includes, but is not limited to, hats, caps, bandanas, sweatbands, hoods, berets and tams.
- Decorations and/or designs, symbols, mottos, words or acronyms that convey offensive, vulgar, profane, violent, gang-affiliated, sexually explicit, or sexually suggestive messages are prohibited on any item or as part of any attire. Symbols, mottos, words or acronyms advertising or promoting tobacco, alcohol, or illegal drugs or drug paraphernalia are not permitted. Symbols, mottoes, words or acronyms that profess violence or hatred toward fellow man are prohibited.
- Clothing must not block vision or restrict movement, obscure or mask a student's identity, or cause excessive wear or damage to school property.

In the event that a student is not following the dress code, the administrator/staff member should address the student in private to come up with a solution using the following guidelines:

- Give the student the option of changing articles and removing accessories that do not conform to the dress code.
- Allow the student to get another clothing item from his/her locker and change.
- Refer the student to the administrator's office to find another clothing item that can be substituted for inappropriate apparel.

If the student is uncooperative or unable to locate an appropriate change of clothes, the parent/guardian will be contacted to provide a change of clothing, or to take the student home.

Public display of affection is unacceptable behavior and will result in a warning, then a call home with possible further disciplinary action.

Audio or videotaping without prior approval is a violation of personal rights and is a violation of Maryland State law.

Riding/use of skateboards, scooters, and roller blades on school property at any time is prohibited. Skateboards, scooters, and roller blades will be confiscated and taken to the school office and may be retrieved only by a parent/guardian of the student.

SLEEPING in class and/or putting your head down in class is unacceptable behavior and will not be allowed at BHS. **Students must be actively engaged in learning during the school day.** If a student feels ill, they should ask their teacher for a pass to the health room.

## DRUGS, ALCOHOL AND TOBACCO

All buildings that are part of the Frederick County Public School (FCPS) system are drug-free school zones. Signs reminding the public of that fact are posted on school property. FCPS is also a smoke-free environment.

Students shall not possess, use, be under the influence of, attempt to distribute, or distribute drugs, drug paraphernalia, look-alike drugs, or alcohol on school property, in school buses, or while engaged in any school activity. The school system shall take the appropriate disciplinary action against a student who violates the standards of conduct set forth in this policy up to and including suspension and expulsion and referral for prosecution. Students and parents will be informed about any drug and alcohol counseling and rehabilitation and reentry programs that are available to students.

Students shall not use or possess tobacco products on school property, in school buses or during any school-sponsored events. Additionally, Maryland law makes it a civil offense for anyone under the age of 18 to use or possess tobacco products. Police may issue citations to offenders, and violators are subject to penalties, including fines ranging up to \$100.

## DRUG SUPPRESSION AND DISCOVERY PROGRAM

The Board of Education and local law enforcement authorities have joined in a program to curtail the use of drugs in the county secondary schools; we will cooperate in this program. Program guidelines are as follows.

At unannounced and randomly selected times, law enforcement authorities will bring to the school a dog that has been trained to detect all types of drugs. The police, the dog, members of the school administration and designated staff will inspect lockers and certain areas of the school building. Students should keep their lockers locked at all times. In addition, the canine unit will also be inspecting cars in our parking lot. If, as a result of these investigations, a student is found to be in possession of drugs, his or her parent/guardian will be notified immediately. At that time, the school system's procedures for the handling of drug offenses will be initiated. In addition, local law enforcement authorities may take further action. This program is designed to eliminate the use, possession, and distribution of drugs on school property. We sincerely hope that none of us will need to suffer the consequences of drug involvement.

## ELECTRONIC DEVICE POLICY

BHS requires student devices to be off between 7:20-2:15 unless they are being used for instructional purposes. Students may use their devices during lunch time, not during class changes. Individual teachers may ask students to “park” their devices when they are not in use. Students using their devices must use the FCPS Wi-Fi guest network only, not 3G or 4G. First time offenders will be able to retrieve their devices from the office at the end of the day. Thereafter, parents/guardians will need to come to the office during school hours to retrieve the devices. As always, if there is an urgent matter, students may use the main office phone to call a parent. Parents can call the office to deliver a message to their children. Please remember that nothing online is anonymous and all activity is public and permanent.

