

LINGANORE HIGH SCHOOL



Student Handbook

2019-2020

*At Linganore High School, our mission is to equip students
for life-long learning through lessons in academics,
accountability, and attitude.*

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Please visit the LHS website: <http://education.fcps.org/lhs/> to view the information found in this guide and links to much more about LHS events and news. You may also want to visit the Frederick County Public Schools website: www.fcps.org. While the information contained in this handbook is deemed accurate at the time of publication, please know that policies, regulations, and procedures are subject to change. Updates to Board of Education policies and regulations supersede information contained in this handbook.

Linganore High School

12013 Old Annapolis Road
Frederick, MD 21701

Main Office
240-566-9700
Fax: 240-566-9701

Attendance Office
240-566-9720

Health Suite
240-566-974

Student Services
240-566-9730
Fax: 240-566-9729

Athletic Director
240-566-9855

ADMINISTRATION

Principal

Ms. Nancy Doll

Assistant Principals

Ms. Nancy Boyenton, Grades 9-12, A-F

Ms. Michelle Gilmore, Grades 9-12, O-Z

Mr. Andrew McWilliams, Grades 9-12, G-N

STUDENT SERVICES

Ms. Kathy Becker, Counselor, A-C

Ms. Renata Emery, Counselor, R-Z

Ms. Paula Larson, Counselor, I-Q

Mr. Christopher O'Brien, Counselor, D-I

Ms. Rebecca Howes, Behavior Support Specialist

ATTENDANCE

A student's commitment to exemplary attendance reflects his/her commitment to a quality education. Students who miss school for any reason invariably find themselves in the uncomfortable position of having to learn things that were covered in their absence. While missed assignments can be made up, it is virtually impossible to "make-up" all of the experiences such as demonstrations, discussions, and labs which occur throughout a single school day. In addition, classes for which high school credit is awarded require a minimum number of "seat hours" by state regulation.

Calendar information for this school year can be found at <http://www.fcps.org/about/Calendar-Handbook.cfm>. We strongly recommend that vacation, including college visits, be taken during times when school is closed for students. It is also highly recommended that no vacations be scheduled during the final week of each semester due to the administration of exams. Medical or dental appointments should be scheduled for a time that will require the least amount of missed school for the student.

Absences - Regular attendance at LHS is expected and studies show a direct correlation between attendance and academic success. If an absence is unavoidable, parents should call the school to alert the attendance office to the situation. A note written by a parent/guardian explaining the reason for the absence should then be turned into attendance within two (2) days of the student's return. Parents/guardians may write notes for up to ten (10) days of student absences due to illness during the course of the school year. For each additional day of absence due to illness a doctor's note will be required. Absences are cumulative within a term. More than five (5) unexcused absences in a single term (9 weeks), or more than ten unexcused absences in a semester (18 weeks), or twenty (20) unexcused absences during the year will be cause for failing grades in ALL classes affected, regardless of the student's academic performance. For more information, see FCPS Regulation 400-98: <https://apps.fcps.org/legal/doc.php?number=400-98>.

Late Arrivals to School - The LHS school day begins promptly at 7:30 am. Punctual arrival to school is expected. Tardiness to school is cumulative within a term. For student drivers, excessive late arrivals may result in the loss of parking privileges. Arrival later than 8:10 will be an unexcused absence for the first block. When a student is late to school without acceptable cause, the following actions will be taken:

- First Offense: Warning
- Second Offense: Warning
- Third and Fourth Offenses: Lunch Detention that day
Failure to serve lunch detention will result in After School Detention
- Fifth Offense: After School Detention
- Sixth Offense and Beyond: Saturday School and 2-week revocation of parking pass

College Visits – Visiting a college campus, while important and informative, should be arranged for weekends and school holidays as much as possible. There are several weekdays during the school year when college visits will not adversely affect attendance. College admissions officers are eager to accommodate students who show high regard for good attendance.

Vacations - Parents who wish to request school time for family vacations must complete a Vacation Request Form. This form must be filled out completely, signed by a parent/guardian and the student's teachers, and submitted to the Attendance Office at least three full school days before the first day of the proposed absence. The family will be notified if the absence is approved prior to the start of the vacation. Students are limited to no more than 5 total vacation days. Any time missed for an unapproved vacation will be unexcused. Because of the importance of time in class and the inability to make up activities such as class discussions, LHS recommends that students not miss school for vacations.

