

# OAKDALE HIGH SCHOOL



**This is BEAR Country!**

## **2019-2020 STUDENT HANDBOOK**

### **MISSION STATEMENT**

The mission of the Oakdale High School Community is to develop thoughtful, lifelong, global citizens through an innovative, rigorous, and supportive learning environment.

### **Vision STATEMENT**

**Be Respectful \* Bear Responsibility \* Strive for Excellence**

Information contained herein is subject to change without notice.  
Please check back regularly for changes or modifications.

**Oakdale High School  
2019-2020 Student Handbook**

**Table of Contents**

GENERAL INFORMATION.....	1
DAILY BELL SCHEDULE.....	2
OPERATING PROCEDURES AND REGULATIONS .....	3
ACADEMIC INTEGRITY CODE .....	3
ACADEMIC STANDARDS .....	4
ACCIDENTS .....	4
AFTER SCHOOL RETENTION.....	5
ATTENDANCE – ABSENCE/EARLY DISMISSAL/MAKE-UP WORK POLICIES .....	5
AUDITORIUM .....	6
BEHAVIOR EXPECTATIONS .....	6
BUILDING AND GROUNDS.....	7
CAFETERIA SERVICES .....	7
CHANGE OF CLASSES .....	7
CLUBS.....	7
DANCES .....	8
DRESS AND APPEARANCE .....	8
ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES .....	9
ELECTRONIC DEVICES .....	9
ELEVATOR.....	10
FREDERICK COUNTY PUBLIC SCHOOLS CALENDAR HANDBOOK .....	10
FINANCIAL OBLIGATIONS .....	10
FIREARM POSSESSION.....	10
FIRE/EMERGENCY DRILLS.....	11
FUNDRAISERS .....	11
HALL PASSES.....	11
HARRASMENT/BULLYING.....	11
INCLEMENT WEATHER.....	11
LOCKER INFORMATION.....	12
LOST AND FOUND.....	13
LUNCH PERIOD RULES .....	13
OFF CAMPUS BEHAVIOR .....	13
OPENING EXERCISES .....	13
PRESCRIPTIONS/MEDICATIONS .....	13
PUBLIC DISPLAYS OF AFFECTION.....	13
RESTROOMS.....	13
SCHOOL SECURITY.....	14
SATURDAY SCHOOL.....	14
STATE AND COUNTY TEST SECURITY AND DATA REPORTING REGULATION.....	14
STUDENT AND HEALTH INFORMATION CARDS.....	14
STUDENT PARKING PRIVILEGES .....	15
STUDENT PUBLICATIONS .....	15
TEACHERS’ LOUNGE.....	16
TELEPHONES.....	16
TRANSPORTATION .....	16

VARSITY "O" LETTERS.....	16
WEAPONS.....	16
WORK PERMITS.....	17
STUDENT SERVICES.....	17
COUNSELING AND GUIDANCE SERVICES.....	17
CUMULATIVE RECORDS.....	17
SCHEDULE CHANGE.....	17
TRANSCRIPTS.....	17
HEALTH SERVICES.....	18
MEDIA CENTER.....	18
MAINTENANCE AND OPERATIONS STAFF.....	18
WITHDRAWAL FROM SCHOOL.....	18
ADDENDUM 1: LIBRARY SET FAQ FOR STUDENTS & STAFF.....	19

## **GENERAL INFORMATION**

### **Address**

5850 Eaglehead Drive  
Ijamsville, MD 21754

### **Website**

<http://ohs.sites.fcps.org/>

### **Principal**

Ms. Lisa Smith

### **Assistant Principals**

Ms. Lindsey Baker  
Mr. Dan Grimm  
Ms. Kelly Kirby

### **Athletic Director**

Mr. Chris Krivos

### **School Counselors**

Mr. Nick DeWaal  
Ms. Tara Ketteringham  
Ms. Judy McGraw  
Ms. Chrissy Polce  
Ms. Carleigh Rich

### **School Colors**

Black and Gray

### **Important Phone Numbers**

Main Office ..... 240-566-9400, prompt 1  
School Counselors and Registrar ..... 240-566-9400, prompt 2  
Health Room..... 240-566-9400, prompt 3  
Attendance ..... 240-566-9400, prompt 4  
Athletic Director ..... 240-566-9400, prompt 5  
Cafeteria Manager..... 240-566-9470  
Main Fax..... 240-566-9401

## **DAILY BELL SCHEDULE**

- Between 7:00 and 7:20 AM – Students should arrive to school and report directly to the cafeteria or main street
- 7:20 AM – Students dismissed from cafeteria.
- 7:25 AM – Warning bell
- 7:30 AM – Late bell

<b>Regular Bell Schedule</b>		
<u>Block</u>	<u>Time</u>	<u>Minutes</u>
Block 1	7:30-8:50	80 minutes
Block 2	8:55-10:15	80 minutes
Block 3*	10:20-10:55	35 minutes (SET)
Block 4	11:00-12:50	110 minutes
<i>1<sup>st</sup> lunch shift</i>	<i>10:55-11:25</i>	
<i>2<sup>nd</sup> lunch shift</i>	<i>11:40-12:10</i>	
<i>3<sup>rd</sup> lunch shift</i>	<i>12:20-12:50</i>	
Block 5	12:55-2:15	80 minutes
*PM CTC Students will be released for lunch at 10:40, and the bus will leave at 11:05 for CTC.		

