

**Frederick High School  
Student Handbook  
Fall 2020 Virtual Learning**



**Enter to Learn, Go Forth to Serve**

**2020 - 2021**

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## **Message from the Principal**

Welcome to the 2020-2021 school year at Frederick High School! I am excited to welcome you back for another great school year. As many of you know, we may have a new building, however Frederick High School is one of the oldest high schools in the county with a rich tradition of excellence. At Frederick, we believe in equitable, personalized, rigorous learning for all students leading to readiness for college, careers and citizenship.

Preparation for the 2020-2021 school year, in the midst of an unprecedented public health challenge, required stakeholders across Frederick County Public Schools to join forces to outline a plan for the safe reopening of schools and resumption of service to students. Using this guidance and recognizing the complexity of FHS, staff have discussed what a traditional day will look like during the ever-changing conditions presented by COVID-19.

As high school students, you will need to consult your educational compass, prioritize the safety, health, and social-emotional wellbeing for yourself and others throughout your learning experiences. This is why this handbook has been developed—so that you can self-monitor your direction and adjust your course with relative ease. While it may not seem like it at times, your time here is short.

The handbook is reflective of the significant hours, research, and collective wisdom and insight of the many stakeholders who focused on possibilities in the face of uncertainty, promise in the face of peril, and breakthroughs rather than barriers in order to serve the students of Frederick High. The path ahead of you is yours to travel but don't be afraid to ask for help when you need it. That is why we are here!

Finally, as we work through this school year I challenge you not to forget our school motto, “Enter to Learn, Go Forth to Serve”. That is the expectation we place on every Cadet. It is going to be another great year at Frederick. I look forward to learning with you!

Dr. David Franceschina  
Principal, FHS

## **Commitment to Excellence**

The administration and staff of Frederick High School encourage you to take advantage of your educational opportunities. From the beginning of your initial year and with renewed commitment each semester, dedicate yourself to academic excellence and improvement. Challenge yourself each semester. Choose courses that will stretch your mind and help you to become a lifelong learner. This handbook includes important information that will help you to choose the right path and to ensure you stay with it; please take time to review it with your parents.

## **FHS Mission Statement**

Frederick High School will prepare students to make a purposeful impact on the world around them through programs that emphasize college and career readiness, faculty trained in high impact instructional techniques, and growing a student body that values diversity and self-advocacy.

## **Frederick High School**

650 Carroll Parkway, Frederick, MD 21701

School Website: <https://education.fcps.org/fhs/> Find Out First: [www.fcps.org/fof/fhs](http://www.fcps.org/fof/fhs)

Main Office Information	240-236-7000, prompt 1
Main Office Fax	240-236-7015
Counseling Office	240-236-7000, prompt 2
Counseling Fax	240-236-7184
Attendance Office	240-236-7000, prompt 3
Health Room	240-236-7000, prompt 4
Athletic Director	240-236-7000, prompt 5
Cafeteria Manager	240-236-7129

### **Principal**

David Franceschina

### **Assistant Principals**

English Learner students	Carrie Artis
Last name beginning with <b>A-C</b>	Sheri Murphy
Last name beginning with <b>D-K</b>	Rebeca Hackett
Last name beginning with <b>L-Q</b>	Danny Rumpf
Last name beginning with <b>R-Z</b>	Erik Engelstatter

### **Coordinator of Facilities and Athletics**

Keivette Hammond

### **Assistant Athletic Director**

Ronnie Morris

### **Counselors**

English Learner Students	Jessica Wismer
Last name beginning with <b>A-C</b>	Christine Alexander
Last name beginning with <b>D-H</b>	Carrie Garman
Last name beginning with <b>I-Mi</b>	Laren Anderson
Last name beginning with <b>Mo-R</b>	Patti Lombardi
Last name beginning with <b>S-Z</b>	Aaron Duckett

### **Behavior Specialist**

Casey Byrd

### **Community Liaison**

Ana Mejia

## High School Student Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 9:50	<b>Block 1</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>	<b>Block 3</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>	<b>Self-Directed Student Work Time</b> <ul style="list-style-type: none"> <li>Reading and researching</li> <li>Completing projects</li> <li>Responding to teacher feedback</li> <li>Engaging in online lessons and practice</li> </ul>	<b>Block 1</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>	<b>Block 3</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>
10:00 - 11:20	<b>Block 2</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>	<b>Block 4</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>	<b>Block 1</b> 10:00 - 10:35 VirtualF2F Instruction/Support <b>Block 2</b> Virtual F2F Instruction/Support 10:40 - 11:15	<b>Block 2</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>	<b>Block 4</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>
11:30 - 12:00	Advocacy	Advocacy	Lunch/Break	Advocacy	Advocacy
12:00 - 12:30	Lunch/Break			Lunch/Break	
12:30 - 1:45	<b>Student Support</b> <ul style="list-style-type: none"> <li>Virtual F2F Instruction</li> <li>Intervention</li> <li>On-Line Resource and Service Delivery</li> <li>IEP/EL Skill Recovery</li> </ul>		<b>Block 3</b> VirtualF2F Instruction/Support 12:10-12:45 <b>Block 4</b> 12:50 - 1:25 VirtualF2F Instruction/Support <b>Block 5</b> 1:35 - 2:10 VirtualF2F Instruction/Support	<b>Student Support</b> <ul style="list-style-type: none"> <li>Virtual F2F Instruction</li> <li>Intervention</li> <li>On-Line Resource and Service Delivery</li> <li>IEP/EL Skill Recovery</li> </ul>	
1:45 - 3:30	<b>Student Support Work Time</b> <ul style="list-style-type: none"> <li>Reading and researching</li> <li>Completing projects</li> <li>Responding to teacher feedback</li> <li>Engaging in online lessons and practice</li> </ul>		<b>Student Support Work Time</b> <ul style="list-style-type: none"> <li>Reading and researching</li> <li>Completing projects</li> <li>Responding to teacher feedback</li> <li>Engaging in online lessons and practice</li> </ul>	<b>Student Support Work Time</b> <ul style="list-style-type: none"> <li>Reading and researching</li> <li>Completing projects</li> <li>Responding to teacher feedback</li> <li>Engaging in online lessons and practice</li> </ul>	
3:50 - 5:00	<b>Block 5</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>			<b>Block 5</b> <ul style="list-style-type: none"> <li>Up to 60 min Virtual F2F instruction</li> <li>Student work time</li> </ul>	
4:00-8:00	Learning Lab (optional) - Virtual Support for All Students-exact times verify based on teacher availability				

## 2020-2021 SGA OFFICERS

**President:** Samuel Boison **Vice President:** Stanley Burgos  
**Recording Secretary:** Cate Osborne **Treasurer:** Kyle Brown  
**Advisor:** Ms. Beth Strakonsky

### WELCOME FROM YOUR SGA

Dear Cadets,

Welcome to Sabre Nation! On behalf of the SGA, I would like to thank you for your flexibility thus far during the COVID-19 pandemic that has taken a toll on your normal routes to achievement. Your resilience through the series of tribulations we have faced has been of benefit to not only you, but also to your community and nation. This character, being common, in Frederick High's students, teachers and staff is what makes us proud to be members of this community.