ACADEMIC RIGOR

Every member of the LHS faculty and staff believes that it is their responsibility to provide an environment that maintains consistently rigorous expectations that challenge each student to reach his or her maximum individual potential. It is the goal of

the school to produce well-rounded individuals who are confident in their abilities, assured of future success and ready to contribute in making our community better.

Frederick County High School Course Offering Guide and Planning Guide – These documents describe all of the courses offered at FCPS high schools and also provide comprehensive information about graduation requirements, testing opportunities, college entrance, and other information relating to the academic program. They are available from the Student Services Office, upon request. The most current guides are also available electronically at www.fcps.org. Click the “Academics” tab, select “Hig”, and select “Course and Planning Guides.”

Academic Honors - Students whose weighted grade point average is 3.5 or higher are recognized for academic honors at graduation and are given cords to wear with their caps and gowns. There are three levels of honors and each corresponds to a particular range of weighted grade point averages. The weighted averages required for recognition of these tiers are as follows:

- Highest Honors – greater than 4.00
- High Honors – 3.75 to 4.00
- Honors – 3.5 to 3.74

Advanced Placement Scholars - Each September, the College Board recognizes students who have distinguished themselves academically through the AP Scholar program. Students receive a certificate from the College Board. More importantly, the College Board notifies colleges of each student’s AP Scholar achievement on any subsequent reports sent to colleges. Many colleges and universities award credit to students who score 3, 4, or 5 on AP Exams. The levels of AP Scholars are:

- *AP Scholar with Distinction* - a student who receives an average score of at least 3.5 on all AP Exams taken with scores of 3 or higher on five or more of these exams
- *AP Scholar with Honor* - a student who receives an average score of at least 3.25 on all AP Exams taken with scores of 3 or higher on four or more of these exams
- *AP Scholar* - a student who receives a score of 3 or higher on three or more AP Exams

Honor Code - All students at Linganore High School are encouraged to achieve at the highest level of their abilities with academic honesty and personal integrity. The Academic Honor Code has been created to establish a common understanding among staff, students and parents/guardians as to what constitutes cheating.

LHS considers each of the following as academic misconduct:

- Cheating, whether on exams or assignments, includes but is not limited to: copying the work of others, asking or allowing another to do your work, providing your work for another to use.
- Plagiarism, also known as academic theft, refers to the use of another’s ideas or words without proper attribution or credit.
- Collusion is when any student knowingly or intentionally helps another student perform any acts of the above cheating or plagiarism. Both students will be subject to discipline for academic dishonesty. There is no distinction between those who cheat, plagiarize, or steal and those who help or who willingly allow it to occur.

Academic honesty is a cornerstone of the high academic integrity established and expected at Linganore High School. Violations of this code will result in the total loss of credit for the assignment and the recording of a failing grade. It may also entail loss of credit for the course and additional disciplinary action. Violations of the LHS Honor Code can also affect extracurricular activities, including but not limited to participation on sports teams, membership in clubs or National Honor Societies, scholarships and letters of recommendation.

Parent/Teacher Conferences:

As there are no system-designated conference dates for high school, parents are encouraged to monitor their student’s grades on HAC and are encouraged to contact teachers at any time with any questions or concerns. Individual conferences can be arranged if required.

TESTING

In addition to the regular assessments that take place throughout LHS on a daily basis, there are a multitude of standardized tests that determine preparedness for the next level of education, assess performance, compare students at the state and national levels, and honor the best and the brightest. Students should take note of test dates and be certain to get plenty of rest and to eat well in preparation for each.

Maryland Comprehensive Assessment Program (MCAP) includes assessments following Government, Algebra 1, English 10, and Biology (or other sophomore science course). These assessments are graduation requirements.

Additional information can be found at <http://www.fcps.org/student-services/testing-programs>.

Preliminary Scholastic Aptitude Test (PSAT) – The test may be taken by any high school student and is recommended for sophomores and juniors who have completed both Algebra I and Geometry. Because the PSAT score earned during the junior year that qualifies students for the National Merit Scholar program, all juniors who have completed Geometry are strongly encouraged to take the PSAT. The PSAT will be given during the school day on Wednesday, October 16, 2019.

