

Catoctin High School

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ACADEMIC STANDARDS

Academic achievement is the focus of all activity at CHS. In order to reach his/her potential, each student has the responsibility to:

- be in school each and every day
- arrive in school and to class on time
- accept the challenge of scheduling academically rigorous classes
- bring to class all books and required materials every day
- participate in all class activities in active/meaningful ways
- keep absences for school sponsored activities to a minimum
- strive to be an honor roll student
- carefully complete class assignments and homework
- seek help after school from teachers if experiencing academic difficulty
- exhibit respect for staff and other students

ACADEMIC STANDARDS FOR PARTICIPATION IN SENIOR HIGH SCHOOL EXTRACURRICULAR ACTIVITIES

To be eligible to participate in extracurricular activities, a senior high school student must have earned a minimum of 2.00 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 recorded on end-of-term report cards only. A grade of "WF" is considered a failing grade.

Eligibility for fall extracurricular activities is determined by the fourth term grades from the previous year. (All first-time ninth grades students are considered eligible.) An ineligible student may practice with but may not accompany the team or group or be excused from any class for the activity concerned. Extracurricular activities are those school-sponsored activities other than regular class activities in which the student represents the school (e.g. athletics, student clubs/organizations, class/club officers).

When a student believes 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. Additionally, if a student is able to become eligible, a participation appeal may be submitted on the same day teachers submit grade reports for the county.

ACTIVITY PROGRAM

1. First block teachers are asked to share the club booklet with students in early September. Club registration is completed directly with the advisor (in the cafeteria or before or after school) prior to the first Activity Day.
2. Students cannot attend more than one club meeting on Activity Day. Students may attend unlimited after school activities. All school activities must be scheduled (on Activity Day) during STEP. It is assumed that all clubs will meet on Activity Day unless specifically canceled.
3. Only academically eligible students will be excused from class to attend these activities. The administration should be notified as a final step when unsatisfactory performance results from excessive participation in the activity program.

4. The advisor must publish an alphabetized roster of club membership and submit this to the assistant principal in charge of students' activities. After each subsequent meeting or club or activity, the advisor must mark students present in STEP doc on google drive.

ARRIVAL AND DISMISSAL TIMES FOR STUDENTS ON SPECIAL PROGRAMS

Students on special programs (work study, service learning, administrative attendance waiver, internships, etc.) must abide by the arrival and dismissal times on their schedule. Provisions should be made for weather related delays or early dismissals. If a student must remain on campus or return to campus at a time other than what is posted on his schedule, there must be written permission from a staff person. Students participating in after school activities may return at 2:20 p.m. On days with altered schedules (early dismissal, late opening), students are expected to attend the classes for which they are scheduled regardless of the time those classes meet. Students should plan ahead to avoid schedule conflicts.

ATTENDANCE

Students with good attendance have more success in school than students with poor attendance.

Returning from an Absence

- Parents are asked to call the school by 8:30 a.m. if they have knowledge of the student's absence.
- Students must present to the attendance office a written excuse from the parent within two school days or the absence will be coded unexcused.
- All written excuses must include student's first and last name, the date(s) of absence, the reason for the absence, the signature of the parent/guardian, and phone # for verification.

Absence for Vacation or College Visit

- Students must submit a written request from parent, with dates of absence, to their assistant principal at least 3 school days in advance.
- Visits to prospective colleges are excused up to 4 days per year.
- Vacations with parents may be excused no more than twice a year for a combined maximum of 5 days.

Late Arrival to School (Per Semester)

- The school day for students starts at 7:30 a.m. Any student not in first block at this time will be counted absent. If the student arrives to school after 7:30 a.m., he/she is to report immediately to the attendance office. Late arrivals count as unlawful class absences and may result in class failure.

