

STUDENT HANDBOOK 2018 -2019

Middletown High School
200 Schoolhouse Drive
Middletown, Maryland 21769

<https://education.fcps.org/mhs>

240-236-7400
FAX: 240-236-7450

**“A Tradition of Excellence –
Knowledge, Creativity, Strength, Leadership”**

Ms. Lee Jeffrey, Principal
Ms. Brooke Hontz, Assistant Principal
Mr. Danny Rumpf, Assistant Principal



Administration's Welcome

Welcome to Middletown High School – a school that is rich with a tradition of excellence. The high expectations established by the staff give each student the opportunity to excel in many areas including academics, career training programs, athletics, student life through activities and service. MHS is able to provide this positive climate with the continued support of the student body, parents and community. MHS has experienced superior levels of success translating to “excellence is the only option.”

The beginning of each school year is a time for setting personal goals and renewing commitment to all aspects of your life. Establish routines early that permit you ample time for academics, activities, work, friends, and family. Remain focused and dedicated to always doing the best you can do. We will work with you to provide a quality education, will share in your triumphs, and will assist you as needed.

We support and endorse the MHS Knight mantra: ready, respectful and relentless. We will model these traits and ask you to accept the responsibility for practicing these characteristics throughout high school and life.

Let's make the School Year 2018-2019 a positive and memorable one for MHS!

Sincerely,
Administration Team

**MIDDLETOWN HIGH SCHOOL
Student Government Association**

Welcome to Middletown High School! For our new Knights, we welcome you to the next exciting stage in your life, and for those returning we look forward to another year of growing together. My name is Bridget O'Toole, and I am thrilled to have been elected as the Middletown High School Student Government Association President for the 2018-2019 school year. This year's officers are: Vice President, Katelynn Miller and Secretary, Erin Noel. Our phenomenal advisor is Mrs. Barlow.

The SGA serves as the governing body and voice of the students here at MHS. It is made up of an Executive Board and General Assembly. One of the events we are best known for is the Homecoming Dance held each fall, but we do so much more. We are actively involved in organizing the Pep Rally, as well as student and teacher spirit weeks. During the holiday season, we adopt a family in the Middletown community, as well as give toys to children in need. We have become active in the Superintendent's Cup which entails monthly service challenges. Each year we also hold hygiene and school supply drives to aid the community.

Our goal is to hear and represent each and every voice at MHS, but we can't do that without hearing from the student body. We encourage everyone to join us at our Executive Board meetings weekly, and to sign up for our club day. If you have any questions about getting involved, or have ideas to improve our school, please feel free to contact me, an SGA officer, or our advisor. Thank you so much for electing me as your President, I know with your help we will have a successful and productive year.

Bridget O'Toole
Student Government Association President

MHS Student Honor Code

MHS Honor Philosophy

The MHS community 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. A student's work is a reflection of self-pride. Therefore, the honor philosophy of this community recognizes that ideas belong to those who create and articulate them; that to submit work that is not one's own is to insult the efforts of one's peers; that to claim the thoughts or works of another as one's own is to steal from the originator and to deceive those to whom the material is presented; that to be dishonest is to degrade oneself.

Honor Pledge

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

Students are responsible for:

- Understanding the definition of cheating and the types of conduct that are deemed unacceptable.
- Refraining from cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
- Reporting every instance in which the student has knowledge that academic dishonesty has taken place.

Definition of Cheating:

Using or attempting to use unauthorized materials, information, notes, study aids or other devices, or obtaining unauthorized assistance from any source or person for work submitted as one's own individual efforts on any assignment. Cheating is also the act of helping or attempting to help another student commit an act of academic dishonesty.

