

St. Charles High School

Parent/Student Handbook School Year 2021-2022



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The Charles County public school system does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age or disability in its programs, activities or employment practices. For inquiries, please contact Kathy Kiessling, Title IX/ADA/Section 504 Coordinator (students) or Nikial M. Majors, Title IX/ADA/Section 504 Coordinator (employees/adults), at Charles County Public Schools, Jesse L. Starkey Administration Building, P.O. Box 2770, La Plata, MD 20646; 301-932-6610/301-870-3814. For special accommodations call 301-934-7230 or TDD 1-800-735-2258 two weeks prior to the event. CCPS provides nondiscriminatory equal access to school facilities in accordance with its Use of Facilities rules to designated youth groups (including, but not limited to, the Boy Scouts).

Please be advised that due to the ongoing coronavirus pandemic, guidance provided in this handbook, including but not limited to grading, attendance, and behavior expectations, may be subject to change or different interpretation during the school year without advance notice. In the event of necessary adjustments, any decisions by the school's administration may supersede the information contained in this handbook.

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Dear Students, Parents, and Guardians:

Welcome to St. Charles High School and to the start of the 2021-2022 school year. As we return to in-person instruction following more than a year of distance learning due to the COVID-19 pandemic, I want to assure you that our highest priorities remain ensuring that all students and families are supported academically, socially, and emotionally, while at the same time maintaining a school environment that is a physically safe place for teaching and learning to occur. To those ends, this student handbook has been prepared by the administration to familiarize you with the policies, expectations, programs, opportunities, and resources available to you and your children at St. Charles High School. I encourage you to read this information carefully and to contact any member of the staff with questions or concerns.

Below you will find our school's vision, mission, and beliefs. These form the basis of all decisions made by school staff as we keep our focus on what is best for students. As a Spartan, I encourage you to demonstrate your commitment to these shared ideals as we work together to make St. Charles High School the best school in Charles County. Let's make 2021-2022 a great year! GO SPARTANS!

Sincerely,

Richard E. Conley
Principal

Our Vision:

St. Charles High School strives to be a collaborative community of educators and learners that models and practices 21st century skills in order to ready tomorrow's leaders for college and career opportunities.

Our Mission:

At St. Charles High School all stakeholders share the responsibility of preparing our students for college and careers. The mission of St. Charles High School is to build a safe, equitable, and collaborative educational community where students experience rigorous instruction, acquire cultural awareness, and develop responsibility and professionalism that prepares them for life-long learning.

Our Beliefs:

At our core we believe that all students need to have the opportunity to succeed through the support of an educational partnership that is made up of administrators, teachers, community members, parents, and students.

At St. Charles High School we believe:

- The education that students receive is an innovative, evolving process of teaching and learning that focuses on high expectations, creativity, and written expression
- All students have the responsibility to be actively involved in the learning process and to set goals for lifelong learning
- Collaborative and cross-curricular activities enhance the development of the individual, socially and academically, while enhancing school and community relationships
- All students will demonstrate mutual respect, tolerance, and open-mindedness for each other and the diverse cultures that make up a safe and orderly learning community

School Hours:
7:25 a.m.-2:15 p.m.

School Mascot:
Spartan

School Colors:
Kelly Green, Navy Blue, and White

School Personnel:

Principal	Mr. Richard Conley	reconley@ccboe.com
9 th Grade Administrator	Mr. Matthew Loyd	mloyd@ccboe.com
10 th Grade Administrator	Ms. Kimberly Riley	kriley@ccboe.com
11 th Grade Administrator	Ms. Nichole Bolden	nbolden@ccboe.com
12 th Grade Administrator	Mr. Jason Mackey	jmackey@ccboe.com
Instructional Administrator	Ms. Shaneha Harvard-Lamb	sharvardlamb@ccboe.com
School Counselor (Last names A - Bo and K - R)	Mr. Justin Ryan	jryan@ccboe.com
School Counselor (Last names Br - Ci and S - Z)	Mr. Seaton Fisher	sfisher@ccboe.com
School Counselor (Last names Ci - J)	Mrs. Megan Chappelle	mchappelle@ccboe.com
College/Career Advisor	Mrs. Janet Malherek	jmalherek@ccboe.com
Athletic Director	Ms. Jennifer Smith	jsmith@ccboe.com
Attendance Secretary	Ms. Julie Dyer	jdyer@ccboe.com
Counseling Secretary	Ms. Cora Kimes	ckimes@ccboe.com
Financial Secretary	Ms. Pauletta Brickey	pbrickey@ccboe.com
Food Service Manager	Ms. Ruby Smith	rlsmith@ccboe.com
Nurse	Mr. Joseph Reeves	jreeves@ccboe.com
Pupil Personnel Worker	Mr. Neal Bankenstein	nbankenstein@ccboe.com
Student Data Technician	Mr. Carlos Aguilar	caguilar@ccboe.com
Testing Coordinator	Ms. Kelcey Lewis-Russell	klewisrussel@ccboe.com
School Psychologist – EA	Mrs. Tiffany Ashe	tashe@ccboe.com
School Psychologist	Dr. Zondra Johnson	zjohnson@ccboe.com
IEP Facilitator	Ms. LeShone HoSang Navies	lhsangnavies@ccboe.com