The following information is from [FCPS Regulation # 400-18](#):

### A. Definition

Portable electronic communication devices (hereafter referred to as electronic devices) are devices that emit an audible signal, vibrate, display a message or visual or otherwise summons or deliver a communication on behalf of the possessor.

### B. Student Possession/Use

1. Student possession and use of electronic devices on school property and at school-sponsored events on and off campus is a **privilege**, not a right.
2. Middle school and high school students may use devices to participate in teacher-approved activities and for educational reasons in support of Frederick County Public Schools (FCPS) curriculum for instructional purposes, such as keeping track of classroom assignments, research and other related class activities.
3. Middle school and high school student possession or use of electronic devices during the school day may be permitted if the student and parent/legal guardian accept the terms outlined on the “Device Permission Form” provided by the school and attached as Exhibit A. School system staff reserves the right to revoke privileges associated with this use under any of the following conditions:
  - a. Disrupts the learning environment or approved school activity.
  - b. Poses a threat to academic integrity.
  - c. Violates confidentiality or privacy rights of others during the school day as well as during after-school activities or the safe transportation of students.
  - d. Electronic devices with camera and recording functions may not be used to take or transfer any image or recording at any time on school premises without teacher permission.
  - e. Creates safety concerns.
  - f. Violates criminal laws.
  - g. Classroom use without teacher permission.

### C. Theft/Damage Disclaimer

**FCPS and BHS is not responsible for theft or damage to the electronic device. Students are encouraged to record a device’s serial number to have available in case of theft, which is a helpful tool when reporting the information to law enforcement.**

- D. Students found to be in violation of this regulation are subject to disciplinary action in accordance with FCPS Regulation 400-8 and acceptable use of digital networks and online resources in accordance with FCPS Regulation 400-73.
- E. A school administrator reserves the right to take temporary possession of an electronic device during a student discipline investigation to ensure the integrity of the fact-finding process.

## FINANCIAL OBLIGATIONS TO THE SCHOOL

Students, who are financially responsible to Brunswick High School for lost or damaged books, materials, etc., will be placed on the school "Obligation List." Obligations must be paid in full before report cards or graduation diplomas are issued. Obligations are carried from year to year.

## FIREARM POSSESSION

Possession of a firearm by a student on school property is strictly forbidden. A firearm is any weapon from which a shot is discharged by gunpowder. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation. Possession of a firearm (loaded or unloaded) can carry disciplinary action of permanent removal from Frederick County Public Schools. The police shall also be notified when a student is in possession of a firearm.

## FIRE/EMERGENCY DRILLS

Fire/emergency evacuation drills teach students what to do in case of a real emergency. Held monthly during the school year, these drills are for your protection. The signal for an evacuation is an auditory alarm with verbal instructions, as well as the flashing of lights. Every person must evacuate the building.

- Directions for exiting the building are posted near the door of each classroom/room in the building.
- There should be no pupils talking during a drill.
- Walk rapidly—no running.
- Keep together. Meet outside as a class in an area designated by your teacher. Attendance will be taken.
- If the alarm sounds while changing classes, exit by the nearest door and then report to the area designated for your next period class to assemble.
- Leave belongings such as books and papers in the room.
- False Fire Alarm: Any student found guilty of giving a false fire alarm (via any means of communication) will be placed on a 10-day suspension with a request for extended suspension/expulsion.
- False Report of a Bomb: Any student guilty of a false report of a bomb (via any means of communication) will be charged legally, placed on a 10-day suspension with a request for extended suspension/expulsion.

## FUNDRAISING DRIVES

Solicitation for fundraising by outside organizations will not be permitted. Door-to-door solicitation by school-sponsored groups will not be permitted. **All school-affiliated groups must have all projects and fundraising drives approved by the administration.** When the fundraising drive has been approved, it is necessary to secure a Sales Tax License and collect the tax on items sold. Candy fundraising sales are to be conducted after school only. Food or other items may not be seen or sold during school hours.