Examples of cheating include, but are not limited to, the following actions:

- Copying from another student's paper or test, or receiving assistance from another person during an exam or other assignment in a manner not authorized by the teacher.
- Possessing, buying, selling, removing, receiving, or using at any time or in any manner not previously authorized by the teacher a copy or copies of any exam/other materials intended to be used as an instrument of evaluation in advance of its administration.
- Using materials or equipment (i.e. crib notes, calculator, tape recorder) not authorized by the teacher during a test or other evaluation.
- Working with another or others on any exam, take home exam, computer or laboratory work, or any other assignment when the teacher has required independent and unaided effort.
- Attempting to influence or change an academic evaluation, grade, or record by deceit or unfair means, such as: (a) damaging the academic work of another student to gain unfair advantage in an academic evaluation; or (b) marking or submitting an exam or other assignment in a manner designed to deceive the grading system.
- Submitting the same academic work that has been submitted in identical/similar form in another class.
- Gaining unfair advantage in an academic evaluation by receiving specific information about a test, exam, or other assignment.
- Providing assistance to another during an exam or other assignment in a way not authorized by the teacher.
- Copying homework – even one or two answers.
- Minimizing a computer screen rather than closing all programs during a quiz or test. A minimized screen has the potential to be a "cheat sheet".

Definition of Plagiarism:

Representing orally or in writing, in any academic exercise or assignment, the words, ideas, or works of another as one's own without proper acknowledgement of the source.

Examples of plagiarism include, but are not limited to, the following actions:

- Submitting material or work, in whole or in part, which has been prepared by another individual or commercial service.
- Directly quoting from a source without the proper citation.

- Paraphrasing or summarizing another person's work without acknowledging the source.
- Submitting work that too closely resembles work created by another individual (determined at teacher's discretion).

Consequences of Plagiarism or Cheating (minimum):

Parent contact; referral; zero credit; honor society notification

SCHOOL DAY

Students should arrive between 7:00 a.m. and 7:15 a.m. and report to cafeteria.

7:00 – 7:15	Student arrival to cafeteria
7:15	Students released from cafeteria to classrooms
7:30	Late Bell
7:30 – 2:15	Student school day
2:45	Teacher workday ends

ONLINE GRADES: Home Access Center (HAC)

<http://hac.fcps.org>

**Some teachers may be piloting a new class/gradebook management system called Schoology. If a teacher is using this option, directions for accessing grades will be included in the course syllabus.*

FIND OUT FIRST (FOF)

MHS newsletters and other important information are distributed through FOF. Parent(s)/guardian(s) are encouraged to register each school year through the MHS website.

STAFF INFORMATION

Visit the staff web pages at the MHS website:

<https://education.fcps.org/mhs>

SCHOOL CODE: 210755

College Board: SAT, PSAT, AP Testing

FCPS APP

Easy access to the school system's Facebook and Twitter pages, YouTube videos, FindOutFirst and Web site, news releases, events, directory listings, menus, job openings, and other helpful resources.

To download visit <http://tinyurl.com/FCPS4iOS> for iOS or <http://tinyurl.com/FCPS4Android> for Android.

Directory

Front Office
240-236-7400

Administration

Ms. Lee Jeffrey
Principal

Mr. Danny Rumpf
Assistant Principal
Last names A - L

Ms. Brooke Hontz
Assistant Principal
Last names M - Z

Student Services

Ms. Meredith Bagnell
School Counselor
Last names A – D
Meredith.Bagnell@fcps.org
240-236-7404

Mr. Bradley George
School Counselor
Last names E – K
Bradley.George@fcps.org
240-236-7436

Ms. Erin Fava
School Counselor
Last names L – Rod
Erin.fava@fcps.org
240-236-7402

Ms. Paula Langley
School Counselor
Department Chair
Last names Roe - Z
Paula.Langley@fcps.org
240-236-7405

Mr. Kevin Lynott
College and Career Readiness
Kevin.Lynott@fcps.org
240-236-7422

Athletic Director
Mr. Mike DeSimone
Athletic Director
Michael.Desimone@fcps.org
240-236-7420

**Attendance, Homework Request,
Extended Absences**
Sandy Marks
Sandra.marks@fcps.org
240-236-7414

**Counseling Office,
Transcripts**
Ms. Jennifer Bertulaitis
Niki.Dillard@fcps.org
240-236-7401

Health Suite
Ms. Pam Brawner
240-236-7416

Internships, Service Learning
Ms. Alisa Gibson
Alisa.Gibson@fcps.org
240-236-7561

Mr. Jim Zimmer
James.Zimmer@fcps.org
240-236-7530

Registrar
Ms. Niki Dillard
Niki.dillard@fcps.org
240-236-7403

Administration

The Middletown High School Administrative Team is here to work with you, your parents and your teachers to ensure that you have a successful year. They are willing and able to help with academic or personal concerns. You are welcome to visit them at any time to discuss anything that is important to you. If they are not available when you stop by, please leave a note requesting an appointment with an office secretary.