Late Arrival to School (Discipline)

- 1st late -warning
- 2nd late - 2nd warning
- 3rd late - 1 hr. detention and call home
- 4th late - 2 hr. detention and call home
- 5th late - 1.5 hrs. Saturday school
- 6th late and beyond - 3.5 hrs. Saturday school

Early Dismissal from School

- Once they arrive in the morning, students may not leave campus until regular dismissal without consent from a parent and the attendance office. Students leaving school for medical appointments must present a written excuse (including a phone number for verification) from the parent to the attendance office before 7:30 a.m.
- Upon returning to school, the student must report immediately to the attendance office for an "admit to class" pass.
- **A student who becomes ill during the day and needs to go home must get a pass from his/her teacher and then report to the health room. A reasonable effort will be made to contact parents; however, multiple phone calls may not be possible. An ailing student who leaves without going through the health room will be unexcused and will be considered to be cutting class.**

Tracking Procedures

- Greater than five (5) days of unexcused absence in a term will result in a failure in all classes where the absence occurred.
- Greater than ten (10) days of unexcused absence will result in a loss of credit for the semester.
- Eight (8) days of unexcused absence per semester will result in a referral to the Pupil Personnel Worker assigned to Catoctin High School.
- Student absences will be excused up to ten (10) days per year with a note from a parent. Any days after that require official documentation (note from a doctor, dentist, lawyer, counselor, etc.) to be considered as a legal absence. Exceptions are considered by administration on a case-by-case basis.

BUILDING AND GROUNDS

Any vandalism to the school building or property will be investigated comprehensively. Guilty parties will be subject to disciplinary action, including contact with legal authorities. The cost of the repair or replacement of damaged items will be charged to the vandals.

BULLYING, HARASSMENT, AND INTIMIDATION

While our school has zero tolerance for harassment of any kind, we cannot resolve conflicts or address issues which are not reported. The Harassment or Intimidation (Bullying) Reporting Form is available in the main office and in the counselor's office. It is also available at www.fcps.org under "Forms." This form may be completed by a student victim, parent/guardian of a student victim, close adult relative of the student victim, or school staff member. It should be returned to the principal. Students are encouraged to share what they know regarding harassment or dangerous activities with an adult. If you or someone you know is being harassed, please tell a staff person. Staff members assist students to find resolution to conflicts.

BUS-RIDER RULES

Students must be on time at the designated school bus stop and shall wait until the bus comes to a complete stop before attempting to board. While on the bus, students shall use appropriate volume and language and shall keep hands and head inside the bus at all times. Horseplay is not permitted around or on the school bus. A bus rider shall:

- Never tamper with the bus.
- Not leave books, lunches, or other articles on the bus.
- Not throw anything out the window of the bus.
- Not leave his/her seat while the bus is in motion.
- Be courteous and respectful to fellow pupils and the bus driver.
- Remain quiet when approaching a railroad crossing or a stop sign.
- Students who walk off campus without permission may not return and then ride a bus home.

Students must ride the bus to which they are assigned and use the stop to which they are assigned.

All buses to games or field trips are scheduled by the school and each bus is under the direction of staff. All students are required to return to the school on their assigned bus.

CALENDAR HANDBOOK

The Frederick County Public Schools Calendar Handbook is the official information document for the Frederick County Public Schools System. Go to www.fcps.org/calendar for calendar updates.

CHARACTER COUNTS

The Six Pillars of Character:

CARING: A person of character is caring, compassionate, kind, loving, considerate, and charitable.

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.

FAIRNESS: A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.

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.

RESPONSIBILITY: A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.

TRUSTWORTHINESS: A person of character demonstrates trustworthiness, integrity, honesty, reliability, and loyalty.

CLASS SCHEDULE

7:15	Classrooms open to students
7:25	Warning Bell
7:30 - 8:55	Block 1
9:00 - 10:20	Block 2
10:25 - 11:00	STEP
11:05 - 12:55	Block 3

Lunch Schedule

11:00 - 11:30	Lunch Shift 1
11:45 - 12:15	Lunch Shift 2
12:25 - 12:55	Lunch Shift 3
1:00 - 2:20	Block 4
2:20	Dismissal
2:45	Only supervised students may remain in the building.