Scholastic Aptitude Test (SAT) - This year, FCPS is paying for all JUNIORS to take the SAT during the school day on Wednesday, March 24, 2020. For most students, this testing will take the place of English 11, Algebra II, and geometry PARCC assessments and will serve as a way to demonstrate College and Career Readiness. All other Scholastic Aptitude Tests (SAT) and subject area testing dates are not at Linganore High School. Students may register by mail or on-line at www.collegeboard.com

SAT Dates 2019-2020	Registration Deadline	Late Registration
August 24	July 26	August 13
October 5	September 6	September 24
November 2	October 3	October 22
December 7	November 8	November 26
March 14	February 14	March 3
May 2	April 3	April 21
June 6	May 8	May 27

Standardized Testing School Code: 210543

ACT Dates 2019-2020	Registration Deadline	Late Registration
September 14	August 16	September 1
October 26	September 27	October 13
December 14	November 25	November 25
February 8	January 17	January 17
April 4	February 29	March 16
June 13	May 8	May 25
July 18	June 19	June 29

American College Tests (ACT) are not given at Linganore High School. Students may register by mail or online at www.actstudent.org.

Advanced Placement (AP) Exams will be given May 4-15, 2020. Each test will cost \$94 dollars. Financial assistance will be available to students with demonstrated need. Students enrolled in AP courses should pay close attention to announcements regarding how and when to register for their exams.

Testing Requirement: Cell phone use is prohibited during all standardized testing. Phones will be collected and removed from the testing room during any AP, PSAT, or SAT testing. In state testing situations, all phones must be off, placed in bookbags, and put in a designated area of the room during the entire assessment. Phones may not be accessed during breaks in testing.

CLUBS AND ACTIVITIES

The students of Linganore High School are offered membership in a variety of clubs and organizations. Some are an integral part of the day-to-day classroom curriculum; others are special interest groups that meet during the school day and are sponsored and advised by Linganore High School staff. Some of these clubs require attendance outside of the school day and others do not. Some collect dues and others do not. More information is available under the “extracurricular” tab at <http://education.fcps.org/lhs>. Each September, a club fair provides students to learn more about the clubs that Linganore offers. Clubs change from year to year, but some typically available clubs are listed here:

African American Culture	Engineering	Magic the Gathering
Animals 101	Extreme Music	Model U.N.
Anime	Fellowship of Christian Athletes	Mu Alpha Theta (Math Honor)
Art Honor Society	FFA	Necktie Club
Backpacking/Hiking	Forensics League	National English Honor Society
Bass Fishing	French Club/Honor	National Honor Society
Checkers	Future Educators of America	Book Club
Class Councils	German Club/Honor	Rho Kappa (Social Studies Honor)
Coloring	GSA	Science Honor Society
Crafting	Linganore Explorers	Spanish Honor Society
Creative Writing	Harry Potter Alliance	Student Government Association
Drama	Key Club	Tri-M
Economics	Lancer Media	

Policies - No student club or activity may function without a faculty advisor. The formation of any new club and the choice of faculty advisor must be approved by the school administration.

- All clubs are open to any LHS student in good academic standing.
- Participation in an activity is voluntary.
- Eligibility for some clubs/activities is based on criteria established by the organization and approved by the principal. , Students must be academically eligible (a 2.0 GPA each term with no F’s) to participate in activities and clubs.
- A constitution, bylaws, and a set of objectives for each club/activity should be kept up-to-date and available to all club members

Meetings - Clubs will meet during PREP. Clubs are assigned to an A, B, or C day and will meet on a rotating basis every three weeks on Fridays. Meetings should be well-planned and organized, model proper parliamentary conduct or implement a specific objective. *Students will be permitted to participate only if they are academically eligible.*

ATHLETICS

LHS is a leader in high school athletics and a member of the Central Maryland Conference. LHS has many opportunities for students to participate on sports teams, and many students participate in more than one sport throughout the school year. At

LHS, student athletes tend to have increased academic performance during sports seasons. A student must remain academically eligible throughout the season in order to compete. Athletic participation packets are available online at <https://www.fcps.org/athletics>.

Fall Sports

- Boys' Cross Country
- Boys' Soccer
- Cheerleading
- Field Hockey
- Football
- Girls' Cross Country
- Girls' Soccer
- Golf
- Unified Tennis
- Volleyball

Winter Sports

- Boys' Basketball
- Boys' Indoor Track
- Boys' Swimming
- Cheerleading
- Girls' Basketball
- Girls' Indoor Track
- Girls' Swimming
- Unified Bocce
- Wrestling

Spring Sports

- Baseball
- Boys' Lacrosse
- Boys' Tennis
- Boys' Track and Field
- Girls' Lacrosse
- Girls' Tennis
- Girls' Track and Field
- Softball
- Unified Track and Field

Please contact the athletic director at 240-566-9855 or sonny.joseph@fcps.org with any questions.