See the directory section to determine your administrator

Student Services

The Student Services department seeks to develop within each student confidence, an understanding of one's self, and the problem solving and decision making skills needed to become educated, responsible and productive members of society. The counselors engage in program development, management, and evaluation in order to ensure delivery of services appropriate to the needs of our students. Each student is assigned a counselor to help the student with personal problems, curriculum choices, career decisions and college planning. Counselors may meet with students individually or in small groups. Information shared during a student/counselor conference is confidential except in areas protected by law.

See the directory to determine your school counselor.

School counselors are able to assist students and parents in the following areas:

- educational development, including college and scholarship searches
- personal growth
- career exploration and decision making
- consultation services

See Ms. Bertulaitis during lunch, before school or after school to request an appointment with a counselor. The appointment slip (pass) must be shown to the classroom teacher for approval prior to the student's release for the appointment.

Academics & Standardized Tests

Frederick County High School Course Offering Guide -

Copies of this guide are available from the Student Services office or on FCPS.org under Academic tab.

State and National Assessments-

Please refer to the FCPS Calendar Handbook. Pg.34

Test Security – The Superintendent has issued rules and regulations to ensure compliance with the Maryland State Department of Education test security and data reporting bylaws.

Test Invalidation—please refer to State bylaw 13A.03.04.04 Invalidation of Test Scores.

Attendance

IF YOUR STUDENT IS ABSENT

- Within two days of returning to school, students must submit a note, written by a parent, to the Attendance Office that includes: a) student's name, b) grade, c) date(s) of absence, d) reason for absence.
- Doctor visits require a note from the doctor's office. This can be submitted in lieu of a parent note.

EARLY DISMISSALS

- Submit notes to the Attendance Office before school. The Attendance Office will call parent to verify the dismissal. All students must sign out when leaving and sign in upon their return.

MAKE UP WORK

- A note is required for a lawful Attendance slip to be issued.
- Without a note stating a legal excuse for the absence, the absence will be considered unlawful.
- It is the student's responsibility to show this Attendance slip to their teachers in order to obtain any work they missed due to their absence.

UNEXCUSED ABSENCES

More than 5 unexcused absences in a term – grade of “F” for the term.

10 or more unexcused absences per semester or 20 per year– grade of “F” and possible loss of all credit.

EXCESSIVE ABSENCES

Students who have excessive absences may be placed on an Administrative Attendance Contract. We strongly encourage parents/guardians to call a counselor, administrator or the Attendance Office whenever student attendance is a concern or in question.

Cumulative excused or unexcused absences without a doctor's note will result in the following:

7th absence: warning letter to parent

10th absence: letter requiring a doctor's note for future absences or illness.

VACATION TRIPS AND COLLEGE VISITS

Certain absences for trips or college visits will be excused, but only with prior administrative approval. Prior approval should be initiated at least 7 days before the absence on the request form available in the Front Office and on the MHS website. Return the form to attendance at least 3 days prior to the planned absence.

- Students taking trips with their parents may be excused no more than twice during the school year for a combined maximum of 5 days.
- Visits by students to prospective colleges will be excused up to 4 days per year. College visits must be arranged in advance and verification from the college is required for a lawful absence. A counselor can arrange the college appointment for you.

ELIGIBILITY FOR ATHLETIC, CLUB & EXTRA-CURRICULAR ACTIVITIES

In order for a student to be eligible to participate in any extracurricular activity, the student must be in attendance a full day on the date in question.

- Students who are absent or are admitted to school after 8:30 a.m. (legal or illegal), or leave school at any time during the day, are ineligible to participate that day unless they have a doctor's note or approval from an administrator.
- If the absence or late arrival is a result of illness or injury, a doctor's note is required.