CLUBS: NON-SCHOOL-SPONSORED

Catoctin High School does not sponsor, endorse or promote any non-curriculum-related clubs. Non-curriculum-related clubs that do exist are student-initiated, sponsored and led by students with a staff supervisor. Participation is voluntary.

CREDIT REQUIREMENTS

A student must earn a minimum of **25 credits** beyond eighth grade. Visit www.fcps.org/academics for specific requirements.

DISCIPLINE FOR OFF-CAMPUS ACTIVITIES

Students can be disciplined for off campus activities where there is a reasonable belief that the health and/or safety of others in school could be in danger or that school operations or activities may be disrupted.

DISCIPLINE PROCEDURES AND GUIDELINES

The board believes that a self-disciplined student is the best able to participate and contribute to a good learning environment. This requires cooperation and understanding between home and school. Firm, caring, and consistent treatment of the child by adults in both places is important.

Corrective actions to discipline problems must be taken in a sensitive and positive way. Teachers and principals should indicate that such behaviors impinge on the rights of others, make learning difficult, and must be changed. The student must not be rejected. Rather, the student should be advised that a mistake has been made and that the school wants to provide interventions and support the student to redirect his or her actions in a positive and constructive direction.

No matter how effective a disciplinary program may be, violations of rules do occur. Staff responses are necessary and should be appropriate to the specific behavior. The school administration has the responsibility for taking action based upon the facts of the incident and may be required to notify the proper authorities.

The complete discipline policy for Frederick County Public Schools in can be found in the Calendar Handbook and on the county's website ([www.fcps.org](http://apps.fcps.org/dept/legal/400-08.pdf) <http://apps.fcps.org/dept/legal/400-08.pdf>).

DISTRIBUTION OF MATERIALS

Unless otherwise part of the educational goals of school programs, staff and students of schools will not be used as an audience for advertising or promoting the interests of any individual, organization, commercial, political or other non-school agency. This includes any items deemed to be promotional such as signs, flyers, buttons and pencils containing messages. Informational materials which primarily benefit students, the school, or the community in accordance with the overall goals of the school system may be distributed or posted under procedures established by the superintendent.

DRESS, APPEARANCE, BEHAVIOR AND PERSONAL PROPERTY

*** PLEASE NOTE THAT CATOCTIN HIGH SCHOOL RESERVES THE RIGHT TO ADAPT THE DRESS CODE, AS NECESSARY, IN ORDER TO MAINTAIN A SAFE AND ORDERLY ENVIRONMENT.

1. Students have the responsibility to dress and groom themselves in a manner that is safe, healthy and non-disruptive to classroom and school. Bare feet will not be allowed. Students have the responsibility not to wear or display buttons, armbands, flags, decals, and other badges of symbolic expression that disrupt the orderliness of the school or are legally libelous or obscene. Clothing with offensive, derogatory, and/or lewd messages either in words or pictures is unacceptable. Students may not wear clothing that advertises drugs, alcohol or tobacco.
2. Headgear may not be worn at anytime, anywhere in the building, between arrival and 2:20 p.m. dismissal. This includes all classrooms, lunchroom and hallways during the school day. The only exception is for religious observance. If the problem persists, confiscation and additional disciplinary actions will be taken.
3. The dress code prohibits skimpy attire, which exposes bare backs or midriffs. This includes but is not limited to halter tops, spaghetti straps, muscle shirts with large armholes, and short shorts. Underwear (eg. Bra straps, boxes, etc.) should not be visible and may not be worn as outwear.
4. Excessive public display of affection is unacceptable behavior.
5. Riding/use of skateboards and roller blades on school property is prohibited at all times.
6. Students should note that personal property such as a band instrument, electronic devices, and/or wallets are not insured items subject to repair or replacement by FCPS.

DRIVING AND PARKING ON SCHOOL PROPERTY

Student's parking of automobiles, motorcycles and scooters on campus is a privilege and requires permission. All students must complete and sign an application form for parking on school property and pay a \$10.00 fee. Students will be issued a parking sticker, which must be displayed at all times. Work study and administrative waiver students have first priority for parking.

Working after school hours does not guarantee a parking permit. Parking permits are not guaranteed for the entire school year.