<b>2-Hour Delay</b>		
<u>Block</u>	<u>Time</u>	<u>Minutes</u>
Block 1	9:30-10:30	60 minutes
Block 2	10:35-11:35	60 minutes
SET omitted		
Block 4	11:40-1:10	90 minutes
<i>1<sup>st</sup> lunch shift</i>	<i>11:35-12:05</i>	
<i>2<sup>nd</sup> lunch shift</i>	<i>12:10-12:40</i>	
<i>3<sup>rd</sup> lunch shift</i>	<i>12:50-1:15</i>	
Block 5	1:20-2:15	55 minutes
CTC students still attend CTC		

<b>2-Hour Early Dismissal</b>		
<u>Block</u>	<u>Time</u>	<u>Minutes</u>
Block 1	7:30-8:30	60 minutes
Block 2	8:35-9:35	60 minutes
SET omitted		
Block 4	9:40-11:10	60 minutes
<i>1<sup>st</sup> lunch shift</i>	<i>9:35-9:55</i>	
<i>2<sup>nd</sup> lunch shift</i>	<i>10:15-10:35</i>	
<i>3<sup>rd</sup> lunch shift</i>	<i>10:50-11:10</i>	
Block 5	11:15-12:15	60 minutes
CTC students still attend CTC		

## **OPERATING PROCEDURES AND REGULATIONS**

All Oakdale High School students receive a copy of the [Frederick County Calendar Handbook](#). The [Calendar Handbook](#) contains many useful facts about the system's policies, programs and services and should be used as a reference should questions arise during the school year.

### **ACADEMIC INTEGRITY CODE**

The OHS staff expects students to take pride in their work and complete graded assignments honestly and fairly. Students who engage in acts of academic dishonesty compromise their own learning experiences as well as the academic standards of our school. Below is a list of offenses and their possible consequences. Note that these offenses can occur in any class, and the consequences are outlined for each offense across classes. Also, these offenses could impact college recommendations/letters of recommendation.

#### **Offenses**

*NOTE: The examples listed below are for clarification; they are not an exhaustive list of offenses.*

- **Cheating**: using or attempting to use unauthorized materials, information, and/or study aids during an exam or in connection with any work done for academic credit
  - **Examples**
    - Copying an assignment from another student
    - Copying a test or quiz from another student
    - Obtaining prior knowledge of academic materials
    - Having possession of unauthorized materials during a test or quiz (including electronic devices)
    - Inappropriate sharing of materials during a test or quiz (including graphing calculators)
- **Plagiarism**: representing the words or ideas of another as one's own in any academic exercise without proper acknowledgment of the true source
  - **Examples**
    - Using direct passages from sources without quotations or proper citations
    - Copying/pasting material from the internet into an assignment, including use of language translation websites
- **Fabrication**: falsification or invention of any information or citation in an academic exercise
  - **Examples**
    - Making up fake sources in a citation on a class work assignment
    - Inventing data in place of actual research for a graded assignment
    - Making up fake sources in a citation on a project or research paper
- **Deception**: deceiving a student, teacher, and/or administrator for academic gain
  - **Examples**
    - Intentionally misrepresenting the need for extra time on assignments
    - Using an assignment created for one class in another without instructor approval
    - Falsifying attendance or academic records
- **Facilitating Academic Dishonesty**: helping or attempting to help another student to violate any part of this code
  - **Examples**
    - Allowing another student to copy a graded assignment
    - Helping another student to cheat on an exam
    - Giving another student old assignments for him/her to use in his/her current classes

Students who engage in academic dishonesty should expect serious consequences. The consequences for violations are outlined below.

Academic Integrity				
Code	Reason	Description	Minimum Consequences	Other Possible Consequences
801	Academic Dishonesty	Any academic dishonesty as outlined by the <i>OHS Code of Academic Integrity</i>	<ul style="list-style-type: none"> <li>• Zero on Assignment</li> <li>• Parent Contact by Teacher</li> <li>• Documentation of Incident</li> <li>• Educational Activity</li> </ul>	<ul style="list-style-type: none"> <li>• Academic Probation</li> <li>• Referral to Honor Societies/Possible Dismissal</li> <li>• Administrative Disciplinary Consequences **Up to and including expulsion</li> </ul>

**ACADEMIC STANDARDS**

**Course Outlines:** Teachers will distribute to all students in every class a written course outline detailing course objectives/goals, material, types of assignments, specific class rules/regulations, and general grading procedures.

**Committed Learners:** Students in all classes are expected to be actively engaged in the learning process by:

1. Being present in each class on time.
2. Bringing all books and required materials to class every day.
3. Participating in all class activities an active/meaningful manner.