Throughout your years at Frederick High, please know that our SGA is always here for you. We aim to maintain the pride our community has for our school by addressing concerns of the student body to our administration and urging action when necessary. For a place as beautiful, diverse, and united as Frederick

High, it is imperative that we have a safe, comfortable, and supportive environment for our students in order for them to become the people that we need to execute our motto: Enter to learn, go forth to serve.

As we live in a period of abundant unpredictability and fluidity, there is no better place to mature than Frederick High School with its LYNX program. The marriage of the two creates resourceful and driven leaders. LYNX experiences, in addition to our course selection and stellar teachers, create an optimal learning atmosphere fit for our generation.

Regardless of how we will be able to congregate during this time, we encourage you to seek involvement in the FHS community. Whether it is in SGA, your class executive committee, the golf team, or FFA; there are many opportunities to explore your strengths, as well as create strong relationships. At Frederick High, you are bound to leave a mark one way or another. I look forward to seeing you this year and witnessing your contributions to Frederick High.

Sincerely,

Samuel Boison

2020-2021 Student Government Association President

### **What activities does the SGA plan for this year?**

Active participation in FCASC

Homecoming/Spirit Week Activities

Leadership Conference

Tour Guides/Host

Principal meetings

Community Outreach events

Mix It Up Day

Your new ideas!

### **How can I become involved with SGA?**

Become a homeroom representative or delegate-at-large.

Express your ideas for change to School Improvement Committee.

Participate in SGA sponsored activities.

Participate in the annual Leadership Conference.

## **A Brief History of FHS**

Frederick High School was established in 1891 at Koontz Hall on 156 North Market Street, and known then as the Male High School. The first graduating class had only one member. By 1912, a new school was built near Frederick Memorial Hospital on Park Avenue (the school formerly known as Elm Street) and became known as Boys' High School. Tuition was charged for the students attending school during the last decade of the nineteenth century at a cost of \$2.50 for the first year, \$3.00 for the second year and \$4.00 for the third year. At this time a student was required to complete only three years of high school to graduate. The story of high school education for girls in Frederick was very similar. The Girls' School was housed from 1889 to 1922 in the large brick building on East Church Street that recently housed the offices of the Board of Education. When co-education was introduced in 1922 the Elm Street building was greatly enlarged and became known as Frederick High School. In the spring of 1940, commencement was held for the first time in the present school building, located on a large campus in the western section of town. In the fall of 1957, ninth grade students became part of a junior high school housed at Elm Street, and FHS then became a senior high school only. In 1957 a new vocational agriculture building with its farm shop and greenhouse was completed. The football field, track and other improvements were completed in 1959. Beginning in 1977 a major renovation project

completely refurbished the previous building and more than doubled the square footage. Students who were temporarily moved to the West Frederick Junior High School returned to a new building in 1981 with a dedication ceremony held in November, after the final work on the gym, pool and auditorium had been completed. In the summer of 2012 a feasibility study was begun to explore options to renovate FHS. The Board of Education unanimously voted to allow students to remain in the current 1939 building while constructing a new school on the Frederick campus. The new building was scheduled to open September, 2017 with a Dedication/Ribbon-Cutting Ceremony which was held on September 29, 2017.

## **Academic Recognition**

### **Academic Awards**

All Frederick County Public High Schools including FHS recognize exemplary academic achievement using the designations of honors, high honors and highest honors as described below:

Highest Honors.....4.0 or greater on a weighted grading scale

High Honors.....3.75 – 3.99 on a weighted grading scale

Honors..... 3.5 – 3.74 on a weighted grading scale

### **Honor Roll**

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

The student must have a “B “average.

The student must not have earned any incomplete grades.

The student must have earned no more than one “C”. Any “C” must be balanced by an “A”, credit for credit.

All students, except seniors, must be enrolled for a minimum of six credits per year. Seniors must be enrolled for a minimum of four credits per year.

## **Honor Societies**

Admission to National Honor Society is open only to juniors and seniors who have a minimum 3.5 weighted GPA in all subjects. It also requires outstanding service, leadership, and character, as rated by school staff.

Frederick High School is proud to have a number of other prestigious honor societies, including: American Sign Language Honor Society, National Science Honor Society, Sociedad Honoraria Hispanica, Rho Kappa National Social Studies Honor Society, National English Honor Society, Tri M National Music Honor Society, National Technical Honor Society and Mu Alpha Theta National Math Honor Society. Each has its own membership requirements.

## **Academic Standards**

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

**Committed Learning:** All students are expected to be actively engaged in the learning process in all classes. Students are expected to

Be present in a class during any day in which they attend school, except with the written approval of an administrator.

Be on time, unless otherwise excused by an administrator.

Bring to each class all books and required materials every day.

Participate in all class activities in active/meaningful ways.

Follow all classroom policies and procedures.



**Non-committed Learners Policy:** A non-committed learner is a student who sleeps in class, reads non-classroom related materials, refuses to participate, etc.

Non-committed learning behavior is unacceptable.

Teachers will warn students with such behavior.

Teachers will contact parents to resolve problems.

If the behavior persists, the student will be referred to Counseling Office.

Following a meeting with Counseling Office, the student will be returned to class with a note indicating commitment.

If the non-committed learning behavior continues, the student will be referred to administration.

## Habits of Work Vision Statement

At Frederick High School, academic progress is monitored and reported separately from work habits, behaviors, and character traits. The following “Habits of Work” will be reported and attached to your report card at quarterly intervals. As always, we encourage you to reach out to the classroom teacher if you have any questions or would like to discuss your student’s progress in further detail.