## HEALTH SERVICES

The Health Room technician provides emergency treatment of accidents and illnesses administers medications and performs selected treatments under the supervision of a school community health nurse (a licensed Registered Nurse). Parents may call the Health Room on (240) 236-8558.

**Students who need to leave school due to illness will be dismissed after a parent/guardian has been contacted by the Health Room technician or nurse and permission has been given for an early dismissal. Before leaving school, the parent/guardian must check the student out through the Attendance Office.**

## HOME ACCESS CENTER (HAC) FOR ONLINE GRADES

To determine current grades in a class, students and parents/guardians should log in to [www.fcps.org/grades](http://www.fcps.org/grades)

## HONORS AND AWARDS SYSTEM

### Honor Roll

In order to be included on the BHS academic Honor Roll, students must meet the following criteria:

- The student must have a “B” average.
- The student must not have earned any Incompletes.
- The student must have earned no more than one C. Any C must be balanced by an A, credit for credit.
- All students, except seniors, must be enrolled for a minimum of six credits per year. Seniors must be enrolled for a minimum of four credits per year.

### “B” Award

Statement of Philosophy: “B” awards are presented annually to senior high school students (grades 9-12) who excel in all areas of student life, such as scholarship, attendance and participation in activities.

The awards for those students who meet the qualifications are as follows:

First Award: Large Chenille Gold “B”

Second Award: Chenille Star – Gold

Third Award: Chenille Star – Gold

Fourth Award: Chenille Star – Gold

Upon graduation, any student who has earned all four awards will receive the Gold “B” which is donated by the Brunswick branch of PNC Bank.

Transfer students can petition the committee to consider them for a Gold “B” based on the records from their previous school(s).

Each school year “B” Award packets will be made available in early May. Each student who plans to submit a “B” Award sheet to the committee must pick up a packet and must sign for it. Failure to do so will make the student ineligible for an award.

Students planning to participate in the “B” Award program should see a counselor or “B” Award committee member early in the school year to plan their activity participation to meet award requirements.

### Senior Attendance Award

Due to financial constraints the financial attendance award will no longer be presented, however students will receive a Perfect Attendance Certificate if they meet the following criteria:

- Maintains perfect attendance during their junior and senior year.
- Maintains minimum 3.0 GPA during their junior and senior year.
- Displays good citizenship skills (no detentions or suspensions).
- No lates resulting in a referral.

### **Athletic Varsity “B” Letter**

The Varsity B Letter will be awarded to students based on the amount of participation in each sport. Each varsity coach will determine the participation time that is required to receive a Varsity “B” Letter.

## **INTERNAL SCHOOL PASSES**

To leave any instructional area during class time, a student must have a signed pass from their teacher. Students (including teachers' aides) should not be in the halls without a pass issued by office staff, counselors, or teachers. Hall passes are required throughout the day, including lunch periods.

## **LOCKERS**

Lockers are the property of BHS and are assigned to each student. There is no locker rental fee and students must provide their own lock. Students will need a separate lock for their Physical Education locker. Lockers will be available to all students in the cafeteria during the first 2 weeks of school. Students should understand that lockers offer minimal security and items of unusual value should not be brought to school. Students are only to use their assigned locker. Periodic locker clean outs will be conducted.

Students, their personal property, and the school property assigned to them shall not be subjected to unlawful search and seizure.