**Non-committed Learners:** Students who sleep in class, read non-classroom related materials, fail to participate, use technology inappropriately, etc. should expect the following progressive interventions by OHS staff:

1. Teacher will warn the student.
2. Teacher will contact parent/guardian and attempt to resolve the problem.
3. Teacher will assign discipline consequences to the student and contact the parent/guardian again.
4. Student will be referred to the appropriate administrator.

**ACCIDENTS**

Accidents/injuries must be reported to the office so that an accident report can be completed and sent to Central Office.

## **AFTER SCHOOL DETENTION**

An administrator will assign After School Detention (ASD) for excessive tardies or for disciplinary reasons. The hours are 2:25-3:10pm on Tuesdays, Wednesdays, and Thursdays. A copy of the ASD form is signed by the student and must be shown to the parent(s). Students assigned to ASD should:

1. Report to room B142 (the Resource Room) no later than 2:25 P.M.
2. Be on task and working the entire time.
3. Demonstrate appropriate behavior.
4. Report to ASD prior to any after-school activities/practices.

If the student is absent on the day of retention, the student is required to reschedule through the administrator or teacher who assigned the ASD.

## **ATTENDANCE – ABSENCE/EARLY DISMISSAL/MAKE-UP WORK POLICIES**

Students are expected to maintain acceptable attendance. Unlawful absences may result in lowering of grades, ineligibility for extracurricular activities, disciplinary action, and loss of academic credit. The following attendance procedures and policies apply to all students ([FCPS Regulation 400-98 Student Attendance](#)):

### **Returning from an Absence**

- Within two school days of an absence, students must provide a written note from a parent/guardian to the attendance office to excuse the absence.
- All written notes must include the date(s) of absence, the reason for the absence and the signature of the parent/guardian.

### **Unexcused Absence Policy**

- The Frederick County attendance policy specifies that more than five (5) days missed per term constitutes excessive absence.
- Students who have in excess of five (5) days of unexcused absence in any term may be assigned an “F” grade in all classes.
- Missing the bus, forgetting to set the alarm and over sleeping, and traffic problems are considered unexcused absences.

### **Late Arrivals to School**

- Classes begin promptly at 7:30am. Teachers will close their doors and begin class immediately. Students arriving to class after 7:30 A.M. must report to the Attendance Office for a late slip. Tardies may count as unlawful class absences and can result in loss of academic credit.
- Unexcused arrivals after 7:30 A.M. will result in the following disciplinary consequences:
  - 1<sup>st</sup> Offense—Warning
  - 2<sup>nd</sup> Offense—Warning
  - 3<sup>rd</sup> Offense—1 Lunch Detention
  - 4<sup>th</sup> Offense—1 Lunch Detention/Parent Contact
  - 5<sup>th</sup> Offense (and any additional offenses) —After School Detention/Parent Contact
- After the 10<sup>th</sup> day of excused lates in a given term, students are required to present a doctor’s note for each subsequent late arrival. If a note is not presented, the lateness will not be marked excused and consequences will be assigned.



### **Early Dismissal from School**

- Students who need to leave for any reason during the school day must present a written note from a parent/guardian to the attendance office at the beginning of the school day. Phone calls to front office staff requesting early dismissal of a student should be the exception, not the norm.
- Attendance staff will attempt to verify all notes and will issue a pass to the student upon verification.
- Students leaving campus without a pass will be considered truant and will receive disciplinary consequences.
- Parents must report to the Attendance Office to sign out their student.
- Students must sign in at the Attendance Office upon their return to school.

### **Illness at School**

- Students who are ill must have a pass from a teacher to report to the health room.
- Health room staff will evaluate students and contact parents as necessary.
- Students may not arrange parent pick-up without seeing the school nurse.

### **Vacation Days and College Visits**

- Absences for family trips or college visits will be excused with prior administrative approval.
- Notes containing date(s) of planned absence(s) for vacation or college visits must be received five school days prior to the absence.
- Students are responsible for notifying teachers of the absence and arranging make-up work.
- FCPS policy permits students taking trips with their parents to be excused no more than twice during the school year for a combined maximum of **five** days.
- FCPS policy permits students to visit prospective colleges for up to **four** days per school year.

### **Extracurricular Activity Participation**

- Students who arrive after 9:00 A.M. or who are dismissed before 12:40 P.M. or who are present for less than 300 minutes of the school day in combination **may not** participate in any extracurricular activities that day.

### **Make-up Work for Absences**

- Students may make up work missed during excused absences. Suspensions are excused absences.
- Students must request make-up work within two (2) days of their return to school and make necessary arrangements with the teacher.
- Unexcused absences may result in denial of credit for work missed. The assignments should be done for purpose of student learning, but no credit will be received.

### **Accumulated Absences from School**

- After the 10<sup>th</sup> day of absence, excused or unexcused, per semester, the student may be required to present a doctor's note for each subsequent absence.

### **AUDITORIUM**

Food and beverages are not allowed in the auditorium at any time. Courteous and respectful behavior is required at all times.

### **BEHAVIOR EXPECTATIONS**

OHS is committed to a positive environment where all students thrive as learners. Behavior expectations are outlined in [FCPS Regulation 400-8](#) and the *Student Rights and Responsibilities* section of the [FCPS Calendar Handbook](#).