EMERGENCY PROCEDURES

LHS conducts various fire and emergency drills during the course of the school year to familiarize students and staff with procedures to follow in the event of a true emergency. Drills are held randomly and without notice. Every classroom contains maps and emergency instructions. Students should take the time to familiarize themselves with these plans. If a student finds himself or herself out of the classroom when a building evacuation occurs, he/she should proceed to the nearest exit and report to the first staff member he/she encounters.

HEALTH SUITE

A new emergency information form must be submitted at the beginning of each school year so that parents can be reached in case of emergency. Students who become injured or ill should report immediately to the teacher-in-charge for a pass. Except under extreme circumstances, students will not be admitted to the Health Suite without a valid pass. The nurse and/or health technician will

evaluate the student's condition and determine the appropriate action(s). Students who are ill are not permitted to leave school under any circumstances without prior clearance from the Health Suite. Routine early dismissals during the school day must check out through the Attendance Office.

Medications – Each year, an “Authorization to Administer Prescribed Medication” form must be on file for any prescription or nonprescription medicine to be administered at school. In addition, a physician's statement or prescription label is necessary for prescription medicines. Parental consent and a physician's statement or prescription label are required for each episode of illness and for each medication ordered. Forms are available in the Health Suite or in the Main Office.

If a prescription medication is to be taken in school, the medication, in the original labeled bottle, along with the “AUTHORIZATION TO ADMINISTER PRESCRIBED MEDICATION” form must be brought to the Health Suite by a parent or guardian. Students MAY NOT bring any medication, prescription or nonprescription, to school. If it is necessary to take any medication in school, including aspirin, acetaminophen, ibuprofen, cough medicine, or any other “over the counter” (OTC) medicines, students must do so in the presence of the school nurse or health technician and only after the proper paperwork is on file.

LHS RULES AND POLICIES

LHS rules and policies are intended as a means to protect the integrity of the educational setting as much as the well-being of each and every student. These policies cover a broad range of topics from appropriate attire and behavior to the use of electronic devices during the school day. Each student is expected to familiarize him or herself with them. Ignorance of a rule or policy will not be accepted as a defense for any action when considering consequences. Refer to Regulation 400-08 at www.fcps.org for more information.

Cafeteria - The price of a regular school breakfast is \$1.85 and the price of a regular school lunch is \$2.90. Meals may be paid for with cash or through a pre-paid account that can be set up online at <https://www.myschoolbucks.com>. Each student will need to know his/her student ID number to purchase food. Various a la carte items are sold separately. Prices are subject to change. Further information on lunch accounts, and options for free and reduced meals, can be found under on the FCPS website at <https://www.fcpsnutrition.com/>. Students should report directly to the cafeteria (within allotted minutes after the bell releasing them to lunch). Absence from lunch without permission is considered a class cut. Proper behavior at lunch is expected at all times, and inappropriate behavior will result in disciplinary consequences. Students are expected to clean up after themselves, and to recycle appropriately, before leaving the cafeteria. No food or drink may be taken from the cafeteria, and students are not permitted to leave the cafeteria without staff permission.

Cars and Parking – Students are permitted to park on campus during the school day provided their vehicles are properly registered, display a valid parking permit, and are operated in a safe manner. All financial obligations must be cleared before receiving parking permit. Parking permits may be purchased in the main office. Students are not permitted to return to their vehicles during the school day without permission from an administrator. Vehicles parked illegally or improperly will be ticketed. Any student who parks in visitor, staff or other unauthorized spaces, or who is repeatedly ticketed, will face loss of parking privileges and/or the towing of their vehicle at the owner's risk and expense. All drivers on the LHS campus must obey the speed limit at all times.

Electronic Devices – Linganore High School is a distraction free zone.

Cell Phones

- Cell phone use is not permitted in the academic or PREP classroom without permission from the teacher for a specific, time-limited task.
- Making or receiving phone calls during the day is not permitted. Students are expected to use the main office to make phone calls.
- Students may access cell phones and personal devices during lunch.
- Cell phones are not to be used to take pictures or videos of staff members, students, or other individuals in the school. Individuals may be recorded only with their consent.
- LHS and FCPS are not responsible for a lost or stolen device.