COVID-19 Operating Procedures

Charles County Public Schools has developed standard operating procedures for all schools, staff, students, parents, and visitors to follow to ensure safe educational operations during the COVID-19. Examples of these procedures include: masking requirements, daily health pre-screening requirements, procedures for addressing symptomatic students and staff at school, and many more. The most current copy of these procedures will always be available under the COVID-19 OPERATING PROCEDURES tab on the school website. Families, students, and staff are encouraged to review this information frequently.

2021-2022 Bell Schedule (No Activity Period)

Lunch 1		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
L1	10:41 - 11:11	30
3	11:16 - 12:46	90
4	12:51 - 2:15	84

Lunch 2		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
3	10:41 - 11:11	30
L2	11:11 - 11:41	30
3	11:46 - 12:46	60
4	12:51 - 2:15	84

Lunch 3		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
3	10:41 - 11:41	60
L3	11:41 - 12:11	30
3	12:16 - 12:46	30
4	12:51 - 2:15	84

Lunch 4		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 9:03	83
Breakfast	9:03 - 9:13	10
2	9:13 - 10:36	83
3	10:41 - 12:11	90
L4	12:16 - 12:46	30
4	12:51 - 2:15	84

2021- 2022 Bell Schedule (Activity Period)

LUNCH 1		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
L1	10:55 - 11:25	30
3	11:30 - 1:00	90
4	1:05 - 2:15	70

LUNCH 2		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
3	10:55 - 11:25	30
L2	11:25 - 11:55	30
3	12:00 - 1:00	60
4	1:05 - 2:15	70

LUNCH 3		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
3	10:55 - 11:55	60
L3	11:55 - 12:25	30
3	12:30 - 1:00	30
4	1:05 - 2:15	70

LUNCH 4		
Block	Time	Minutes
HR	7:25 - 7:35	10
1	7:40 - 8:50	70
Breakfast	8:50 - 9:00	10
Activity	9:00 - 9:35	35
2	9:40 - 10:50	70
3	10:55 - 12:25	90
L4	12:30 - 1:00	30
4	1:05 - 2:15	70

2021-2022 Early Dismissal Bell Schedule

LUNCH 1		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
4	9:20 – 10:05	45
L1	10:10 – 10:40	30
3	10:45-12:15	90

LUNCH 2		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
4	9:20 – 10:05	45
3	10:10 – 10:40	30
L2	10:40 – 11:10	30
3	11:15 – 12:15	60

LUNCH 3		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
4	9:20 – 10:05	45
3	10:10 – 11:10	60
L3	11:10 – 11:40	30
3	11:45 – 12:15	30

LUNCH 4		
Block	Time	Minutes
HR	7:25-7:35	10
1	7:40 - 8:25	45
2	8:30 - 9:15	45
4	9:20 – 10:05	45
3	10:10 – 11:40	90
L4	11:45 – 12:15	30

2021-2022 Two-Hour Delay Bell Schedule

LUNCH 1		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
L1	11:20 - 11:50	30
3	11:55 - 1:25	90
4	1:30 - 2:15	45

LUNCH 2		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
3	11:20 - 11:50	30
L2	11:50 - 12:20	30
3	12:25 - 1:25	60
4	1:30 - 2:15	45

LUNCH 3		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
3	11:20 - 12:20	60
L3	12:20 - 12:50	30
3	12:55 - 1:25	30
4	1:30 - 2:15	45

LUNCH 4		
Block	Time	Minutes
HR	9:25-9:35	10
1	9:40 - 10:25	45
2	10:30 - 11:15	45
3	11:20 - 12:50	90
L4	12:55 - 1:25	30
4	1:30 - 2:15	45

Academic Program

Graduation Requirements & Promotion Status

In order to receive a Maryland high school diploma in Charles County, a student must be enrolled in Charles County Public Schools and earn a minimum of **23** credits. Please visit the *Program of Studies* [document](#) on the CCPS website to review the required coursework and state assessments. As students matriculate through high school, promotion status is determined as follows:

- 10th Grade: Students must earn a minimum of six (6) credits
- 11th Grade: Students must earn a minimum of 12 credits
- 12th Grade: Students must earn a minimum of 16 credits and **the completion of at least three (3) years of high school**

Grade Calculation

Semester and final grades will be computed by averaging numerical grades. Quarterly grades will be calculated by deriving a quarterly arithmetic average, which will be translated into a letter grade using the scale below:



Grading Scale

A = <i>Superior</i>	90 - 100%
B = <i>Above Average</i>	80 - 89%
C = <i>Average</i>	70 - 79%
D = <i>Below Average</i>	60 - 69%
F = <i>Failure</i>	0 - 59%

Weighting for Grade Reports: High School

Our grading practices reflect what we believe about teaching and learning; therefore, grading practices should encourage and support learning for all students.