\*\*\* Note: For serious offenses, a student may be suspended from school activities outside of the regular school day and "no trespassing" from school after 2:15pm and before 7am. This may result in a student being removed from an athletic, extracurricular, or co-curricular team.

## **BUILDING AND GROUNDS**

Frederick County School buildings are equipped, decorated and landscaped for public use. Any person found to be vandalizing or otherwise inappropriately treating the facilities shall be held liable for restitution by FCPS as well as legal authorities.

## **CAFETERIA SERVICES**

Every effort is made to provide students with a well-balanced breakfast and lunch at minimum cost. Menus and prices are:

Breakfast: \$1.85	Lunch: \$2.90
Reduced Breakfast: \$0.20	Reduced Lunch: \$0.30

Student pre-paid breakfasts and lunches can be purchased from the school cafeteria. To prepay meals, a check may be sent and made payable to Oakdale High School Cafeteria. An Internet online prepay program is also available. To register, visit [www.myschoolbucks.com](http://www.myschoolbucks.com). Additional information is available by contacting the school cafeteria manager at 240-566-9470.

Students will receive Free and Reduced-Price Meal applications at the beginning of the school year. FCPS Food and Nutrition Services may also be called at 301-644-5061. Please see administration or your school counselor with any questions.

## **CHANGE OF CLASSES**

Students are excused by the teacher at the end of the period, not by the bell. Students are expected to be in the classroom and in their seats ready to start class when the bell rings.

## **CLUBS**

OHS Clubs are governed by [FCPS Regulation 400-58](#).

Clubs and extracurricular activities offer students opportunities to work with staff members and other students outside of the classroom environment. Clubs at OHS meet on Fridays during SET. Students may sign up for clubs at the beginning of the year during SET through a Google Form online. Club advisors then request students for club on their designated club day. Examples of clubs that may be offered at OHS include, but are not limited to:

Student Government Association (SGA)	Oakdale Ambassadors	Mock Trial
National Honors Society (NHS)	Chess Club	Academic Team
Fellowship of Christian Athletes (FCA)	Yoga Club	ASL
Oakdale FFA	Robotics	Classic Literature
Freshman Class	French	D and D
Sophomore Class	Hockey	Equestrian
Junior Class	American Sign Language	Film
Senior Class	Creative Writing	Maker Space
National Art Honors Society	Book Club	Mock Trial
Travel Club	Spanish	Sim Club
Rho Kappa Social Studies Honors Society	Model United Nations	Start Up Frederick
Spanish Honors Society	History of Rock & Roll Film	Environmental Action
Science Honors Society	Sexuality-Gender Alliance	
	Animation	
	Walking/Getting Active Club	
	Multicultural Club	

\*\*Students must be academically eligible to participate in clubs (minimum of 2.0 GPA from the previous term and no F's).

## **DANCES**

Students planning to invite outside guests to a dance must complete the dance permission form before buying tickets. Students are NOT allowed to attend dances if they are suspended or if they have financial obligations.

### ***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 MD state law and will have disciplinary consequences, including exclusion from all after school, extracurricular, and co-curricular activities.
- 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 FCPS. 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

Permission forms will be available prior to ticket sales for each dance. Students are responsible for obtaining necessary signatures from other schools/employers for their date. OHS will not fax dance guest permission forms to outside groups.

## **DRESS AND APPEARANCE**

Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and non-disruptive to the classroom and school.

- 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.
- Students are prohibited from wearing clothing or items that promotes illegal or violent conduct such as unlawful use of drugs, alcohol, tobacco or weapons.
- Students may not wear clothing that advertises drugs, gangs, and/or obscene or abusive language.
- Students are prohibited from wearing clothing or items containing derogatory expressions or language regarding a person's race, color, gender, national origin, sexual orientation, or disability that could substantially disrupt or materially interfere with school activities.
- Students are prohibited from wearing clothing or items that are obscene, libelous or feature sexually offensive or vulgar words, pictures, phrases, drawings, etc.
- Shorts, skirts and pants should be mid-thigh in length, covering underwear and buttocks completely when sitting or standing. (continued on next page)

- Tank tops are acceptable if they are not cut below the armpit and do not expose the shoulder blades. No “half-shirts” are permitted or any other shirt that exposes the midriff.
- Tops may not have low, revealing necklines.
- Hats, headbands, or bandanas are not permitted to be worn in the building during school hours; they must be removed at the door before entering the school building.
- Shoes must be worn at all times; bare feet are not permitted.

Students wearing inappropriate attire will be required to change or be sent home. ([Student Dress Code Policy 439](#))

### **ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES**

High school students must have earned a minimum of 2.00 GPA and have no “F” grades to be eligible to participate in extracurricular activities. 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. For additional information, refer to the school system’s [Calendar Handbook](#) and [FCPS Regulation 500-24](#).

### **ELECTRONIC DEVICES**

OHS provides a multitude of opportunities to work with technology including Chromebooks. Students are expected to use school-supplied technology appropriately. Abuse of technology will result in disciplinary action and restitution.

Personal electronic devices can be used for academic, ***teacher-directed*** ventures only during instructional time. If students are using technology inappropriately, teachers will confiscate the device and send it to the front office. It may be necessary for parents to come in and pick up the device.