Criteria Statement	Emergent	Approaching	Proficient	Exemplary
Independence and Perseverance	<ul style="list-style-type: none"> <li>Rarely take initiative with learning and/or does not think independently.</li> <li>Rarely pushes self to be accountable.</li> <li>Rarely asks questions and does not accept feedback.</li> </ul>	<ul style="list-style-type: none"> <li>Takes initiative with learning and/or thinks independently some of the time.</li> <li>Pushes self to be accountable some of the time.</li> <li>Asks questions and accepts feedback some of the time.</li> </ul>	<ul style="list-style-type: none"> <li>Takes initiative with learning and/or thinks independently most of the time.</li> <li>Pushes self to be accountable most of the time.</li> <li>Asks questions and accepts feedback most of the time.</li> </ul>	<ul style="list-style-type: none"> <li>Takes initiative with learning and/or thinks independently at all times.</li> <li>Pushes self to be accountable at all times.</li> <li>Asks questions and accepts feedback at all times.</li> </ul>
Effort in Class	<ul style="list-style-type: none"> <li>Rarely willingly works effectively both individually and collaboratively.</li> <li>Rarely listens actively to teachers and peers.</li> <li>Rarely meets deadlines.</li> <li>Rarely brings appropriate materials for learning.</li> </ul>	<ul style="list-style-type: none"> <li>Willingly works effectively both individually and collaboratively some of the time.</li> <li>Listens actively to teachers and peers some of the time.</li> <li>Meets deadlines some of the time.</li> <li>Brings appropriate materials and uses them for learning some of the time.</li> </ul>	<ul style="list-style-type: none"> <li>Willingly works effectively both individually and collaboratively most of the time.</li> <li>Listens actively to teachers and peers most of the time.</li> <li>Meets deadlines most of the time.</li> <li>Brings appropriate materials and uses them for learning most of the time.</li> </ul>	<ul style="list-style-type: none"> <li>Willingly works effectively both individually and collaboratively at all times.</li> <li>Listens actively to teachers and peers at all times.</li> <li>Meets deadlines at all times.</li> <li>Brings appropriate materials and uses them for learning at all times.</li> </ul>
Attendance	<ul style="list-style-type: none"> <li>Rarely attends class regularly.</li> <li>Rarely arrives to class on time.</li> <li>Rarely regularly during the period.</li> </ul>	<ul style="list-style-type: none"> <li>Attends class regularly some of the time.</li> <li>Arrives to class on time some of the time.</li> <li>Stays in class for some of the period.</li> </ul>	<ul style="list-style-type: none"> <li>Attends class regularly most of the time.</li> <li>Arrives to class on time most of the time.</li> <li>Stays in class for most of the period.</li> </ul>	<ul style="list-style-type: none"> <li>Attends class regularly at all times.</li> <li>Arrives to class on time at all times.</li> <li>Stays in class the entire period.</li> </ul>
Social Responsibility	<ul style="list-style-type: none"> <li>Rarely mindful of school rules.</li> <li>Rarely contributes positively to the classroom learning environment through appropriate interactions with peers and staff.</li> <li>Rarely demonstrates integrity and honesty in learning.</li> <li>Rarely a positive, caring, helpful citizen in class.</li> </ul>	<ul style="list-style-type: none"> <li>Mindful of school rules some of the time.</li> <li>Contributes positively to the classroom learning environment through appropriate interactions with peers and staff some of the time.</li> <li>Demonstrates integrity and honesty in learning some of the time.</li> <li>Is a positive, caring, helpful citizen in class some of the time.</li> </ul>	<ul style="list-style-type: none"> <li>Mindful of school rules most of the time.</li> <li>Contributes positively to the classroom learning environment through appropriate interactions with peers and staff most of the time.</li> <li>Demonstrates integrity and honesty in learning most of the time.</li> <li>Is a positive, caring, helpful citizen in class most of the time.</li> </ul>	<ul style="list-style-type: none"> <li>Mindful of school rules at all times.</li> <li>Contributes positively to the classroom learning environment through appropriate interactions with peers and staff at all times.</li> <li>Demonstrates integrity and honesty in learning at all times.</li> <li>Is a positive, caring, helpful citizen in class at all times.</li> </ul>

## Rationale for Academic Honesty Policy

Academic dishonesty is at an all-time high across the country according to recent studies by Duke University and other academic institutions. While collaboration and cooperation are certainly important and encouraged when appropriate, acts of academic dishonesty (such as cheating and plagiarism) hinder achievement and can carry serious penalties. The community of Frederick High School acknowledges that learning is a right and responsibility of all students. A successful school experience requires the highest standards of integrity on the part of all involved.

## **Violations of Academic Honesty**

*Plagiarism* can be defined as the unaccredited use of another's ideas and is essentially stealing someone else's work. Plagiarism can sometimes occur unintentionally from improper documentation, but this is no less serious. Plagiarism includes but is not limited to:

- Paraphrasing or summarizing without credit to the originator of the idea
- Reusing an essay/paper written for another class
- Omitting documentation/citations
- Falsifying documentation
- Copying/pasting from the Internet

*Cheating* often involves attempts to gain an unfair advantage, typically to earn a higher score on an assignment, through unauthorized aid received from another student, a parent, or another source.

Acts of cheating include, but are not limited to:

- Substituting another source, such as Cliff Notes or Spark Notes instead of reading the required assignments
- Copying another student's homework, classwork, or lab data
- Purchasing an essay from a website or other source
- Using unauthorized aids (books, notes, texting, cheat sheets, websites...) or sharing answers during a test
- Having someone else complete an assignment for you
- Submitting as your own an assignment completed by a student who previously took a class
- Using a translator in an unauthorized way in a world language class

*Facilitation* of either cheating or plagiarizing is the same as actually doing it yourself. Helping another student cheat or copy work is facilitation. This includes, but is not limited to:

- Giving someone else your work to copy
- Providing questions or answers to tests or other assignments

To support the goals of our program, we have established the following policy:

A zero will be assigned when academic honesty has been violated.

The teacher will notify the parent/guardian and write an office referral.

The first violation of academic honesty will place a student on academic probation. Each subsequent violation will result in disciplinary actions ranging from a Saturday School to suspension.

Students who are referred for academic dishonesty may be denied admission to—or removed from—honor societies.

## **Academic Standards for Participation in Athletics and Other Extracurricular Activities**

The following academic standards for extracurricular activities were developed to reflect the belief that a student's first obligation is to perform satisfactorily in the academic setting. To be eligible to participate in extracurricular activities, a student must have received no "F" and must have earned a minimum 2.0 unweighted term GPA. Students may lose eligibility only through nine-week term grades; Eligibility may be regained at interim report dates and nine-week dates. Eligibility/ineligibility for fall extracurricular activities is determined by the fourth term grades from the previous year.

The student will become eligible/ineligible on the first school day following the system-designated day for posting grades for each marking period.