Chromebooks

1. Each student may have an FCPS Chromebook issued for their instructional use. The Chromebook is the main electronic device used for instruction.
2. Students may bring their own Chromebook with parent permission **but they are not to be used in place of a Chromebook.**
3. Students may only use devices as an instructional tool in the classroom and during school approved periods during the day.
4. Students using personal wireless devices must use them in compliance with FCPS acceptable use policies (FCPS Reg. 400-18 and FCPS Reg. 400-73). Failure to obey policies will result in the loss of privilege to bring or use devices in school.
 - Students may not access social networks during the school day unless it is directly connected to a teacher-directed lesson or assignment.
 - Students will still be restricted from accessing sites deemed inappropriate by FCPS.
 - Only at the direction of teachers and with a specific instructional purpose should personal devices or cell phones be used to take pictures or videos of staff members, students, or other individuals in the school and only then with individual consent.
5. Sharing of personal devices is discouraged, unless students are working collaboratively in the classroom or other instructional area. LHS and FCPS are not liable for information downloaded or captured on a student's device.
6. LHS and FCPS are not responsible for a lost or stolen device. Students should keep devices with them or secured at all times. Example: Those students who have Physical Education must use lockers to secure their items to avoid theft or damage.
7. Teachers retain full autonomy in their respective classrooms. Personal devices should be off and put away during classroom instruction and can only be used with teacher permission.

Discipline: Students who fail to comply with the BYOD Policies are subject to classroom-based or administrative consequences. LHS Administration has the authority to remove a student's privilege to bring cell phones or personal electronic wireless devices to school.

Dances – FCPS dance policies have been posted on our webpage at <http://education.fcps.org/lhs/danceguide>. All students and their guests are expected to follow these guidelines or they may be asked to leave the dance.

Dress and Appearance – Students are expected to be clean and dressed in a manner that adheres to school community standards, is appropriate for LHS, and is not disruptive to the educational program. The following are general guidelines:

- Students are restricted from wearing clothing that is unduly revealing. (ie: cut low at neck or under the arms, exposes bare midriff, excessive amount of exposed skin).
- Underwear, in part or in total, may not be visible.
- Hats and other head coverings cannot be worn during the school day unless for medical and/or religious reasons.
- Clothing with advertisements for, or promoting the use of, alcohol, tobacco or other drugs is prohibited.
- Clothing containing sexually suggestive, racially divisive, or otherwise offensive graphics or slogans is not permitted.
- Any article of clothing that causes a school disruption or is offensive will need to be changed.

Students who violate the dress code will be removed from the educational setting until a change of clothing is made. Repeated violations will result in discipline beyond the change of clothing.

Lockers – Lockers are available to each student on the first day of school. Students must use ONLY their assigned locker and should not share lockers with others. Students are liable for the contents of the assigned locker. Students should understand that lockers offer minimal security. Students should bring to school only those materials they need for class work; items of value and large amounts of money should not be brought to school. LHS will not take responsibility for valuable items left in hall or gym locker rooms and will not replace lost or stolen items. Always keep pocketbooks and wallets in your possession. Do not leave them in your locker.

Keep your lock on your locker. This will reduce the risk of vandalism to the locker and its contents. Students are financially liable for any damage to their locker, particularly when that damage is the consequence of the locker not being locked. If your

locker doesn't operate properly, notify a staff member in the main office. Locks placed on any locker not assigned to the student, or any unauthorized lock placed on any locker, will be cut off without notice.

All lockers must be cleaned out by the last day of school. School staff will remove all personal belongings left in lockers, and after two weeks, will dispose of them.

Lost and Found – Students finding personal articles belonging to other students are required to turn in the items to the front office. Students who have lost items may examine the lost and found collection in the front office after receiving permission from a staff member.

School Materials - LHS and the Board of Education of Frederick County provide textbooks and other materials of instruction, including this handbook, for the use of students. It is expected that such items will be returned in the same condition as issued, allowing for normal wear caused by use. Fees will be collected for lost or damaged textbooks, materials, or equipment. The teacher who has issued the book, equipment, or materials will notify the student as to the amount of the fee to be charged. Graduating seniors must settle financial obligations prior to receiving a diploma.