The school reserves the right to ask students to reapply for second semester, if necessary, due to lack of available spaces.

Students are responsible for abiding by the following rules:

1. After arrival at school, students are not to return to their vehicles any time during the day without administrative approval. Students found in the parking lot without written permission from an administrator or without an official pass to arrive late or leave early will be referred for disciplinary action.
2. **Students are not to loiter in the parking lot at any time. Upon arrival in the morning, students should promptly enter the building.**
3. The speed limit on school property is 15 mph at all times.
4. Drivers must yield to school buses and all pedestrians and recognize right of way of all vehicles.
5. Students may not drive to the Career Tech Center without administrative approval.
6. Students may not transport or ride with other students during school hours.
7. All vehicles on school property are subject to search should the administration have reasonable suspicion or probable cause to do so.
8. Failure to follow these guidelines may result in the student's loss of driving and parking privileges on school grounds.
9. Any student parking on school property without a school permit will be fined \$20.00 for each offense. If the fine is not paid, it becomes a student financial obligation. Students with financial obligations do not receive a diploma until the debt is paid.
10. Students should park in designated student parking spaces. Parking on grass or in reserved or visitor spaces is prohibited.
11. **Students must have acceptable attendance and arrive on time to school. Excessive lateness to school or absences from school may result in parking privileges being revoked.**
12. Violation of the above rules or reckless driving will result in disciplinary action and loss of parking permit.
13. Cars parked without a permit on school grounds may be towed at the owner's expense.

DRUGS AND CONTROLLED SUBSTANCES

At unannounced and randomly selected times, law enforcement authorities will bring a dog that has been trained to detect all types of drugs to the school. The police, the dog, and a member of the school administration will inspect lockers and certain areas of the school building. In addition, the canine unit will inspect cars in our parking lot. If, as a result of these investigations, a student is found to be in possession of drugs, his/her parents or guardians 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.

Students and parents seeking assistance with substance issues may contact Frederick County Health Department at 301-600-3148.

FIRE/EVACUATION/EMERGENCY DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. It is essential when the first signal is given everyone obeys orders promptly and leaves the building. Students should not talk during the fire drill and are to remain at least 300 feet away from the building until the signal is given by the principal or an authorized representative to return. Students are to remain with their class during a drill. Attendance will be taken.

FIREARM POSSESSION

A firearm is (a) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (b) the frame or receiver of any such weapon; (c) any firearm silencer; or (d) any destructive device. Consequences for such actions are disciplinary action up to expulsion,

FOOD SERVICES

Every effort is made to provide students with well-balanced meals at minimum cost. Regulations governing student conduct appear below:

- Deposit litter in the proper containers. Clean up your area.
- Observe the rules of recycling.
- Leave the table and floor in a clean condition for others.
- Talk in a normal voice.
- Keep the cafeteria lines orderly. Do not cut in line.
- Avoid pushing or running.
- Passes are required to leave the cafeteria during the lunch shift.

GRADING POLICY

Grading Scale:

A - 90 - 100% - Excellent

B - 80 - 89% - Good

C - 70 - 79% - Satisfactory

D - 60 - 69% - Unsatisfactory

F - Below 60% - Failure

I - Incomplete

The complete grading policy is identified in Regulation 500-5 (www.fcps.org <http://apps.fcps.org/dept/legal/500-05.pdf>).

GUIDANCE DEPARTMENT

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study habits, and school, home and/ or social concerns. Students wishing to visit a counselor should sign up for an appointment.

HALL PASSES

A student leaving a classroom for any reason must first obtain permission of the teacher. Students should not be excused from class to use the phone. Students should not be excused from class without a pass.

HEALTH SERVICES

Health Services are provided by a school nurse and a health room technician (HRT). The health room is staffed by a HRT. The school nurse is responsible for multiple schools and may or may not be in the building on any given day but is always available through the HRT by phone or pager.

Every student must meet the Maryland requirements of required immunizations to attend school and may be suspended for not doing so. Student health concerns and/or updates should be communicated to the health room personnel, preferably in writing.