LATE ARRIVALS

Punctual arrival at school is also required. Tardiness to school is cumulative within a term. The following actions will be taken for an unexcused late arrival to school:

1st, 2nd late Warning

3rd late 30 minute detention

4th late 1 hour detention/Parent Contact

5th late 2 1-hour detentions/Parent Contact

6th + late Referral/Saturday School/Parent Contact

Awards

A school letter is awarded for excellence in academics, athletics, and music. The first award earned is a school letter and an accompanying pin. Subsequent awards are additional bars to be attached to the letter.

Academics: Lamp of Knowledge Students receive the academic award upon earning a cumulative 3.5 grade point average.

Athletics: Varsity Letter – The athletic director, in conjunction with the coaches, determines awardees based upon current policy.

Music: Music Symbol – The music director determines awardees based upon specific criteria.

Bomb Threat

It is unlawful for anyone to threaten harm to a school and its occupants in any way, including in person, by telephone or by any other means. Students who do so will be arrested and will be recommended for expulsion.

Building Security

All individuals, including students entering the building between 7:30 am -4:00 pm are required to enter through the Front Office. Doors will remain locked during the school day. Those wishing to enter will need to use the intercom to state full name and reason for entry. Visitors should be prepared to show ID. Individuals permitted to enter should report to the Front Office to sign in.

- External doors should never be unlocked or propped open, unless monitored by staff member.
- Students who prop doors open, enter through prohibited doors, or open prohibited doors for others may face disciplinary action.
- Students who leave property without permission and return may be subject to search pending reasonable suspicion of misconduct.

Bullying/ Harassment

FCPS Policy #400-48. Victimization is unacceptable in any form and will not be tolerated. All suspected bullying/harassment will be reported to the administration and investigated immediately.

Student and parents may report Bullying/Harassment by completing the FCPS Bully, Harassment, and Intimidation Reporting Form available on the FCPS Website and in School Counseling Office.

Cafeteria

Prices for meals are announced at the beginning of each school year.

Breakfast - \$1.85 (Reduced-Priced Breakfast- \$0.30)

Lunch - \$2.90 (Reduced-Priced Lunch- \$0.40)

Milk if bought separately - \$.60

A la carte – cost varies

Forms for Free and Reduced Meals applications for the 2018-2019 school year may be submitted online by following this link: <https://www.heartlandapps.com/District.aspx>.

RULES FOR CAFETERIA BEHAVIOR

- Report directly to the cafeteria at the appropriate time.
- Leaving the cafeteria or the school building is not permitted during lunch. (Leaving campus during lunch will result in an automatic Saturday School.)
- The Media Center is open during lunch for students. No food or drinks are allowed in the Media Center.
- Throwing food will result in a lunch detention.
- Students are expected to clean up after themselves.

STUDENTS MAY NOT HAVE RESTAURANT FOOD DELIVERED TO SCHOOL DURING THE SCHOOL DAY.

Calendar Handbook

The FCPS Calendar Handbook contains many useful facts about the school system's policies, programs, and services, and should be used as a reference should questions arise during the school year. Students may be particularly interested in the sections on attendance, discipline, emergency school closings, graduation requirements, honor roll, interims, report cards, and school bus safety.

Cell Phones and Electronic Devices

Cell phones/electronic devices must be turned off and out of sight during class, unless directed by teacher for educational purposes.

Students are to follow individual classroom expectations for electronic devices.

Students who take or transfer unauthorized images may receive an office referral.

Misuse of these devices will result in the item being confiscated and the student will be required to sign a Cell Phone/Electronic Device Contract with the following consequences:

1st, 2nd Offenses

Device confiscated and returned at the end of the day.

3rd Offense

Device confiscated, referral given and parent pick-up of the device.

4th, 5th Offenses

Device confiscated, referral given, parent pick-up of the device, and Saturday School.

6th Offense: Referral, Saturday School, cell phone prohibited

If a parent needs to contact their student, they may do so by calling the front office to leave a message.