As an intrinsic part of the cycle of instruction/assessment/instruction, effective grading practices reflect the attributes of student work and not the attributes of the student. Effective grading practices should communicate individual student achievement of intended learning outcomes, and be accurate, consistent, and meaningful.

 Process 50% (Honors and A-level courses)	 Product 50 % (Honors and A-level courses)
Process 40% (AP and AP weighted courses)	Product 60% (AP and AP weighted courses)
Process 20% (Composition & Rhetoric as required by CSM)	Product 80% (Composition & Rhetoric as required by CSM)

- Minimum of five “process” grades per quarter
- Minimum of five “product” grades per quarter
- No single assignment can count more than 10% of a quarter grade
- In classes that have a CCPS post-test, the post-test will count 10% of the third quarter grade
- In AP courses, the quarterly AP assessment will count 10% of each quarter grade

Weighted Cumulative Grade Point Average

Weighted classes are identified in the course description of the High School Program of Studies with a code of “W.” Advanced Placement (AP) grades are weighted by adding one point (1.0) for each grade in a year-long class, and one-half point (0.5) for each semester course. *No points are given for a D or failing grade.* Designated Honors courses are weighted by adding one-half point (0.5) for each grade in a year-long course and .25 in a semester Honors course. *No points are given for a D or failing grade.*

Transfer credits will be converted to the CCPS weighting system, and *no points are given for a D or failing grades.*

	A	B	C	D	F
AP	5.0	4.0	3.0	1.0	0.0
Honors	4.5	3.5	2.5	1.0	0.0
Regular	4.0	3.0	2.0	1.0	0.0

*****No weighted points are given for a D or failing grade. *****

Academic Honor Roll

All students are encouraged to strive for outstanding academic achievement and excellence. Each marking period, the honor roll is calculated and honor roll students are recognized for their diligence. The distinctive categories are determined by the grade point average:

- Principal’s Honors 4.0 and above
- High Honors 3.5 – 3.99
- Honors 3.0 – 3.499

Additionally, seniors who have achieved academic excellence will be recognized with the following distinctions at the annual commencement ceremony:

- Summa Cum Laude Cumulative, weighted GPA of 4.0 and above
- Magna Cum Laude Cumulative, weighted GPA of 3.75 – 3.99
- Cum Laude Cumulative, weighted GPA of 3.50 – 3.74

National Honor Society

National Honor Society is an organization that recognizes students who excel in the areas of outstanding scholarship, exceptional leadership, exemplary service, and extraordinary character. Sophomores, juniors, and seniors who have at least a 3.5 cumulative, weighted grade point average will have met the academic requirements to apply for membership in the *National Honor Society*.

Qualifying seniors will be notified of their eligibility shortly after the beginning of the school year. If an eligible senior wishes to be considered for selection into the *National Honor Society*, he or she must complete and submit the NHS application as well as an essay and reference letters. The *National Honor Society* Faculty Committee will

review the application materials and make student selections. Students selected will be inducted into the *National Honor Society* during the fall.

Qualifying sophomores and juniors will be notified of their eligibility shortly after the end of the 1st semester. If an eligible sophomore/junior wishes to be considered for selection into the *National Honor Society*, he or she must complete and submit the NHS application as well as an essay and reference letters. The *National Honor Society* Faculty Committee will review the application materials and make student selections. Students selected will be inducted into the *National Honor Society* during the spring.

Additional information on the application/selection process can be found on the NHS webpage location on the school website. Upon induction, all members of the *National Honor Society* are expected to maintain the high standards for which they were selected and to participate in various service projects conducted by *National Honor Society* throughout the school year. Any *National Honor Society* member found to be in violation of membership expectations, as outlined in the NHS constitution or St. Charles chapter bylaws, may be subject to removal from the *National Honor Society*.