During class changes and lunch, students may use their devices but must follow FCPS Acceptable Use Guidelines ([FCPS Regulation 400-73](#)).

#### ***Digital Networks Acceptable Use Policy***

Users must adhere to the following regulations while using a computer and/or accessing the Internet while at Oakdale High School. The complete Computers: Digital Networks Acceptable Use policy is found in [FCPS Regulation 400-73](#).

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. (continued on next page)
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 Oakdale 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. Parent permission is required and both the student and the parent or guardian must sign the student independent access permission form prior to the student using the Internet independently. By signing this form, the student agrees to act in a considerate and responsible manner.
5. Students with personal e-mail 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.

#### ***Consequences for 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.

#### **ELEVATOR**

Administrative approval is required for elevator use.

#### **FREDERICK COUNTY PUBLIC SCHOOLS CALENDAR HANDBOOK**

Every student enrolled in the Frederick County Public Schools System will receive a copy of the [Frederick County Public Schools Calendar Handbook](#). Parents and students will find the handbook a valuable tool. A Spanish version of the handbook is available upon request.

#### **FINANCIAL OBLIGATIONS**

Lost or damaged books, materials, uniforms, equipment, etc. incur financial obligations. Until paid, each student's obligations are carried forward from year-to-year. Obligations must be paid in full before dance tickets, graduation tickets and final transcripts are issued.

#### **FIREARM POSSESSION**

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 at the school or in a vehicle, loaded or unloaded, carries a consequence of permanent removal from school.

## **FIRE/EMERGENCY DRILLS**

Fire/Emergency drills teach students what to do in case of a real emergency. Required by Maryland law, these drills occur at specified times during the school year. Everyone, including visitors, must vacate the building during emergency drills.

- Directions for exiting the building are posted near the door of each classroom/room in the building.
- 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, students will exit the building and report to the next block teacher. If it occurs during lunch, students will exit and find their fourth block teacher.
- Leave belongings such as books and papers in the room.

Any student found guilty of giving a false fire alarm (via any means of communications) will be charged legally and placed on extended suspension with possible expulsion.

Any student guilty of a false bomb report (via any means of communication) will be charged legally and placed on extended suspension with possible expulsion.

## **FUNDRAISERS**

Fundraisers by outside organizations or individual students are not permitted. School-affiliated groups must have all projects and fund raising drives approved by the administration prior to the start of sales. No fundraiser sales will be permitted during class time.

## **HALL PASSES**

A student leaving a classroom for any reason must first obtain the written permission of the teacher in the form of a hall pass. Students are expected to display hall passes upon request.

## **HARRASMENT/BULLYING**

Frederick County Public Schools maintains a firm policy prohibiting all forms of discrimination as outlined by [FCPS Regulation 400-48](#). Harassment or violence related to race, color, sex, national origin, disability, religion, and socioeconomic status against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or any forms of religious, ethnic, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Bullying is a pattern of behavior which results in a person feeling intimidated or harassed by another, including online activity. Consequences are outlined in [FCPS Regulation 400-48](#). OHS staff will investigate all incidences of bullying and will provide services through the School Counselors Office.

The Frederick County Public Schools Harassment Report Form is located in school administrative and counseling offices and is available online at [www.fcps.org/bullying](http://www.fcps.org/bullying).






**INCLEMENT WEATHER**

Whenever possible, decisions are made by 5 a.m. for morning closings and delays and by 10:00 a.m. for early closings, and announced soon after. For the fastest, most reliable information, check the following sources:

- FCPS TV: Cable Channel 18 (Frederick area)
- Internet: [www.fcps.org](http://www.fcps.org) (in the News & Info section on the top right of the home page)
- Email/Text Messages: Sign up for [FindOutFirst email and emergency-only text messages](#)
- Social Media: Follow FCPS on [Twitter](#) and [Facebook](#)

Reminder: There is a Frederick County in both Maryland and Virginia. Listen carefully to which STATE is named when Frederick County Schools are delayed or closed.

On school days, FCPS has adopted the following color-coded system for weather closures:

CODE	BUILDING STATUS	WHO REPORTS	NOTES
 <b>CODE GREEN</b>	Schools open late or close early Offices open	All employees report	10 and 11 month employees adjust their time to reflect delay or closing
 <b>CODE ORANGE</b>	Schools closed Offices open	12 month employees report 10 and 11 month employees do NOT report	
 <b>CODE BLUE</b>	Schools closed Offices open	Emergency personnel report 12 month employees report (or use leave) 10 and 11 month employees do NOT report	See Regulation 400-2 Emergency personnel may NOT use leave
 <b>CODE YELLOW</b>	Schools and offices closed	Emergency personnel report per specific direction from Central Office	Emergency personnel may NOT use leave
 <b>CODE RED</b>	Schools and offices closed	No employees report	No employees may access FCPS facilities

On non-school days, events and activities will be cancelled when the Frederick County Snow Emergency Plan is in effect.

**LOCKER INFORMATION**

Student lockers are provided for the convenient storage of coats and class materials. Lockers are the property of Oakdale High School.