1:1 Chromebooks

Starting during the 2018-2019 school year, MHS will be distributing Chromebooks to all 9th grade students. Students and parents must sign a 1:1 User Agreement and pay a \$60 fee. Students are permitted to use their personal devices in lieu of the FCPS Chromebooks; however, there may be some limitations on the devices usage. Students will receive an overview of expectations prior to the Chromebooks being distributed the first week of school.

Clubs

The students of Middletown High School are offered membership in a variety of clubs and organizations. Some are an integral part of the day-to-day classroom curriculum, others are special interest groups that meet during the school day and are sponsored and advised by a member of the Middletown High School staff or parent volunteer. The club sign-up process occurs during the first few weeks of school. Club days are on Fridays during KnightsQuest.

Dance Conduct Expectations

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

FCPS Expectations for Students and Guests:

Students may only purchase a ticket after financial obligations have been paid.

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.

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

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

Excessive Displays of Affection

Staff has the right to request students to refrain from excessive displays of affection. Refusal to comply with the request or repeated behavior may result in disciplinary action.

Student Deliveries

Due to the high volume of traffic in the busy MHS office, deliveries to students during the school day are prohibited. Balloons, cakes, flowers, etc. will not be delivered to students and will remain in the office until dismissal. Home baked goods cannot be brought into school for distribution to students for any reason. This includes classroom celebrations.

Directory Information

Current legal guidelines allow schools to release "directory information" about students. This information includes the name, officially recognized activities and sports, weight and height of members of athletic teams, honors and awards received, grade level, and/or the current school attended. Any parent(s) or 18-year-old student who does not want the school to release the directory information without the prior written consent of the parent(s) or 18-year-old student must notify the principal by **October 1, 2018**. If the student enrolls after the beginning of the school year the parent(s) or 18-year-old must submit this notification within 30 days of the date of enrollment. This notification must be submitted initially and annually. The release of names and addresses of graduating seniors may be made by school officials to proper authorities of (1) the armed services, (2) bona fide educational institutions, (3) members of the State Legislature and members of the Congress of the United States, (4) any person, agency, or department concerned with job placement of graduates.

Student Behavior

The selected policy and regulation for all students in all Frederick County Schools is published in the Frederick County Board of Education Calendar Handbook. Complete information is on the FCPS.org website.

At the beginning of each school year, copies of the school system's Calendar Handbook are distributed to every student. Students are encouraged to read it thoroughly.

The staff and administration of Middletown High School join this community in recognizing the critical importance of having a school that is absolutely drug and alcohol free. Any student with information regarding the presence or use of drugs or alcohol at our school is strongly encouraged and welcomed to report concerns to staff. Students may speak freely and confidentially to any administrator at any time.

Possession and Use of Alcoholic Beverages and Drugs:

Disciplinary consequences for possession, distribution or being under the influence of alcohol or controlled substance are outlined in the calendar handbook and on line in *FCPS Regulation #400-08, Discipline*.

Searches by Police Canine Unit:

Periodic searches of lockers and cars will be conducted by police and trained drug-sniffing dogs. Searches will not be announced and will occur while students are in class. If a dog alerts on a particular locker the student will be called and the locker will be searched in accordance with procedure. If the dogs indicate a car, the owner will be contacted by the police department. The police will be in full control of this case. In either case appropriate disciplinary action by school officials will follow.

Dress Code

- Hats, bandannas, and other non-religious head coverings are not to be worn in the building during the school day (7:30am-2:15pm), unless for a reason approved by administration.
- Students should not wear unduly revealing clothing, e.g. see-through shirts, tops cut low at the neck or low under the arms (including muscle shirts), those exposing bare midriffs, shoulders, or backs, pants or skirts worn below the hips exposing the student's underwear or skin.
- Undergarments should not be showing and should not be worn as outerwear.
- Skirts and shorts should not be worn excessively short. It is expected that skirts and shorts will cover mid-thigh when sitting down.
- Pants, shorts and skirts will cover undergarments at all times.
- Clothing which advertises tobacco, drugs, or alcohol and/or contains graphics which may be perceived as socially or morally offensive may not be worn. This includes graphics of weapons. Clothes or items that feature sexually offensive or vulgar words, drawings, pictures, phrases, are not permitted.
- Clothing or items containing derogatory expressions or language regarding a person's race, color, gender, national origin, religion, sexual orientation, or disability that could disrupt school activities, are not permitted.