In any grading period, if a student has made a schedule change and if he/she received an interim report for either class involved in the schedule change, then the class in which the student has been enrolled for the greatest number of days (within the reporting period) will be used to determine eligibility.

If a student believes that a procedural error has occurred through a miscalculation, omission, or an inaccurate reporting in the awarding of a grade, an appeal may be made to the school principal within five (5) school days of the system-designated day for posting grades for the marking period. The appeal must include the circumstances that may have created an incorrect grade. Until the principal reaches a decision, the student remains ineligible. The principal's decision must be made within five (5) school days of the appeal and will be final.

## **Athletic Teams**

\*At this time MPSSAA has postponed fall and winter athletics

### **FALL**

Cheerleading  
Cross Country  
Field Hockey  
Football  
Golf  
Soccer  
Volleyball  
Unified Tennis

### **WINTER**

Basketball  
Cheerleading  
Indoor Track and Field  
Swimming/Diving  
Wrestling  
Unified Bocce

### **SPRING**

Baseball  
Lacrosse  
Softball  
Tennis  
Unified Track and  
Field  
Outdoor Track and Field

## **Summative Reassessment**

Students are strongly encouraged to do their best work the first time! Students will have the opportunity to reassess on a **summative assignment** if they have not achieved mastery (A or 4). In order to reassess students must have attempted all formative work leading to the summative and engage in a mutually agreed upon relearn experience. There is no reassessment on end of course exams or projects.

*\*Any parent or guardian that does not want their child participating in reassessment should contact their child's classroom teacher.*

## **Attendance**

Present ~ a student will be marked as present when there is evidence of any daily engagement in the online Schoology classroom or one of the factors listed below:

- Attending classes via Google Meet
- Engagement with other school staff/service providers
- Participation in a therapy/counseling sessions
- Phone calls with a teacher or support staff member regarding work
- Emails to a teacher submitting an assignment
- Submission of paper packets or screen shots of work
- Participation in synchronous sessions
- Participation in a tutoring sessions
- Participation in work-based learning/internships

Absent - a student will be marked as absent when there is not evidence of any daily engagement in the online Schoology classroom or one of the factors listed below:

- Attending classes via Google Meet
- Engagement with other school staff/service providers
- Participation in a therapy/counseling sessions
- Phone calls with a teacher
- Emails to a teacher submitting an assignment
- Submission of paper packets

- Participation in synchronous sessions
- Participation in a tutoring sessions
- Participation in work-based learning/internships
- \*Attendance, as referenced in habits of work, will be based specially on synchronous meetings

FCPS Regulation 400-98 addresses student attendance. The Regulation provides definitions related to attendance and codes used to track attendance. The regulation, however, does not address student attendance during distance/virtual learning.

Overall, a student should be considered as “present” for the day as long as the student engaged in some type of school activity, completion of Schoology course work, verbal or virtual meetings with a service provider, or completion of assigned classwork provided by the teacher are some of these ways.

### **Lawful/Excused Absences**

Maryland State guidelines allow for the following absences to be considered lawful and excused:

Illness of the student (doctor’s verification may be required)

Death in the immediate family

Court Summons

Hazardous weather condition

Work or activity accepted by the school authorities

Observance of a religious holiday

State emergency

Suspension

Lack of authorized transportation

Vacation (Students who plan to miss school because of a vacation must complete and submit the Vacation Approval Form in advance of their planned absence. Vacation leave with parents/guardians may be excused no more than twice during a year for a combined maximum of five (5) days.)

College Visits (excused up to four (4) days per year)

Other emergency at the judgment of the Superintendent or designee

### **Unlawful/Unexcused Absences**

Any absence other than those cited as lawful are presumed to be unlawful and unexcused, and may constitute truancy, including but not limited to:

Indifference of parent (i.e., failure to provide a written excuse note for absence or tardiness)

Uncertified illness of the student

Illegal employment

Truancy or “playing hooky” from school

Care of younger siblings

Car Trouble

Alarm clock malfunction and/or over-sleeping

Traffic

### **Unexcused Absence Policy**

The Frederick County attendance policy specifies that **more than five (5) days missed per term constitutes excessive absence.**

A student who has more than five (5) unexcused absences in any one marking period, or more than ten (10) days in any one semester, may be assigned a grade of “F” for the term/semester in all classes missed.

Students should contact their administrator regarding possible buy back opportunities to restore grades/credit lost due to unexcused absences.

### **Returning from an Absence**

Within two school days of the absence, a student must present a **written excuse** that includes the **date(s)** of absence, the **reason** for the absence, the **signature** of the parent/guardian and a **contact phone number**.

A parent/guardian may write notes to excuse up to **ten (10) days of students' absences per school year** due to illness. Parents are encouraged to get a doctor's note whenever their child is absent due to an illness and is seen by a doctor.

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

A student must contact his/her teachers to determine how and when make-up will be completed. Make-up work counts for full credit if turned in within the allotted time. Unexcused absences/lateness will cause the student to be denied credit for make-up work. The work may be done for the purpose of teacher review and student understanding, but NO credit will be given.

### **Behavior Expectations**

As a resident of a democratic country, you have the right to expect others to treat you and your property with respect. In turn, you have the responsibility to respect others and their property. Any behavior which does not do this is unacceptable. See the Student Rights and Responsibilities section of the FCPS Calendar Handbook for additional information about expectations for behavior.

Students are responsible for checking each teachers' syllabus for specific norms during synchronous instruction.

### **Books and Equipment**

Students are expected to return books and materials in the condition they were received. Financial obligations will be issued for lost/damaged books and materials based on Regulations 500-7 and 500-32.

### **Cafeteria Services/Meal Prices**

If small group instruction is approved, a lunch will be served daily. There is no open campus for lunch.

Applications for meal benefits are available at [free and reduce meals application](#) or in the Counseling Office.

Meal Prices for 2018-2019

<i>Breakfast</i>	\$1.85	<i>Lunch</i>	\$2.90	<i>Supper</i>	free for all students
Milk	\$0.60	Reduced Breakfast	\$0.10	Reduced Lunch	\$0.20

### **Clubs and Activities**

During Phase 1 and Phase 2 of the FCPS Recovery Plan FHS will be offering some clubs virtually. Once FCPS enters stage 3 students may have the opportunity to become involved in many organizations active at Frederick High. Announcements regarding club sign-ups will be on the daily bulletin. Please note that not all clubs are offered every year.