Signs and Posters – Signs, flyers, and posters must be approved by LHS administration before being posted and must be removed promptly after the event. Signs and posters may not be attached to windows at any time. Unapproved or improperly displayed signs will be removed.

Skateboards and Rollerblades – Students may not rollerblade, roller skate or ride skateboards or scooters on school property at any time. This includes “roller shoes.”

Use of building after school – Any student in the building after 2:30 must be under the direct supervision of a staff member and/or coach. Students are not to be roaming the building after hours.

Visitors – Students may not have visitors, other than parents or guardians, during the school day. All visitors must sign in through the main office.

Work Permits – Work permits are to be completed online; directions are available in the Student Services Office.

FCPS POLICIES AND REGULATIONS

The discipline policy for all students in all Frederick County Schools is published in the Frederick County Board of Education Calendar-Handbook. Each school year, copies of the Calendar-Handbook are distributed to every student. The Calendar-Handbook contains a detailed account of the school system's policies, programs, and services, and should be used as a reference when questions arise. Further information and formal declaration of all FCPS regulations and policies can be found at www.fcps.org. What follows is a brief synopsis of the policies LHS feels may be of interest to high school students.

Firearms Possession – Possession of a firearm, loaded or unloaded, carries a mandatory disciplinary action of permanent removal from Frederick County Public Schools and notification of the police. Possession includes touching, handling, passing to another, or having information and not sharing that information with a school official. A firearm located in a vehicle on school property constitutes possession. Note: Students who see or have knowledge of a firearm have a responsibility to alert an adult immediately. This information will be acted upon immediately and treated with the utmost discretion.

Weapons – It is unlawful to possess or use any weapon on school property. A weapon is any object designed to harm another physically or an object that, if used in any way, could physically harm another. Students who use or possess a weapon on school property will be suspended from school, and the police will be notified of the incident. Anytime a student brings a weapon onto school property an assessment team will, as soon as practical, convene to review the student's behavior and condition. The assessment team will promptly report to the Superintendent, in writing, its conclusions and any recommendations regarding the most appropriate educational placement or program for the student.

Threats – It is unlawful for anyone to threaten harm to a school and/or its occupants in person, in writing or on the telephone. Students who do so will be arrested and will be recommended for expulsion. It is also against FCPS policies for anyone to use the phone to bully, intimidate or harass staff or students.

Possession and Use of Alcoholic Beverages and Other Drugs – Students are reminded that it is against school rules to possess, use, distribute, or be under the influence of alcohol or other drugs on school property at any time. Selling, sharing, giving or passing drugs to another will be considered distribution under this policy. FCPS makes no distinction between the use and/or distribution of illicit, prescription or nonprescription (OTC) drugs. Students who are in violation of this rule can expect a suspension for a minimum of five (5) days along with exclusion from future extra-curricular activities. A referral to the Frederick County Health Department may also be made.

Note: Possession or use of alcohol on school property, at any time, is against the law for people of all ages. Alcoholic beverage containers visible from outside the car, full or empty, will be sufficient cause for search.

Tobacco/Electronic Cigarette Possession – The Frederick County Board of Education honors a tobacco-free school environment policy. The use or distribution, as described above, of tobacco in any form, including electronic cigarettes, is prohibited on school grounds by adults and students at all times. School grounds are defined as property, owned or leased by local school systems that surrounds or is assigned to a school building, including school buses. Students in possession of tobacco in any form, including e-cigs, e-cig components, vapor drops, etc., will have their items confiscated and face a citation in addition to formal school disciplinary actions. Referrals to the Frederick County Health Department may also be made.

Searches of Persons and Lockers – Administrators may search a student’s person and belongings when there is reasonable suspicion that the law has been broken or a FCPS regulation has been violated and the search is related to that suspicion. Administrators may also search the school building and surrounding campus, including lockers and vehicles, under these same conditions. Items found during such searches that are not permitted by law, or under LHS or FCPS policies, will be confiscated.

Note: Police using trained “drug-sniffing” dogs will conduct periodic searches of lockers and cars. Searches will not be announced and will occur while students are in class. If the dogs alert on a particular locker the student will be called and the locker will be searched in accordance with FCPS policies. If the dogs alert on a vehicle, the police department will contact the owner. The police will be in full control of these searches. In either case appropriate disciplinary action by school officials will follow.