Repeated violations will result in disciplinary action beyond the change of clothing.

Emergency and Fire Drill Procedures

The purpose of a fire or emergency drill is to teach students how to proceed in case of a real emergency. These drills are held at various times during the school year as mandated by state law. The signal for a drill is the constant sounding of a bell, accompanied by a voice call to evacuate the building. Every person (students, teachers, secretaries, custodians, cafeteria workers, teacher aides, visitors, etc.) must vacate the building. Notice of a lockdown drill is given over the public address system. A lockdown is called by the principal or administrator in charge.

The following rules must be observed during the drills:

- Do not talk during an emergency or drill. Listen for directions.
- If directed to exit the building, walk rapidly, do not run. Go to the area outside the building posted on the directions near the exit of each classroom. The first two students to reach an outside exit should hold the door for all others.
- Keep together; meet outside as a class in assigned area away from the exit doors.
- Leave belongings such as books and papers in the room.
- Attendance will be taken by teachers.
- All persons should be at least 50 yards from the building and not blocking roadways or entrances.

Firearms & Weapons Possession

Possession of firearm, weapons, or look alike weapons are strictly forbidden on school property, including vehicles. *FCPS Regulation #300-39.*

Graduation Honors

MHS Scholar – The senior with the highest weighted cumulative GPA will receive this prestigious award.

AP Scholar: A student receives this designation upon successful completion of six or more advanced placement classes and exams.

Honors, High Honors, Highest Honors: All three tiers of academic recognition will be calculated using **cumulative weighted grade point averages** as follows: Highest Honors – 4.0 or greater, High Honors – 3.75 – 3.99 and Honors 3.5 – 3.74. Students are awarded a cord to wear at graduation based on the level of honors they achieve.

Health Suite

If you become injured or ill, report immediately to the teacher in charge. The teacher will refer you to the health room where the nurse or health technician will evaluate your condition and determine appropriate action. It is important that you return your emergency information form at the beginning of each school year so that parents can be reached in the case of an emergency. Please keep the health room updated with any new health concerns and the front office staff aware of any changes in contact information throughout the school year.

**Ill students leave school with clearance from the Health Room. Students leaving school without authorization will receive an office referral and a Saturday School.

Medication

Medication can only be administered by the School Nurse or Health Technician. Students MAY NOT bring any medication, prescription or non-prescription, to school. Properly labeled medication must be brought to school by a parent or guardian. Medication cannot be administered in school without a written physician's order and/or prescription label, if applicable and a parent/guardian's written authorization. Medication will be stored in the health room.

All "MEDICATION AUTHORIZATION" forms are available in the health room located in the main office and on the FCPS website.

Homework

All students should expect homework assignments requiring about two hours each evening or ten to fourteen hours each week. Students who attend school for any portion of the day (whether late to school or excused early) are required to submit their homework assignments to all classes on that same day.

Lockers

All students will have the opportunity to sign up for a locker.

- The lock must remain on the locker and secured at all times. Students may not bring their own locks. Students will be charged a \$5.00 fee for lost or stolen locks.
- Students must use ONLY their assigned locker and should not share their locker combination with others.
- *Students are liable for the contents of the assigned locker.*
Items of value and large amounts of money should not be brought to school. The school cannot take responsibility for valuable items left in hall or lockers. Further, students are financially liable for any intentional damage to their lockers.
- All lockers must be cleaned out by the last day of school. All personal belongings left in lockers will be thrown away.

Students, personal property, and the school property assigned to students shall not be subjected to **unlawful** search and seizure. However, administrators may search the school building, including lockers, at any time. Administrators may also search students when they have reasonable suspicion that the law has been broken or a FCPS Regulation has been violated and the search is related to that suspicion.

Students are obligated to cooperate with such searches as indicated in *FCPS Regulation #400-59*.