Academic Team \* Amnesty International \* Asian Club \* Athletes for Achievement \* The Bridge \* Chemistry Club/Science Olympiad \* Chess Club \* Computers for Students/Web Design \* Connections \* Destination

Imagination \* Digital Arts Club \* Disaster Preparedness/Response Club \* ELL Club \* Envirothon Club \* Equestrian Club \* Fed Challenge \* Fellowship of Christian Athletes \* Fill the Void \* Flip the Script \* Food Club \* French Club \* Freshman Class \* Future Aviators of America \* Future Educators of America \* Future Farmers of America \* High Flier \* Horticulture Club \* Ice Hockey Club \* I.T. Club (FBLA and Computer Club) \* Interact Club \* Junior Class \* Kappa Alpha Psi/Necktie Club \* Letterman's Club \* Make A Difference \* Math Club/Mu Alpha Theta \* Military Club \* Mock Trial \* Model United Nations \* MEC/Multicultural Experience Club \* Muslim Student Association \* National English Honor Society \* National Honor Society \* NSBE Engineering Club \* Rugby Club \* Science Club \* Scrapbooking Club \* Senior Class \* Sophomore Class \* Soul Train \* Spanish Club \* Student Government Association \* Teen Court \* Thespian Society \* Walking & Hiking Club \* Weightlifting Club (non-athletic) \* Young Democrats \* Young Republicans

## **Student Services Office**

The primary purpose of the Student Services Office is to help students develop a better understanding of themselves, their capabilities, limitations and goals. Hopefully, this self-knowledge will enable them to make positive, satisfactory adjustments to the variety of experiences they will encounter in school and life.

Appointments may be made with the Student Services Office secretary by calling 240.236.7000.

### **Credit Requirements**

Students must earn a minimum of twenty-five (25) credits consisting of specific course requirements and elective offerings. Courses offered are dependent on student enrollment and staffing.

### **Student Scheduling**

Student course requests are submitted in February for the following school year. Selecting appropriate classes, academic levels and electives is very important. The master schedule is developed based upon students' selections. Requests for changes may not always be possible so we encourage students to make wise choices. Any questions regarding credits or scheduling should be referred to the Counseling Office.

### **Transcripts**

A transcript is the student's official high school academic record sent, upon request, to legitimate agencies. One transcript is mailed for free if the student is enrolled at Frederick High School; each additional transcript requested incurs \$2.00 fee. All transcripts sent require a signed release from the student; students under 18 must have the parent/ guardian signature. Per FCPS policy, students with financial obligations will have their transcripts withheld.

### **Work Permits**

Students under 18, who are employed for any type of work during or after school hours, Saturday and Sunday, or during vacation must secure a work permit. State law requires this permit. Information for permits can be obtained from the Counseling Office. You may also go to <http://www.dllr.state.md.us> and click on Minor Work Permit under the Quick Links section to begin the work permit process.

## **Dance Policy**

\*As of the publishing of this document the Board of Education is not allowing school dances.

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

## FCPS Dance Expectations for Students and Guests

All FCPS rules, regulations and policies are in effect for FCPS dance events.

Possession, use, or being under the influence of drugs, alcohol and tobacco products is an infraction of both FCPS regulation and Maryland state law.

Entry to the dance will be denied for inappropriately revealing, sexually suggestive, or disruptive dress.

The dance is only for the students of the home school and their guests.

*All attendees must be enrolled in grade 9 or above.*

All guests attending FCPS dances must be under 21 years of age.

All guests must be approved in advance by the school administration.

All guests must enter and leave the dance with the student who invited them to attend.

All guests must provide a photo ID before entering a dance.

Everyone is expected to behave in a respectful manner, consistent with the policies and procedures of Frederick County Public Schools. This includes:

Adhering to the guidelines while on the dance floor

Avoiding sexually suggestive or explicit dancing

Sexually suggestive/explicit dancing includes: suggestive squatting, bending, freaking, grinding, touching of the breasts, buttocks, or genitals or simulating sexual activity.

Once participants enter the dance, they are not permitted to leave and return.

Failure of participants to comply with these guidelines may result in:

Suspension from the dance floor for a period of time

Expulsion from the dance and forfeiture of the admission cost

Suspension from future home school extracurricular activities

Suspension from future FCPS (home and guest) extracurricular activities o

Fully lighted dance floor

Termination of the dance

## **Discipline Procedures and Guidelines**

The school administration and teachers are charged with the responsibility of enforcing state law with reference to the school's operation and for ensuring the proper school learning climate in which (1) each student maintains the "right to learn," (2) each teacher maintains the "right to teach," and (3) the social and physical well-being of all individuals is maintained. No matter how effective a disciplinary program may be, violations of the student conduct code occur. The school administrator will decide based upon the facts of the incident and may be required to notify the proper authorities. Disciplinary consequences may include the following:

**Reprimand or Warning**

**Conference with Peers/Teachers**

**Disciplinary Probationary Status**

**Parent Contact or Request for Conference**

**Adjustment to the online environment:** Examples include, but not limited to, Muting of microphone or removal from synchronous instruction.

**Suspension:** According to Maryland law, the principal may suspend a student for a period of not more than ten days. Work missed during suspension may be made up for credit.

**Suspension Pending Parent Conference:** A student can be suspended out-of-school and not permitted to return until a satisfactory conference has been held with the parent/guardian.

**Pupil Personnel Referral:** made for various reasons including maladjustment to a particular school situation, illegal absences, child neglect, etc. **Police Referral and Juvenile Services Referral:** made when there is a violation of local/state law.

**Extended Suspension or Expulsion:** The Superintendent of Schools or her designated representative removes the student from school for a period in excess of ten school days to the end of the school year, indefinitely, or permanently.

### **Discrimination Clause**

Frederick County Public Schools prohibits discrimination based on race, religion, color, national origin, age, disability, sexual orientation, or gender and is committed to maintaining an environment that is free from such conduct. This policy applies to conduct on and off school premises, including sporting events and other extracurricular activities.

### **Face Coverings**

Staff and students are expected to wear face coverings while in the school building, and most especially, when social distancing cannot be maintained. Staff must wear face coverings at all times when supervising students and will teach and reinforce the use of face coverings with students. Staff and students are authorized to use their own face coverings, but FCPS will provide them if students or staff do not want to bring their own. Students should be frequently reminded not to touch the face covering and to wash their hands often.

According to CDC Guidelines, FCPS must teach and reinforce staying a minimum of 6 feet from other individuals or stay home. FCPS should teach and reinforce hand washing for at least 20 seconds, teach and reinforce the use of face coverings for children above the age of two, support health hygiene behaviors and post signs in highly visible locations that promote these guidelines. Students and staff should avoid touching their eyes, nose and mouth.