- Lockers will be assigned to students on the first day of school during SET.
- Students should provide their own lock for their hall locker and must provide the combination for that lock to their assigned SET teacher. If the combination is not available, administration reserves the right to cut the lock without refund.
- Students must pay for damage to lockers.
- Students should lock their lockers when they are away from them. Students should not share lockers or combinations with other students. (continued on next page)

- The school is not responsible for the loss of articles from lockers. Do not bring valuable items to school.
- Lockers will be inspected at various times during the year. Maryland law gives the administration the right to search lockers if there is a reasonable suspicion to believe there is something, which constitutes a criminal offense, inside the locker.
- On the last day of school, all lockers will be cleaned out and all remaining personal property of students will be held in a designated location for one week and then given to a charitable organizations.

### **LOST AND FOUND**

Any articles that are found in the school should be taken to the main office. Unclaimed items will be kept in the office for a reasonable period of time and then donated to local charities.

### **LUNCH PERIOD RULES**

During the assigned lunch period, students are to remain in the cafeteria. Students are expected to dispose of trash properly and return all trays to the designated area. Any student who needs to leave for any reason during the assigned lunch period must see the staff member in charge of lunch supervision to be excused and sign out. Students may not leave campus during their lunch period.

### **OFF CAMPUS BEHAVIOR**

In accordance with [FCPS Regulations 400-8](#) and [400-60](#), 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.

### **OPENING EXERCISES**

During SET when the Pledge of Allegiance is recited daily, any student or staff member may choose to sit quietly for religious or personal reasons.

### **PRESCRIPTIONS/MEDICATIONS**

Students may not have in their possession any prescription or over-the-counter medication on school property. In the event that a student needs medication, [FCPS Regulation 400-23](#) applies:

- Parents and the physician must complete the *Medication Authorization Form*.
- Parents must bring the medication in the original container and the completed form to the Health Room.
- The school nurse/health tech will administer the medication as prescribed.

### **PUBLIC DISPLAYS OF AFFECTION**

Please refrain from excessive displays of affection during school hours.

### **RESTROOMS**

Students may stop and use restrooms during the changing of classes. There are ample restrooms in the building to allow students to do so without being late for their next class.

When classes are in session, students will be issued restroom passes as needed.

During the first ten minutes of SET, the restrooms on Main Street will remain open but other restrooms will be locked. After announcements, restrooms are unlocked for the remainder of SET. During fourth block lunch shifts, all restrooms except cafeteria rest rooms will remain locked. Students should use the restroom during their assigned lunch block.



## **SCHOOL SECURITY**

In order to provide a safe environment, the school building must be secure at all times. Maryland State Law requires that all visitors report to the administrative offices immediately upon arrival in the building. A visitor's pass will be issued and must be worn at all times while on school property. Students cannot have visitors during the school day. A student who is suspended out-of-school is not allowed on school property during the suspension unless granted prior permission of an administrator.

## **SATURDAY SCHOOL**

Saturday School is an extended detention that may be assigned for some disciplinary infractions. The following expectations apply:

- Saturday School is held every Saturday from 8:00-11:30 A.M. in the Media Center. Students assigned to Saturday School are to report to the school's main lobby between 7:45 and 8:00 A.M. and wait for the proctor to arrive. Students who arrive after 8:00 a.m. will not be admitted. Students cannot leave before 11:30 A.M. unless approved by administration.
- Students are required to bring pens, pencils, books, and school-related assignments to Saturday School. Student are expected to be on-task and working throughout the entire time.
- Students are expected to demonstrate appropriate behavior. Sleeping, talking, making noises, leaving an assigned seat and other forms of behavior that distracts others will not be tolerated.
- All electronic devices must be turned off and untouched during the entire duration of Saturday School.
- No food or drinks are permitted except during the ten-minute break.
- Individual bathroom breaks are not permitted. From 9:30-9:40 A.M., all students are escorted as a group to the nearest bathroom.
- Use of library materials must be requested through the proctor.
- An absence from Saturday School is unacceptable unless the absence is certified in writing by a doctor.
- Saturday School will be canceled for inclement weather only if the Frederick County Snow Emergency Plan is in place. If school is closed on Friday, Saturday School will still be open unless the Snow Emergency Plan is still in effect.
- Failure to report to Saturday School may result in an Out-of-School Suspension.

Students will receive a copy of the Saturday School form to give to their parent(s) at the time it is assigned.

## **STATE AND COUNTY TEST SECURITY AND DATA REPORTING REGULATION**

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 will be ineligible to retake the test until the next official testing opportunity.

## **STUDENT AND HEALTH INFORMATION CARDS**

Student and Health Information Cards are distributed on the first day of school. The Student Information Card is prefilled with information currently on file in the Student Information System. Please make any changes necessary so all information is up to date. (The email listed on this card is what FCPS uses for Find Out First notifications, so please make sure this information is updated.)

The Health Information Card must be completed in its entirety. Please return both forms the first week of school. Unless you indicate otherwise on the Student Information Card, the school will assume permission is granted for your child to be photographed, interviewed or video-taped by FCPS staff or the media.