Media Center

Media Specialist: Ms. Weaver

Media Center Hours

7:15-2:40

Media Center Use

Students may use the Media Center to research, type, print, read, discuss, create presentations and access information or engage in educational activities on our computers. Students are expected to sign in, respect our no-food policy, and please behave kindly and respectfully.

Book Checkouts

Books are checked out for three weeks. Students may check out up to five books at a time.

MHS Media Center Web Page: <http://education.fcps.org/mhs/mediacenter>

Use the MHS Media Center website to access our online resources. Database passwords are given below, and are also available in a Google document on the Media Home Page.

BrainPop:

User: middletownhs Password: brainpop

Britannica High School Edition:

User: fredco Password: fredco

Digital Public Library of America

No username or password required

Gale Virtual Reference Library

User: fcpsmhs Password: knights

Explora for Secondary Schools

Username: fredco Password: fredco

SIRS Knowledge Source

User: fcpsmhs Password: knights

Hobbies and Crafts Reference Center

User: fredco Password: fredco

Home Improvement Reference Center

User: fredco Password: fredco

Facts on File: Issues &Controversies

User: fcpsmhs Password: knights

Learn360

User: fcpsmhs Password: knights

MAS Ultra School Edition

User: fredco Password: fredco

Auto Repair Reference Center

User: fredco Password: fredco

Salem Health, History, and Literature

Choose: Remote Access Password: mhsknights

Bloom's Literature

User: fcpsmhs Password: knights

MasterFILE Premier

User: fredco Password: fredco

Britannica/Britannica Image Quest

User: fredco Password: fredco

ScienceFlix

User: mhsfcps Password: flix

History Reference Center

User: fredco Password: fredco

Science Reference Center

User: fredco Password: fredco

SIRS Discoverer

User: fcpsmhs Password: knights

Parking on Campus

A parking permit is required for all students to park on the property during school hours. Vehicles without permits will be ticketed. Visitors must park in visitor slots. Seniors and work study students are given priority as parking space is limited. Students must not assume that space is available for everyone who wishes to drive.

Students must complete a "Parking Agreement Form" and submit the required documents. Students must present their driver's license and registration card for each vehicle being registered when submitting agreement form.

Both the student and a parent must sign the agreement.

CONSEQUENCES FOR BREAKING DRIVING/PARKING RULES ARE INCLUDED IN THE PARKING AGREEMENT FORM.**Recommended Tests for All Students****FRESHMEN AND SOPHOMORES**

Preliminary Scholastic Aptitude Test (P.S.A.T) Wednesday, October 11, 2017 for students who have completed Algebra I and Geometry.

JUNIORS – (1) Preliminary Scholastic Aptitude Test/National Merit Qualifying Test (P.S.A.T./N.M.S.Q.T) administered in the Fall for all Juniors who have completed Algebra I and Geometry and (2) Scholastic Aptitude Test (S.A.T.) or American College Test (A.C.T.) in the Spring.

SENIORS – S.A.T. or A.C.T. again in the Fall of your Senior year after having taken them as a Junior. The S.A.T. is administered in September and the A.C.T. in October.

UNIVERSITY OF MARYLAND REQUIREMENTS

- See FCPS Calendar Handbook

ADVANCED PLACEMENT EXAMINATIONS

May 7-11 and 14-18

S.A.T. DATES

Visit www.sat.org for information, test dates and registration.

A.C.T. DATES

Visit www.actstudent.org for information, test dates and registration.

HIGH SCHOOL ASSESSMENTS

Fall courses:

Science: Jan 7-Feb 1

Government: Jan 7 – Feb 1

Spring courses:

Science: May 20 – June 7

Government: May 20 – June 7

PARCC ASSESSMENTS:

Fall: Jan 3 - 18

Spring: May 13 - 31

Actual testing dates vary depending on assessment.

School Bus Regulation

School bus regulations can be found in the Calendar Handbook, pg. 24. In emergency situations only, students who need to ride an alternate bus to school or home, must bring a note to the front office for verification the day before, in case of a morning ride, or the morning of the change, in case of an afternoon change. The note is verified via a parent phone call. If the note is not turned in on time, or is not received, the bus ride change cannot be made.