Face coverings must be worn on the school bus, during transitions, and any time social distancing cannot be followed. If you do not have a face mask FHS will provide you with a face mask. Students are authorized to use their own face coverings, but FCPS will provide them if students or staff do not want to bring their own. Students should be frequently reminded not to touch the face covering and to wash their hands frequently. If a student refuses to wear a face covering staff FHS will follow the steps outlined in Regulation 400-08 (Student Discipline).

### **Dress, Appearance, Comportment & Personal Property**

**FHS is a place of business. We expect all students to come to school dressed to learn. This also applies to your online environment. All students need to be aware of their dress during asynchronous instruction.**

Offensive or obscene language, pictures or words depicting violence, disrespect, sex, nudity, drugs, gang affiliation, alcohol or weapons will not be tolerated at FHS.

Students are prohibited from wearing clothing or items containing derogatory expression or language demeaning an identifiable person or group such as based on a person's race, color, gender, national origin, religions, sexual orientation, gender identity, or disability that could disrupt or materially interfere with school activities.

Students are prohibited from wearing head gear unless an exception is provided

Shirts are to conceal what is underneath: No low-cut Shirts (at neckline or underarm) or exposed midriff.

Shorts and skirts should not be too short or revealing as students walk up and down stairs or sit at desks.

Pants are to be worn above the hips to avoid exposing underwear or skin.



Students may be restricted from wearing an item of clothing or article which impedes their ability to be fully engaged and participate in instruction.

Bare feet are not permitted in a public-school building.

Exceptions to the Above Standards: School administrators may grant exceptions to the dress code based on disability, health reasons or for sincerely held religious beliefs if such accommodations are reasonable and do not pose a hardship for the school. Exceptions may also be made for spirit week celebrations or for extracurricular and athletic related purposes, as approved by the school administrator

Students are expected to follow all school rules governing safety in specialized programs that may require the wearing of protective clothing, safety glasses, proper foot protection, or other similar requirements.

**Consumption of food/candy and drink**, other than water, is prohibited in classrooms and common areas. The cafeteria is the only place where food is permitted.

### **Electronic Devices**

See BYOD Policy

1<sup>st</sup> offense – student may retrieve the device after school from the office

2<sup>nd</sup> offense – student may retrieve the device after school the following school day (or a parent may retrieve it)

3<sup>rd</sup> offense – parent must retrieve the device

4<sup>th</sup> offense and beyond – parent must retrieve the device and the student will be referred for disciplinary action

**Public Displays of Affection**, as defined by prolonged embraces, kissing and/or inappropriate touching, will be subject to intervention and correction by staff members. The dignity of all students must be respected and valued. Continued violations or refusal to comply will result in disciplinary actions.

**Riding/use of skateboards** on school property is prohibited.

## **Financial Obligations to the School**

Students with financial obligations to Frederick High for lost or damaged books, materials, damages, etc., will have their names placed on the school's "Obligation List." Obligations must be paid in full before transcripts will be issued. Obligations are carried over from year to year

## **Graduation**

Frederick High School's commencement ceremonies are formal. In order to be eligible for participation in the ceremonies, students must

have completed all graduation requirements by the last day of instruction for seniors

have senior status

be a student in good standing

have attended all of the required senior assemblies/practices

have no outstanding financial obligations

Information packets for seniors and parents are mailed at the beginning of April. Seniors are responsible for knowing, understanding and complying with the information contained in the packet.

## **Hall Passes**

A student leaving a classroom for any reason must first obtain written permission of the teacher in the form of a hall pass. Passes should include student name, place of origin, destination and time. Students must present this pass to any staff member who requests to see it. The pass should be returned to the teacher upon the student's return to class.

## **Harassment/Bullying**

Frederick County Public Schools regulation 400-48 maintains a firm policy prohibiting bullying, harassment or intimidation, to include by electronic means. Harassment or violence related to race, color, sex, national origin, disability, religion or 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. The Bullying, Harassment or Intimidation Reporting Form is available in the administrative and counseling offices of the school and at [Bully Harassment forms and policy .](#)

## **Health Services**

The FCPS Health Services Specialist is working closely with the Frederick County Health Department to compile the latest directives and advisements, in order to establish changes to current practices in response to COVID-19. Health room and quarantine protocols are established for students who are ill versus routine health services, while maintaining discretion and confidentiality.

Our School Health Services Program is designed to help children stay healthy and remain in school/class by providing a variety of services. The school health services team is composed of a registered nurse and health room technician.

The Registered Nurse can perform in-depth health assessments, assists families in finding medical or other needed services, and serves as a resource to school personnel. 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.

## **Health Information and Student Information Cards**

On the first day of school, every student receives a Health Information Card and a Student Information Card. The Health Information Card is to be taken home, completed, and signed by a parent or guardian. The Student Information Card is to be taken home, corrected, and signed by a parent or guardian. It is essential that these cards be returned promptly and given to the first block teacher. Students who have not returned cards within the first week of school may receive disciplinary consequences.

## **Illness**

All cases of illness or accident must be reported to the office. In the case of accidents or injuries arising out of school programs for which the student wishes to claim benefits under the school insurance, the claim will not be processed unless the injury has been reported to the office on the same day on which the injury occurred. Except in emergency situations, students must have a written pass to be admitted to the health room.

## **Prescriptions/medications**

Students requiring any medication at school, whether prescription or over the counter (OTC), must:

Have a parent/guardian transport this medication to the health room.

Have a signed, completed "Physician's Medication Authorization for Prescription and Non-prescription Medication" on file in the health room.

Have the medication in a properly labeled prescription container stating patient's name, dosage, times given, etc.

**\* Possession of prescription or OTC medicines on school property carries the same penalty as possession of other drugs.**

The first full-day's dosage of a **new** medication will not be given at school.

No student should have any medications, in his/her possession during the school day, to include OTC medication.

All medications should be taken in the presence of a designated FHS staff member

## **Identification**

Every student is required to identify himself, or herself, to any staff member who requests such identification.

## **Inclement Weather**

Decisions to delay or close schools are made by 5:30 a.m. and by 11:30 a.m. for early closings. For the most reliable information, check the following sources: **Television:** Channel 18, **Internet:** [www.fcps.org](http://www.fcps.org) , **Radio:** AM - 930 WFMD, FM - WAFY 103.1, WARX 106.9, WFRE 99.9

**\*\* Reminder: There is a Frederick County, MD, and a Frederick County, VA. Listen carefully to which STATE is named when schools are delayed or closed.**

## **Lockers**

Lockers will not be used, and will be secured shut because students cannot access lockers while observing social distancing.