## **STUDENT PARKING PRIVILEGES**

Students who drive to school must register the vehicle in the Main Office and purchase a parking permit for \$25.00 for the school year. Vehicles without a current visible permit will be ticketed and fines assessed. Repeated ticketing will result in loss of driving/parking privileges. Student-operated vehicles are subject to the following regulations:

- Cars are to be in the lined spaces on designated parking lots.
- Upon arrival, cars are to be vacated and locked. Students should then promptly enter the building and not return to their cars unless given permission by the administration.
- All vehicles must be operated in a safe and courteous way. Right-of-way should be granted to buses and pedestrians at all times.
- Inclement weather necessitates extra caution while driving. Please follow the leadership of staff members directing traffic.
- Student cars may not leave the school grounds between arrival and dismissal without permission from the administration.
- Students who drive to school are expected to arrive on time. An excessive number of tardies to school will result in consequences, which could include loss of privilege to drive to school.
- OHS will not issue parking permits for motor scooters or motorcycles.
- Failure to obey these regulations will result in loss of the parking privileges.

According to Frederick County Board of Education Policies and Procedures as well as state regulations, only the principal, assistant principal, or other personnel designated by the principal are granted the authority to search a student's motor vehicle at any time when it is on the school property.

## **STUDENT PUBLICATIONS**

Publications, which are libelous, obscene or will substantially disrupt or materially interfere with the operation of the school, will not be distributed.

- Libel is defined as any unprivileged false and malicious publication, which by printing, writing, sign or picture tends to expose a person to public scorn, hatred, contempt, or ridicule. It is a statement, which tends to injure "reputation" or to diminish the esteem, respect, goodwill or confidence in which a person is held, or to excite adverse, derogatory or unpleasant feelings or opinions about a person.
- Obscenity means (a) that the average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to the prurient interest, (b) that the publication depicts or describes sexual conduct in a patently offensive way, and (c) that the work taken as a whole lacks serious literary, artistic, educational, political, or scientific value.

### **School-sponsored Publications**

- Principals will make known to students system-wide guidelines for school-sponsored publications.
- Publication is defined as a substantial dissemination of literature in any form made generally available to students, including any book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing, or any other written or printed or usual representation, however produced.

### **Un-sponsored Student Publications**

- Un-sponsored student publication (s) system-wide guidelines will be made known to students by principals.
- Guidelines
  - The Review Board will establish to which all student publications must conform. The guidelines will establish acceptable methods of distribution, including but not limited to time, place, content, and quantity. The guidelines will exclude approval of material(s), which is libelous, obscene, or defamatory. (As previously defined in I A & B)
  - The principal will have emergency powers to prohibit distribution where dissemination of any student publication would present a potentially dangerous or disruptive situation in the school. Any appeal may be made to the Area Superintendent no later than five (5) days after the decision

of the Principal. The Area Superintendent will render a decision no later than five (5) days after receiving the appeal. (continued on next page)

- o Activities not permitted on school premises should not be condoned by school publications. These activities are stated under “Disciplinary Policies” in the [Calendar Handbook](#).

### **TEACHERS’ LOUNGE**

Students are not permitted in the teachers’ lounge at any time.

### **TELEPHONES**

Office phones are available for students to make emergency phone calls to parents. Students must get permission from the secretary/teacher to use his/her phone. The only calls/messages that will be accepted for students are those made by their parents. Parents are advised to not call their student on a cell phone during the day, as his/her phone may be confiscated.

### **TRANSPORTATION**

Only in the case of an emergency can a student ride another student’s bus. If a student plans to ride the bus home with another student, a note from both parents must be sent to the school. The following procedures are to be observed:

1. The note must be brought to the main office by 7:30 A.M.
2. The note must contain parent signature, student names, and daytime phone numbers to facilitate parent contact. If the school cannot reach a parent, then the transportation will not be approved.
3. Students must pick up the approved note before boarding the bus or during lunch or between classes, not during class time.

Students are expected to follow all school bus rules and be respectful to the driver. Students may ride only their assigned bus and must provide their own transportation if they are enrolled at a school outside their attendance area.

If you are unsure about the bus your child should ride or the bus stop location, go to the FCPS webpage and search for the Transportation Department.

Refer to the [Calendar Handbook](#) for more details.

### **VARSITY “O” LETTERS**

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

Students can also earn an Academic “O” letter. Students who have earned an unweighted grade point average of 3.5 or higher at the end of the prior academic year will earn the academic letter at the Fall Awards Ceremony.

### **WEAPONS**

It is unlawful for students to possess or use any weapon 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 another physically or an object, which is used in a way that can physically harm another.

## **WORK PERMITS**

Schools no longer provide work permits. Details on obtaining them are listed below.

- 1) Complete the on-line application: <https://www.dlr.state.md.us/childworkpermit/>
- 2) Print the work permit
- 3) Get the work permit signed by the minor (student), parent or legal guardian and employer (work permits are only valid when signed by all parties) (continued on next page)

During the 2014 session, the Maryland General Assembly passed House Bill 467 that modified the requirements that must be met before a minor work permit can be issued. The change requires the minor's parent or guardian to certify that the age on the minor work permit is correct rather than producing proof of age to an issuing officer. This change allows the Department of Labor, Licensing and Regulation to grant applicants the ability to download and print a work permit directly from the application website. The new system began July 29. Minors are no longer required to obtain their work permit from an issuing officer. \*\*\*Minors must be offered employment before applying for a work permit.