High school students are not allowed to ride the bus home with Middle School students.

Signs and Posters

Signs and posters must be limited to providing information about or advertising for approved school events and fundraisers. Any sign or poster displayed in the building must be approved by an administrator or faculty advisor. Signs and posters shall be removed immediately after the date of the event by the club or organization sponsoring the event.

Skateboards and Rollerblades

Students may not rollerblade or ride skateboards on school property at any time. This includes "roller shoes". Roller blades and skateboards are not allowed in school buses. Skateboards, roller blades, or roller shoes may be confiscated and /or reported to the police. Skateboarding on school property is a violation of the Middletown Municipal Code (Ordinance No. 10.16.010)

Soft Drinks, Candy, & Snacks

Snacks, including candy and soft drinks purchased from school vending machines, should not be taken to classes or consumed in the instructional areas of the school. Bottled water will be permitted in a closed, clear container and only with teacher permission.

For safety reasons, students may not bring glass bottles of any kind into the building. No sales of food or drink are to occur after school (example: bake sale) without approval of the administration. No such sale will be approved for lunch sales or during class time.

Sportsmanship Conduct

Students attending MHS or FCPS sporting events should give athletes POSITIVE encouragement and support.

Participation in any unsportsmanlike conduct (such as booing, taunting, inappropriate signs, foul language or physical contact) may result in removal from the premises and appropriate disciplinary action, including the possible prohibition from all school activities/events.

Sports Teams

FALL: Cheerleading, Cross Country, Field Hockey, Football, Golf, Soccer, Volleyball, Unified Tennis

WINTER: Basketball, Cheerleading, Diving, Indoor Track and Field, Swimming, Wrestling, Unified Bocce

SPRING: Baseball, Lacrosse, Softball, Tennis, Outdoor Track and Field, Unified Track

EXTRACURRICULAR INELIGIBILITY - Organizations, activities, and all music, drama and athletic programs are subject to the "Academic Standards for Participation in Extracurricular Activities" policy. The student must carry a 2.0 grade point average. Specific rules governing this policy can be found on the FCPS website:

- Refer to BOE Policy 509. You may also access this information in the school calendar handbook.

All incoming ninth graders are eligible through the first marking period.

Students Committing Violent Offenses Off Campus

If a student is charged with committing an act of violence off school property or during non-school hours, an assessment team will convene to review the student's behavior and condition. (FCPS Regulation #400-60) The assessment team will report, in writing, to the Superintendent its conclusions and recommendations regarding the student and the most appropriate educational placement or program. During this assessment period, and if appropriate, the student shall receive home teaching. Home teaching will not be provided during school closings.

Textbooks, Materials of Instruction & Equipment

Textbooks as well as other materials of instruction are furnished by Middletown High School and/or the Board of Education of Frederick County for use by students. It is expected that such items will be returned in the same condition as issued, except for wear caused by normal use. Fees will be collected for lost or damaged textbooks, materials, or equipment. The teacher who has issued the book, equipment, or materials will notify the student as to the amount of the replacement fee to be charged. Students will not be issued another book, article of equipment, or materials to replace lost or damaged items until the fee has been paid or an arrangement has been worked out with an administrator.

Use of Building After School

Students will not be permitted to remain in the school building after 2:25 p.m. unless they are under the direct supervision of a teacher, coach, athletic practices, music or drama practices, detentions or help sessions with teachers, or any other school sponsored activity.

Students are expected to wait in the front lobby or outside for a ride after school.

Work Permits

As of July, 2014, you no longer need to have a work permit issued by school personnel. Students, parents/guardians and employers take care of this on their own:

<https://www.dllr.state.md.us/ChildWorkPermit/web/content/Home.aspx>

Driving Permit

Maryland State Law requires applicants, under the age of 16, applying for a learner's permit demonstrate acceptable school attendance in the prior school semester. The Attendance Secretary or other authorized school official must verify school attendance. Students should bring in the following form with Section A complete: <http://www.mva.maryland.gov/resources/docs/DL-300.pdf>.