## **Lost and Found**

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

The school is NOT responsible for lost or stolen personal property items. Due to the risk of loss or theft, students should not bring expensive items to school. School staff will not be responsible for searching for or replacing lost or stolen items.

## **LYNX**

LYNX stands for Linking Youth to New Experiences. At Frederick High School, we recognize that there is no "typical student." LYNX centers on creating highly individualized plans for student success that provide maximum choice and flexibility in meeting academic and career goals. Every student has different dreams, goals, challenges, and talents requiring flexible approaches to teaching and learning within a structured framework.

Frederick High School students experience four unique features through LYNX: Advocacy, Partnerships, Flexible Schedules, and Innovative Learning. During the 2020-21 school year, all FHS students will design Student Success Plans to map their progress toward college and career goals.

All FHS students (grades 9-12) can access the LYNX Learning Lab to receive academic support and tutoring.

Please visit [www.fcps.org/LYNX](http://www.fcps.org/LYNX) for more information and follow us on Twitter: @LYNXFHS

## **Media Center**

### **Vision and Mission**

The vision of the FHS Library Media Center is to provide integrated instruction with classroom curricula centered on maximizing outcomes in information literacy, independent learning, and socially responsible use of information and information technology.

We support the school mission of Enter to Learn, Go Forth to Serve. To fulfill this mission the media center will act as the hub of the school community for students, faculty, staff, and parents. Our staff will create a warm and welcoming environment that fosters critical thinking, problem-solving, deep understanding and an appreciation of literature. Our facilities will be accessible to all, both physically and intellectually, through a quality collection in a variety of formats that is well-organized, diverse, and incorporates the interests of the community and the school curriculum. An essential aspect of our mission is to provide instruction and guidance that creates a love of reading in all students. Our resources utilize the power of technology and provide exposure to instructional technology to enable students to access new ideas and information so that they may become self-sufficient, responsible citizens who are contributing members of a global information society. As an essential part of the community we will foster a reciprocal relationship with community members and businesses, including public and academic libraries.

### **Services and Guidelines**

**Technology:** Our goal is to provide technological instruction and support to maximize learning. Some of the services we provide are: - Housing and maintaining equipment.

Instruction and assistance in the production of multimedia projects.

Acting as a clearinghouse on new and emerging instructional technologies

**Teaching:** As part of our partnership with classroom teachers, the media center will support effective teaching by:

Cooperative planning and teaching of lessons on research and information skills. - Sharing new resources available on teaching and in their specific department.

**Online Database and eBook Access:** Access to the Online Databases and eBook collection is through the Media Center webpage at:

[education.fcps.org/fhs/mediacenter](http://education.fcps.org/fhs/mediacenter). Passwords and descriptions of these online resources are linked on that page under "Search App Log Ins & Descriptions". NOTE: You must be logged in with your FCPS email account to view this document

## **Off-Campus Behavior**

In accordance with regulations 400-8 and 400-60, students can be disciplined for off-campus incidents where there is a reasonable belief that the health and/or safety of others in school could be in danger or that school operations or activities may be disrupted. Examples include reportable offenses such as sexual offenses in the first or second degree, use of a handgun in the commission of a felony, or other crimes of violence, et. al.

Additionally, there can be consequences for acts committed while traveling to and from school, on buses, at bus stops, or at other schools or for acts of harassment of other students or staff, whether in person or by electronic means (text, phone, e-mail, social networking sites, etc.).

## **Parking**

Frederick County Public Schools provides bus transportation for all students who qualify. Student parking is only permitted with a valid 2020-2021 FHS student parking pass. Student parking is only permitted in the designated student parking lot. Students without permits may park in limited spots available on Carroll Parkway. If students are found parking on campus without permit or in staff parking areas, the following steps will be taken:

**First Occurrence:** Warning

**Second Occurrence:** Parent Contact

**Third Occurrence:** \$20 Fine

Pledge to the Flag/Opening Exercises

Students/Teachers are asked to participate in the Pledge of Allegiance. However, we recognize that there are certain individuals who may have specific reasons to be excused from this activity. Those who are excused must be respectful and mindful of those participating. Students are expected to remain quiet and courteous throughout the pledge and all morning announcements. Students will be held accountable for all information distributed through these announcements.

## **Recycling**

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

## **Search and Seizure**

Students may be searched on school grounds based on reasonable suspicion. An administrator, in the presence of a third party (usually another administrator), will conduct the search. Search of a student's person extends to the student's locker(s) and vehicle. The parent of the student searched is informed as soon as possible. Refusal of a search may result in a suspension. This statement serves as notification of the school's right to search. The Board of Education and local law enforcement authorities have joined in a program to curtail the use of drugs in the county secondary schools; we will cooperate in that program. Program guidelines are as follows:

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

## **Tobacco Products on School Property**

State law prohibits smoking and/or possession of any tobacco product anywhere on or near school grounds. This law applies not only to students but also to any person who may be on the premises. Students may also be subject to consequences for being in an unauthorized area. Regardless of a student's age, smoking at a school-sponsored event—regardless of location—is prohibited. The use of E-Cigarettes and any other vaping device is also prohibited on FHS property.

## **Technology**

Acceptable use policy for computers/networks

User responsibilities include the following:

Users are responsible for using the provided school account in an ethical, responsible and legal manner for school-related tasks only. Users will not jeopardize in any way the safety of students or staff of FCPS.

Using or importing offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within FCPS is prohibited.

Examples may include, but are not limited to:

Bullying / Cyber Bullying

Denigration or Defaming Character

Offensive or Rude Messages

Gossips and Rumors that affect instruction

Cyber Stalking

Cyber Threats

Sexual Harassment

Comments that infer hate or bias based on race, religion, sexual orientation or physical characteristics

If a user receives any harassing, threatening, or inappropriate material on the internet or digital network, the user should not respond and should immediately report the material to a teacher or the appropriate administrator.

For safety reasons, users shall not label photographs posted online or reveal personal information such as home phone numbers or addresses except in specific circumstances where such information is required to complete academic assignments.

Digital networks will be used for authorized activities only. Unauthorized activities include, but are not limited to: knowingly spreading viruses, worms, or any other malicious files, violating copyright laws (e.g. illegally sharing copyrighted material), installing or using unauthorized software, accessing the network via another user's account, unauthorized entry hacking), advertising commercial products or services, mass unsolicited electronic mailings, and/or destruction of computer systems and files.