Leaving School or Campus – Student safety is our top priority. Students are expected to enter the school immediately upon arrival in the morning and to stay inside until they are dismissed. Students who drive may not go to their cars or to the parking lots during the school day without approval from an administrator. Students who ride buses must remain on school property until they board the bus. Under no circumstances may students leave the building or school property without both parental and administrative permission. Students who leave class, the school building or the campus without permission, or who transport other students off campus without permission, are subject to disciplinary action which may include having their parking privileges revoked.

Off-Campus Behavior – Students can be disciplined for off-campus activities when 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.

Serious Acts by Student Leaders – Students will be removed from positions of leadership if found in possession or under the influence of drugs and/or alcohol, if charged with a criminal offense, or if involved in another serious act.

Students Committing Violent Offenses Off Campus – If a student is charged with committing an act of violence off of school property or during non-school hours, an assessment team will, as soon as practical, convene to review the student’s behavior and condition. The assessment team will promptly report to the Superintendent, in writing, its conclusions and any recommendations regarding the most appropriate educational placement or program for the student. During the assessment period, and where appropriate, the student shall receive home teaching. Home teaching will not be provided during school closings.

Victimization/Harassment (a.k.a. “bullying”) – Victimization is unacceptable in any form and will not be tolerated. All victimization should be reported to the administration immediately. The child (“victim”) will meet with the person in the school

who has been specifically selected on the basis of their skill in intervening with a victimized child. This person, typically a school counselor, student support teacher, or administrator, will intervene with the child.

Discriminatory Practices – Activities that are intended to be offensive to one’s race, religion, heritage, gender, or disability, including sexual harassment, are considered discriminatory practices. Offenders will be required to participate in an educational activity in addition to any disciplinary measures. This activity designed through the school’s Student Services Office, and approved by the building principal, is intended to educate, sensitize, and instill openness, tolerance, and non-discrimination.

CONSEQUENCES

In an effort to maintain a healthy and inviting school environment, one that promotes the education and emotional development of all students, every LHS staff member has the responsibility to take actions based on student behaviors. These actions will be based on the understanding of the facts of the incident and the needs of the student(s) involved. Every effort will be made to choose the most appropriate consequence based on the discipline history of the individual(s). Some offenses are so flagrant; however, that they require the maximum consequence for the offense. It is important to note that students may be disciplined for off campus activities if there is reasonable belief that the school environment or safety of students may be affected. Criminal offenses will be reported to the appropriate legal authorities.

1. **Teacher-Detention** – Teachers may assign students an after school detention (up to 1 hr.) or a lunch detention for inappropriate classroom. Teacher detention may also be assigned for students who need additional assistance to improve academic performance. In the case of an after school detention, teachers will give 24 hour written notice to allow for transportation arrangements.
2. **After School Retention** – Administrators may assign after school retention. The retention may range from 30 minutes to 3 hours but is typically assigned for one hour. After school retention is held in a designated area and students must report to this area no later than 2:30 pm.
3. **Saturday School** – Administrators may assign students to a Saturday morning detention. Students will be required to report prior to 7:45 am and will remain in detention until 11:15 am. Saturday school assignments may be in lieu of out-of-school suspensions in some cases.
4. **Suspension Pending Parent Conferences** – A student suspended pending parent conference is suspended from school until a conference can be held between the administrator and the parent.
5. **Bus Suspension** – An administrator may suspend a student from all FCPS bus transportation for an infraction occurring on a bus. Suspensions may range from 1 day to the remainder of the school year.
6. **Out-of-school Suspension** – When a student's presence in school or on school grounds poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, or clearly violates school and/or county policy, the student may be immediately removed from the school. Suspension begins at 2:15 on the afternoon it is assigned and continues until 7:00 on the scheduled morning of return. Students are excluded from participation in afterschool activities such as dances, participation in or attendance at athletic events and all other school performances while suspended. Additionally, the suspended student is not allowed on any Frederick County public school property or at any FCPS sponsored event during the suspension. If an individual is found to be trespassing while suspended, the principal may take stronger disciplinary action, including the use of law enforcement officers and a legal charge of trespassing. This suspension from school will not exceed ten (10) school days.
7. **Extended Suspension** – This involves the exclusion of a student from school for a period in excess of ten (10) days but not to exceed the end of the current school year or until an appropriate program is provided. All policies of suspension apply. The Superintendent of Schools or her designated representative must authorize an extended suspension.
8. **Expulsion** – This is the permanent removal of a student from the school system. The Superintendent of Schools or her designated representative must authorize an expulsion.