1. Every principal, assistant principal, authorized security officer of a public school, and/or designated staff may conduct a reasonable search of a student on the school premises if he has a reasonable cause to do so. The search must be made in the presence of a third party.
2. Every principal, assistant principal, authorized security officer of a public school, and/or designated staff may conduct a reasonable search of the school and every appurtenance thereof, including students' lockers. The right of the school official to search the locker must be previously announced or published within the school. This statement serves as notification to all students.
3. Students are responsible for leaving their lockers clear of all personal possessions prior to leaving school on their last day of attendance. Also, on the last day of school, all lockers will be cleaned out and all personal property of students will be held in a designated location for one week and then given to the Salvation Army, Goodwill or other charitable organizations. In unusual circumstances when the school is notified that a student cannot be present on the last day, the school will obtain the student's possessions from the locker and hold them for the parents to pick them up at an agreed- upon time.
4. All lockers will be bolted shut unless it has a student-provided lock. No lockers may be used in the gym area or hallway without a lock.

## **LOST AND FOUND**

Occasionally, personal property (coats, gloves, hats, physical education clothing, etc.) is misplaced during the school year. Students need to make a serious effort to keep possessions in a safe location. Students finding personal articles of other students should turn the items into the Main Office. Students who have lost items may examine the lost and found collection upon request to an office secretary.



## OPENING EXERCISES

Students and teachers are to stand and face the flag while reciting the Pledge of Allegiance. Any student or teacher who wishes to be excused shall be excused but shall be respectful and mindful of those participating and will stand and use the time to stretch their legs.

## RECYCLING EFFORT

Brunswick High School is participating in a recycling effort as an attempt in doing our part in protecting the earth's resources. Clearly marked containers are placed within the building for your convenience. Everyone's cooperation will help to provide us with a better environment.

## SCHEDULE ADJUSTMENTS

Schedule selections must be made with the utmost care. Decisions regarding staffing and course offerings are based upon student selection. Therefore, no schedule adjustments will be allowed unless the student has failed a course, failed to meet a graduation requirement, or an error was made by the school.

## SCHOOL CLOSINGS AND DELAYS

Occasionally, inclement weather or other safety or health conditions require us to close or delay all or some schools. Decisions are made by 5:30 a.m. for morning closings and delays, and whenever possible, by 11:30 a.m. for early closings. For the fastest, most reliable information on school closings and delays, check the following:

- Television: Cable Channel 18 (Frederick area)
- Radio: WAFY 103.1 FM, WFMD 930 AM, WARX 106.9 FM, WTHU 1450 AM, WFRE 99.9 FM
- Internet: [www.fcps.org](http://www.fcps.org) (Sign up for Find Out First email)

## SCHOOL COUNSELING DEPARTMENT

The primary purpose of the School Counseling Program is to provide students with an opportunity to help themselves. This is done by assisting them in developing a better understanding of their capacities, capabilities, and goals. We hope this self-knowledge will enable you to make positive, satisfactory adjustments to the variety of experiences you will encounter in life.

School counselors help students and their families with a broad range of needs related to education including emotions, interpersonal relations, social and learning skills, graduation information, testing information and class schedules. They assist with crises and problem situations. Counselors also coordinate with community services agencies, address developmental needs, help with the orientation of new students and provide information about school system programs.

Appointments with a school counselor may be made with the guidance secretary before or after school or during lunch. Counselors are also available for informal interaction in the cafeteria during lunch.

## SCHOOL DANCES

The following procedures have been established by the administration to ensure that we maintain a positive environment for all students and staff attending the dance.

Frederick County Public Schools (FCPS) High School Dance Guidelines

School events should provide a healthy, safe and enjoyable atmosphere for all students. The following behavior expectations are designed to ensure positive dance environments for our students, staff and community.

FCPS Expectations for Students and Guests:

- All FCPS rules, regulations and policies are in effect for FCPS dance events.
- Possession, use, or being under the influence of drugs, alcohol and tobacco products is an infraction of both FCPS regulation and Maryland state law.
- Entry to the dance will be denied for inappropriately revealing, sexually suggestive or disruptive dress.
- The dance is only for the students of the home school and their guests.
  - All attendees must be enrolled in grade 9 or above.
  - All guests attending FCPS dances must be under 21 years of age.
  - All guests must be approved in advance by the school administration.
  - All guests must enter and leave the dance with the student who invited them to attend.
  - All guests must provide a photo ID before entering a dance.
- Everyone is expected to behave in a respectful manner, consistent with the policies and procedures of Frederick County Public Schools. This includes:
  - Adhering to the guidelines while on the dance floor
  - Avoiding sexually suggestive or explicit dancing
- Sexually suggestive/explicit dancing includes: suggestive squatting, bending, freaking, grinding, touching of the breasts, buttocks, or genitals or simulating sexual activity.
- Once participants enter the dance, they are not permitted to leave and return
- Failure of participants to comply with these guidelines may result in:
  - Suspension from the dance floor for a period of time
  - Expulsion from the dance and forfeiture of the admission cost
  - Suspension from future home school extracurricular activities
  - Suspension from future FCPS (home and guest) extracurricular activities
  - Fully lighted dance floor
  - Termination of the dance

## STUDENT GRIEVANCE PROCEDURES

The purpose of the Grievance Committee is to hear and recommend action on alleged violations of the provisions of the Student Responsibilities and Rights Document. A copy of this document is contained in the FCPS Calendar Handbook. A written grievance form must be filed by a student before any actions can be taken by the Committee. A student may file a grievance within one week after the alleged violation. If the alleged violation occurred more than one week prior to discovery, the subcommittee shall decide whether the grievance is valid. It is the student's responsibility to discuss the grievance with the teacher (or activity sponsor) and the guidance counselor prior to filing a grievance. Forms for filing a grievance are available in the main office.

## STUDENT PARKING RULES AND REGULATIONS

The Frederick County Public School system provides bus transportation for all students who qualify. Students ARE NOT ENCOURAGED to drive to school. Since parking spaces on campus are limited, students must demonstrate a clear need to drive to school. A student must also display the ability to operate the vehicle in a responsible and safe manner. Additionally, all traffic and parking regulations connected with this privilege must be obeyed. It is the student's responsibility to honor these rules. *All student drivers must clearly understand that their use of a vehicle to travel to and from school is a privilege, not a right.* Neither Brunswick High School nor Frederick County Public Schools will assume responsibility or liability for losses from, or damages to any vehicle while on BHS property.

**Fees:** The parking permit fee is \$10.00. The permit application can be turned into Ms. McCormick in the Main office. If any outstanding obligations exist, this application will be denied and this fee will be used toward your obligations. Parking ticket carries a \$10 fine per ticket. All fines must be paid in the Main Office within five (5) school days. Unpaid fines will be carried as financial obligations.

**Parking Permit:** Students must display a valid parking permit at all times when parked on the BHS campus. Permits are approved and distributed by BHS administration. The assigned parking permit must be clearly displayed in the front window of the registered approved vehicle. Parking permits cannot be shared with or transferred to another student. In issuing permits, priority is given to those students involved in BHS internship programs, work study, and extracurricular activities; assigned to administrative waiver, enrolled in student alternative programs, and to students with special needs. **Only students with Junior or Senior status may apply for a parking permit.** Parking Permits are valid for one school year (August through June).

**Parking Lots:** Students must be parked in designated student parking areas. The paved student parking lot is for Seniors. The gravel baseball stadium lot is for Juniors. Students are not permitted to park in the Staff Lot, Bus Loop, or back tech building lot at anytime. Students understand that there will be some isolated occasions when their parking space may not be available due to heavy snow or special events.

**Parking Regulations/Rules:** All standard driving and parking laws as adopted by the State of Maryland and Frederick County apply at all times on school property. All vehicles must be operated in a safe and courteous way. Drivers must yield the right-of-way to pedestrians and school buses. The one-way traffic pattern before and after school will be strictly enforced. The speed limit is 5 mph at all times. Squealing of tires and gunning of motors on school property is prohibited.