## ***STUDENT SERVICES***

### **COUNSELING SERVICES**

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 students to make positive, satisfactory adjustments to the variety of experiences students 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.

### **CUMULATIVE RECORDS**

A cumulative record is begun for each student from the day he/she enters the Frederick County School System. This record includes such things as scholastic achievement, health information, attendance data and school activity participation information. A student or parent may request the counselor to interpret this record. Student records will not be released to any outside agency without an authorized signature of student and parent/guardian.

### **SCHEDULE CHANGE**

Schedule selections must be made with the utmost care. Decisions regarding staffing and course offerings are based upon the students' selection of courses during registration. 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.

### **TRANSCRIPTS**

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

## **HEALTH SERVICES**

Our School Health Services Program is designed to help children stay healthy and in school by providing a variety of services. The school health services team is composed of a registered nurse and a health room technician. (Continued on next page.)

The Registered Nurse, who works in more than one school, performs in-depth health assessments, assists families in finding medical or other needed services, and serves as a resource to school personnel health concerns. The nurse also serves as part of a multi-disciplinary school team whose purpose is to maximize the health and learning of each student by promoting a healthy environment, health instruction, improved nutrition and early identification and intervention for special needs. Under the direction of the Registered Nurse, the Health Technician remains in the health room to provide emergency treatment of major and minor accidents and illnesses, administers medications, and performs selected treatments. There is no charge for school health services. School personnel and parents are encouraged to talk with one of the school health teams regarding any health concerns.

## **MEDIA CENTER**

Student hours are 7:15 A.M. to 2:30 P.M. and the Media staff is available to help students with research and academic/recreational reading needs. Students seeking to use the Media Center after school should speak with Media staff to determine availability. Media Center materials will be checked out by the Media staff on the computer. Each student will be assigned a unique computer identification number. Most books (print and electronic) may be borrowed for 21 school days. Reference materials may only be borrowed overnight and must be checked out at the end of the day. Materials relating to specific assignments may be photocopied with permission from the Media Center staff; however, there will be a 10¢/page charge for all printing and photocopying.

Students are expected to use school computers for educational purposes only in support of the FCPS curriculum, and in an ethical, responsible and legal manner. Access will be denied to students who misuse this resource.

Students will reimburse the Media Center for any lost or damaged materials.

During regular class hours, students must have a pass to be admitted to the Media Center and must sign in. Any student whose conduct is unacceptable will be sent back to class. A limited number of students may come to the library during lunch; students should sign up in the Media Center before 7:30am to attend during lunch that day. There will be no eating and drinking in the Media Center.

## **MAINTENANCE AND OPERATIONS STAFF**

Maintenance and operations staffs are extremely important people at Oakdale High School. Their primary function is to assist students and teachers in keeping the building clean, comfortable and safe. The assistance given by students to these key personnel will be reflected by making Oakdale High School a better place to live and learn.

## **WITHDRAWAL FROM SCHOOL**

Oakdale High School students are not allowed to withdraw from school. A student who is considering withdrawing from school should notify his/her counselor immediately. An administrative/parent conference will be held. The student's success might easily depend upon this contact. At this time, in addition to counseling, the student's record will be reviewed and updated. His/her future plans are discussed with attention given to alternative ways a student could receive a diploma. The school is interested in the future welfare of each student who has been a part of OHS and will exhaust all efforts to assure graduation.

## ***ADDENDUM 1: LIBRARY SET FAQ FOR STUDENTS & STAFF***

### 1. Why come to the library for SET?

- to receive help from the library staff on a variety of research projects
- to use the resources of the library (books, computers, eBooks, etc.)
- for tutoring one-on-one with library staff or another student
- to study in groups of three or fewer

### 2. What are some activities not permitted during library SET?

- socializing or rendezvousing with friends or significant others instead of doing academic work—if this occurs, you will immediately be asked to return to your set teacher and denied library SET privileges for an undetermined amount of time
- eating or drinking—please be aware that there are students in the building with food allergies and that food and beverages don't mix well with books and computers
- gaming or social networking on the computers or smartphones—we will be watching and monitoring you on the computers through our visions software
- returning or exchanging books and then leaving—you must remain in library SET for the duration of SET
- printing a document and then leaving—same thing, you must remain for the duration

### 3. How do I sign up for library SET?

- students can sign up in the Library Media Center on the day you need the library before first block
- up to forty (40) students may come to the Library Media Center for SET on a daily basis
- a teacher can request students to use the Library Media Center by contacting the Media Specialist
- a student cannot sign up other students for Library SET
- students may not use the library for SET on consecutive days
- when you arrive at library SET, please sign in at the front desk or you will be marked absent in the set database

### 4. Who can I talk to about library SET?

- library staff: Mrs. Owen, teacher librarian or Mrs. Murdoch, media assistant