Users will use the network in such a way that use of the network by other users is not intentionally disrupted. Users will not circumvent or disable filtering or other technology protection measures put in place by system administrators, without proper authorization.

Files and electronic communication messages, or posts of any kind created or stored on equipment or media covered under this regulation are the property of the Frederick County Public Schools, and can be used as evidence in a court of law.

Users will not divulge their passwords to, or otherwise allow access to their network accounts by, anyone other than authorized supervisors for the purpose of maintaining the network or implementing this regulation.

Users will use all resources on digital networks in accordance with the policies of the institutions providing the service and the procedures developed by FCPS.

The complete rules regarding computer/network use can be found at [technology policy 400-73](#)

### **Bring Your Own Device (B.Y.O.D.)**

Students may bring their own personal wireless devices with parent permission.

Students may only use devices as an instructional tool in the classroom and during school approved periods during the day.

Making or receiving phone calls during the day is not permitted. Students are expected to use the main office to make phone calls.

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 should personal devices or cell phones 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. Students may access cell phones and personal devices during lunch. Phone calls are not permitted.

Sharing of personal devices is discouraged, unless students are working collaboratively in the classroom or in an instructional area. FHS and FCPS are not liable for information downloaded or captured on a student's device. Students should keep their devices with them or secured in a locker at all times.

FHS and FCPS are not responsible for a lost or stolen device. Students should keep devices secured at all times. Example: Those students who have Physical Education must use lockers to secure their items. Items not secured in a locker are susceptible to theft or damage.

Teachers retain full autonomy in their respective classrooms. Personal devices are only to be used with teacher permission. Discipline: Students who fail to comply with the BYOD Policies are subject to classroom-based or administrative consequences.

Reminder: FHS Administration has the authority to remove a student's privilege to bring cell phones or personal electronic wireless devices to school.

### **Computer One to One (1:1)**

Students are required to pay a *Technology Use Fee* when taking devices home. Once the school received the signed *1:1 Device Use Agreement* and the technology fee, students will be issued a Chromebook, case and charger. If there are financial hardships in the household, please contact the school counselor or school administration to discuss the fee.

*Technology Use Fee* Waived for the 2020-2021 school year

Please refer to resource site at [Chromebook and device agreement forms](#) for further information. The following regulations are located on this site.

Regulation 400-18 Electronic Devices Student Use

Regulation 500-32 Replacement of Lost or Damaged Instructional Materials

### **Transportation**

Students will be required to wear a face covering on the bus. FCPS will make face coverings available for students who need them. Drivers are required to wear face coverings during loading and unloading of students, and during any interactions where social distancing cannot be maintained

Students are expected to conduct themselves in an appropriate manner on school busses. Proper respect must be demonstrated to the bus drivers. Disrespect to the driver and deliberate defiance of bus rules will result in disciplinary consequences ranging from probation to removal from the bus. When students depart the bus upon arriving at school, they are to remain on school grounds. Students are prohibited from going to the bridge, student parking lot, or to any area away from the school itself.

**Permission to ride a different bus to or from school** is generally not given. Students are not authorized to arbitrarily change from his/her regularly assigned bus. In cases of emergency or for a compelling reason, a student may obtain permission to ride a different bus if the following steps are taken:

Student must bring a note signed by a parent bearing a telephone number where that parent can be reached.

Student will present the note to the attendance secretary who will call the parent to verify the request.

The note will then need to be approved by an administrator.

If permission is granted, the change will be made for that day only, and only if the receiving bus is not at capacity.

In the case where more than one student is involved, permission from all parents must be obtained.

Permanent bus changes will be made only when there is an address change. Proof of new address will be required.

### **Career Tech bus students**

Students attending the Career Tech Center are responsible for knowing at what time their bus departs Frederick High School. Students who fail to board their bus and are left at FHS will receive a warning the first time. Subsequent incidents of missing the bus will result in assignment of disciplinary consequences and/or an illegal absence from CTC.

### **Parents dropping off/picking up students**

#### **Morning Drop Off:**

Car drop offs will enter in via Carroll Parkway, and upload in the front of FHS.

Cars then exit by following the one-way driveway to the stop sign. At the stop sign, go straight on Carroll Parkway or turn right to exit the FHS campus.

Please do not cut through any of the parking lots.

#### **Afternoon Pick Up:**

Cars will enter in via Carroll Parkway, and pickup in the front of FHS. Traffic should be able to pass to the left of pick-up line.

Cars then exit by following the one-way driveway to the stop sign. At the stop sign, go straight on Carroll Parkway or turn right to exit the FHS campus.

Please do not park or pick up in the bus lot.

Please do not cut through any of the parking lots.

## **Visitors**

FHS will need to limit school visitation. This will minimize the logistical and procedural measures necessary to safely accommodate asymptomatic visitors who may still pose a health risk. FHS will provide a table in the vestibule/hallway for transferring material between parent/school/student. Parent meetings, including IEPs, should utilize technology to the greatest extent possible.

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

## **Weapons Possession**

A weapon is any instrument that has the capacity of rendering serious bodily harm to an individual such as a knife, a gun, brass knuckles, chains, etc. If you have a weapon on your person, in a locker, or in a vehicle while on school property, it will be considered as possession. Possession of such devices will result in suspension and could result in expulsion. Students found to be in possession of a firearm will be expelled from Frederick County Public Schools.



## **Other Important Rules**

### **Deliveries**

Deliveries of foods such as cupcakes and donuts, etc. for special occasions, whether made at home or purchased from outside vendors, as well as lunch items purchased from outside vendors are not permitted during regular school hours. Occasionally, deliveries of flowers or balloons for students are sent directly to the school during the day. The student will be notified that he or she has the delivery, which may be picked up in the Main Office at the end of the day. Please remember that some students have allergies to flowers, perfumes, or latex, which can be found in many balloons.

**Additional information can be found in the FCPS Calendar Handbook and at <http://www.fcps.org>.**

## **Important Dates**

### **Term Dates**

#### **MID TERM**

Oct. 2  
Dec. 14  
Mar. 3  
May 14

#### **END TERM**

Nov. 6  
Jan.28  
Apr. 9  
June 22

Subject to weather related closings

### **Testing**

At this time FCPS is still waiting on direction, regarding testing, from MSDE and College Board.

### **Breaks**

**Winter:** December 24 – January 1

**Spring:** March 29 – April 5

Subject to weather related closings

### **Picture Dates**

Underclassmen Photos - TBD

Senior Portraits Sept 28 – October 5