- Students are encouraged to arrive at school by 7:15 a.m. to avoid rushing to school to park in a desired area.
- Student drivers must immediately and courteously follow the directives of any teacher or staff member supervising the parking area or campus roadways.
- Students are to vacate and lock their cars **immediately** upon arrival to school. No loitering in or around cars is permitted. Students may not touch any other student's vehicle for any reason.
- Students are not permitted in parking lot areas during the school day without prior permission from an administrator.
- Students are not to leave school grounds before 2:15 p.m. unless prior permission has been granted.
- Under no circumstances will students transport other students from school during the school day. Career and Technology students must ride the bus. A parking permit must be granted by the Career and Technology Center in order for students to be permitted to drive there. No student may transport another student to CTC.
- The school administration reserves the right to search vehicles when on school property.
- If a registered student must temporarily drive a different car, or they forget to move their tag to a parent's vehicle, please notify the main office to avoid confusion and unnecessary ticketing.

**Consequences For Failure To Comply With Term and Conditions:** Any student who abuses their parking privilege will lose it. Consequences for violation of BHS parking rules and regulations may or may not include the following:

1. Administrative warning and parent contact. Ticket (\$10.00 fine). Fines at owner's expense. Unpaid fines will be carried as school financial obligations
2. Administrative referral.

3. Suspension of parking privileges for a temporary or indefinite period of time.
4. Fines at owner's expense. Unpaid fines will be carried as school financial obligations.  
Towing the vehicle at owner's expense.

#### **Other Violations Which Could Lead to Loss of Parking Permit**

1. Unsafe acts of driving, either on campus or while traveling to or from school.
2. Illegal use of vehicle by student to transport themselves or others from the campus in violation of normal school procedures.
3. Other acts deemed unsafe, irresponsible or uncooperative by the school administration.

### **TEST SECURITY**

It is a violation of state and county regulations for any student to obtain unauthorized access to state-required tests or county summative examinations. Invalidation of test scores shall occur for any student knowingly involved in test security or test behavior violations.

Any student who knowingly engages in any activities resulting in invalidation of scores shall be ineligible to retake the test until the next official testing opportunity.

### **TEXTBOOKS, MATERIALS, & EQUIPMENT**

Textbooks as well as other articles and materials of instruction are furnished by Brunswick High School and/or the Board of Education of Frederick County for free use by all students enrolled in Brunswick High School. It is expected that such items will be returned in the same condition as issued, except for wear caused by normal use. Fees will be collected for lost or damaged textbooks, materials, or equipment. The teacher who has issued the book, equipment, or material will notify the student as to the amount of the fee to be charged, based on the normal life of the damaged property. Students will not be issued another book, articles of equipment or material to replace lost or damaged items until the fee has been paid. If the fee has not been paid by the closing date of the school year, the final report card will not be issued until the obligation has been met. FCPS [Regulation # 500-32](#)

### **TRANSCRIPTS**

A transcript is the student's official high school academic record sent upon request to legitimate agencies. Transcripts may be obtained through the Guidance Office. There is a charge of \$2.00 for each transcript sent. Students who are graduates will also be charged \$2.00 for each transcript. All transcripts sent require a signed release from the student. Students under the age of 18 must have a parent or guardian's signature for a transcript request.

### **VISITORS AND TRESPASSING**

All visitors must report to the administrative offices upon arrival and must wear an identification badge while on school property. Persons who enter the school building or grounds without reporting to the office or who disturb or interfere with school activities will be considered unauthorized and will be dealt with as trespassers under the law. Trespassing, either by a suspended pupil or non-pupil, in school or on school grounds without legitimate reason is prohibited. Students will not be permitted to have visitors during the school day.

### **WEAPON POSSESSION**

Possession of a weapon by a student on school property is strictly forbidden. A weapon is any object designed to harm another physically or an object, which is used in a way that can physically harm another. Students who have possession of any instrument, such as a knife, brass knuckles, chains, or any other implement that the school administrative staff deems could inflict bodily harm, or any

look-alike weapon, on school property will be suspended and possibly expelled from school. The police will also be notified of the incident. FCPS [Regulation # 300-39](#)

## **WORK PERMITS**

Students 18 years of age and under, who are employed for any type of work after school hours, Saturday and Sunday, or during vacation, must secure a work permit. State law requires this permit. Information for permits can be secured from the School Counseling Office.