A student may not carry any medication in school or provide any medication to others. A student found in possession may be disciplined under the FCPS drug policy. If it is **ABSOLUTELY NECESSARY** for a student to take prescription, over-the-counter, or alternative medication at school or on field trips, a Medication Authorization form must be properly completed. This form, along with others forms, can be obtained from the health room or online at www.fcps.org under health services. All medications will be administered by the health staff, with the exception of inhalers if the physician has indicated on the medication authorization form that the student may carry the device with him or her. To be complete, the forms **MUST** have a physician's signature **AND** a parent or guardian signature. All medication must be in the original container with a label addressing directions for dosage and administration. The label must match the physician's order. Over-the-counter medications must be unopened. Medications sent in envelopes or plastic bags cannot be administered. Any treatment required by the student also requires a written order from a health care provider. **All medication must be transported to and from school by an adult.** Students are not to carry any medication with them, with the above listed exception of inhalers. All medication is kept locked up in the health room.

Students who become ill during the school day must request a pass from a supervising adult to go to the health room. If it is determined by the health room staff, after speaking with a parent/guardian, that the student needs to go home, the student **MUST** sign out through the Attendance Secretary. Students should not contact a parent prior to accessing the health room.

HOMEWORK

1. Grades 9 through 12 at all levels should have homework daily.
2. Students should generally receive no more than 2 hours homework for all combined subjects per night.
3. Incomplete homework assignments could result in a drop of no more than one letter grade for a marking period.
4. Students should establish a regular routine to work on homework assignments.
5. Students should be prepared to submit homework on the date it is due.
6. If students are absent from school or class, they are still responsible for the homework assignment.

LASER PENS/POINTERS

Students may not have laser pens/pointers on school property. These items are not toys. They can cause eye damage when shined in a person's face. Such items will be confiscated when found. Such items may be considered a weapon when used in any way which has the potential of harming a person's eyes. When used in a threatening manner, possession will result in a minimum of 3 days suspension to a maximum of expulsion.

LIBRARY/MEDIA CENTER

Students are encouraged to use the library/media center for reference work. There are special rules for using reference books, magazines, reserve books and the Internet. Learning how to use this resource and observing the rules will make your schoolwork easier.

Videotapes, microfilm, tapes, records, computers, CD-ROMs, DVDs, and laser disc are available to students, as are books and magazines, for assigned study and education reading. The media center is open during the entire school day and for a short time before and after school. The library/media specialist is available to assist those who need help. Classes are permitted to use the center as per prior arrangements by the teacher. Any student using the library/media center during the school day, even during the lunch period, needs a pass from his/her teacher.

LOCKERS

Lockers are the property of CHS and are offered to each student the first day of school. Students should not share their assigned locker or combination. Students should understand that lockers offer minimal security and items of value should not be brought to school. Lockers should be kept locked at all times. Students must use assigned school locks and are responsible for replacement costs should the lock be lost.

Students are responsible for clearing their lockers 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 a student's will be held in a designated location for one week and then given to the Salvation Army, Goodwill or other charitable organization.

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 up at an agreed upon time.

LOST AND FOUND

All articles that are found should be taken to the cafeteria. Unclaimed items will be kept for a reasonable period of time and then donated to charities. Please remember that clothing and personal items are expensive. Help one another by your honesty.

MAKE-UP WORK FOR ABSENCES

- Students may make up work missed during excused absences. This includes legal late arrivals to school and suspensions. Make-up work counts for full credit.
- Students must request make-up 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 makeup work. The work may be done for the purpose of teacher review, but NO credit will be given.
- Students presenting notes for excused absences will be issued "Make-Up Work Contracts" to take to the teachers whose classes were missed. Only those students with "Make-Up Work Contracts" will have work accepted by teachers for credit.
- Teachers are given the courtesy of 48 hours notice for homework requests. Such requests should not be made for absences of less than 3 days.

PROMOTION POLICY

The Frederick County promotion policy establishes these minimum numbers of credits for promotion of students:

Promotion from grade 9	Six credits earned
Promotion from grade 10	Twelve credits earned
Promotion from grade 11	Eighteen credits earned
Graduation	total of 25 credits or more earned

ROAR

ROAR principles: Respect, Ownership, Accountability and Readiness. ROAR promotes positive behavior here at CHS.

Respect - Respect other students, staff, self and school. Use appropriate language. Kindness matters; pay it forward.

Ownership - Complete assignments on time. Care about the way you treat others. Have intrinsic pride in yourself and our school.

Accountability - Admit mistakes, fix them, and don't repeat them. Know what's right and do what's right. No excuses; remember actions have consequences.

Readiness - Come to school on time and attend every day. Be prepared; come to class ready to work. Enter with an attitude for learning.

RUMORS

Be aware that the staff investigates any and all rumors relating to threats, fights, weapons, or illegal substances. Such reports are taken seriously. The source of the referral remains confidential. Students can feel comfortable sharing information with staff without fear or retaliation. Serious consequences are issued to any student involved in dangerous and illegal activities. When you hear about something serious, report it to an adult.

SCHEDULE ADJUSTMENTS

Schedule selections must be made carefully. 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 if an error has been made by the school. Any exception must be approved by the principal. Elective choices will not be changed.

SCHOOL SPIRIT

Athletic Events

- Respect staff, fellow students, opposing fans, and officials at athletic events.
- Respect the decisions of the officials.
- Show your good manner if an opposing team member is injured or a penalty is called in your favor.
- Avoid using abusive language, booing or taunting the opposing team, fans or officials at all times.
- Practice good sportsmanship (the ability to win or lose gracefully).

Assemblies and Cultural Events

- Show the speaker and performers the courtesy and respect they deserve. Whistling or shouting out is in poor taste and will not be tolerated.
- As an audience member, conduct yourself in a proper manner.
- Treat others as you would want to be treated if you were one of the performers.
- Enter and exit the event only during intermission or a change of scenes. Moving around during a performance is disrespectful.

SEARCH AND SEIZURE

Every principal, assistant principal or authorized security officer of a public school may conduct a reasonable search of a student on the school premises if he/she has a reasonable suspicion to do so. The search must be made in the presence of a third party. Refusing to be searched may result in a request for an extended suspension/expulsion. Every principal, assistant principal or authorized security officer of a public school may conduct a reasonable search of the school and every appurtenance thereof including students' lockers and student vehicles parked on school property. 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.

SECURITY CAMERAS

Catoctin High School is equipped with several security cameras that operate 24 hours each day. Daily activities in major thoroughfares can be monitored and overall school security is increased.

SOCIAL EVENTS/DANCES

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

SNACKS/BEVERAGES

Snack and beverage machines are located in the hallway. These machines are turned off during the school day. STUDENTS ARE NOT PERMITTED TO HAVE OR CONSUME SNACKS OR BEVERAGES (OTHER THAN WATER) DURING CLASS TIME.

SUPERVISED SCHOOL HOURS

The campus is supervised from 7:00 am through 2:45 pm. All students are expected to be off campus by 2:45 pm unless under the direct, arranged supervision of a staff person.

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 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. The student is subject to disciplinary action as well.

TEXTBOOKS, MATERIALS, EQUIPMENT

Textbooks as well as other articles and materials of instruction are furnished by Catoclin High School and/or the Frederick County Public School System for free use by all enrolled students. It is expected that such items will be returned in the same condition as issued, except for wear caused by normal use.

Fee(s) 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. Students will not be issued another book, articles or equipment, or material to replace lost or damaged items until the fee has been paid. Diplomas are withheld for unpaid fees.

VISITORS AND TRESPASSING

Trespassing either by a suspended pupil or non-pupil in school or on school grounds without legitimate reason is prohibited. Visitors must report to the administrative offices, sign in and wear a visitor's badge. Upon exiting the building, visitors must sign out. Students will not be permitted to have visitors during the school day.

WEAPONS

It is unlawful for students to possess or use weapons on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm other physically or an object which is used in a way that can physically harm another.