Academic Dishonesty

Charles County Public Schools students are expected to maintain the highest level of ethical standards. Students are required to exhibit honesty in both verbal and written form. Academic dishonesty, including cheating, plagiarism, photocopying, air dropping, texting, copying off fellow students, using Internet or other sources without acknowledgement and the use of electronic equipment such as cell phones, iPods and other similar devices to cheat, is unacceptable. Dishonest behavior, when detected, may result in both academic and disciplinary consequences such as academic failure and/or suspension from school.

Academic Letter

Students in grades 9-12 may be awarded an Academic Letter if they receive an overall grade point average of 3.5 or higher for the current school year with no D or F grades for any quarter or semester. Two methods for calculating the GPA will be used: 1) averaging the first semester and third quarter grades, and; 2) averaging the first quarter, second quarter, and third quarter grades. Students who qualify by either method will be eligible for the academic letter. Students who qualify for this honor in subsequent years and have already been awarded a letter will be recognized with an honors pin.

Make-Up Work

It is important that students keep up with their studies and make up all missed assignments when they are absent from school. Any student who is **lawfully absent** from school (including for suspension) may have the opportunity to make up the work and/or tests missed while out of school. Students who are absent for a short period of time (1-4 days) should return to school with a note verifying the reason for their absence and obtain the work they missed from their classroom teachers upon their return. The counseling office staff is able to provide assistance with obtaining work from teachers in advance when students are out of school on a prolonged, lawful absence (5 days or more). All missed work must be made up and submitted as soon as possible after returning to school. A reasonable timeframe will be determined by the teacher as to when the make-up work will be due.

Students who are **unlawfully absent** from school may not make up work or tests in the class/classes missed due to absence.

Requesting Homework for Long-Term Absences (5+ Days)

Parents should contact the school counseling office secretary to request work. Teachers will be notified of the request and will have 48 hours to submit the assignments to the counseling office. Parents may pick up assignments from the counseling office in the afternoon 48 hours following their request and are encouraged to call ahead to see if work is ready for pickup. Any student who provides a lawful excuse for absence from school may make up work and/or tests missed while out of school.

Schedule Changes

Written requests for schedule changes (using a school-provided form) will be accepted for consideration in the Counseling Department for the first ten (10) days of school as outlined in the Charles County Public Schools *High School Program of Studies*. Requests for schedule changes will only be considered for the following reasons:

- (1) School-based scheduling error
- (2) Course needed for graduation
- (3) Inappropriate academic placement

Interim Dates**

Quarter 1: October 4, 2021

Quarter 2: December 13, 2021

Quarter 3: February 28, 2022

Quarter 4: May 2, 2022 (seniors); May 9, 2022 (grades 9-11)

Marking Period Ending Dates**

Quarter 1: November 3, 2021

Quarter 2: January 19, 2022

Quarter 3: March 25, 2022

Quarter 4: May 25, 2022 (seniors); June 15, 2022 (grades 9-11)

Report Card Dates**

Quarter 1: November 16, 2021

Quarter 2: February 1, 2022

Quarter 3: April 6, 2022

Quarter 4: June 22, 2022

*****All dates subject to change at the discretion of Charles County Public Schools. *****

Attendance/Tardy Policies and Procedures

Verification of Absences & Tardiness

Students and parents/guardians have five (5) days upon return to school following an absence to verify absences, in writing, after which the absences are coded as truant and/or unlawful. For extended absences, the parent/guardian is expected to call the appropriate school counselor on the third day of consecutive absence. If the parent/guardian does not call the school by the third day, the school may contact the family. A medical verification should be obtained by the parent/guardian for students who have been out for long periods of time. The principal has the discretion to accept medical notes received beyond five (5) days of the student's return to school.

Procedures to Follow Upon Return from Absence

1. A parent, guardian, or doctor must provide a note including the student's name, date of absence, and reason for the absence within five (5) school days after the absence. Failure to provide a note within five

(5) days will result in the absence being coded unlawful (U-22). **All absentee notes must have the parent's signature.**

2. Notes may be emailed to the Attendance Secretary, Mrs. Dyer (jdyer@ccboe.com) or the student may present the written note/excuse to his/her homeroom teacher upon return to school.
3. If a homeroom teacher receives a note from a student, he/she will submit the written excuse to the attendance secretary for verification. Once verified by the secretary, an excused code will be entered into Synergy. Teachers will refer to Synergy to verify whether make up work is to be given to student for an **EXCUSED absence**.
4. Students should make immediate plans to complete all make-up work due to absence. Students are held accountable for all missed work as a result of an absence. Grades will reflect as such if the work is not made up.

Chronic Absenteeism

Parents will be notified by letter regarding absences from school:

- After **three (3)** absences, the classroom teacher may contact the parent/guardian when consecutive days are missed or when unusual patterns of absence occur.
- After **five (5)** absences of any kind, a school attendance official may notify parents/guardians through a letter sent home. Classroom teacher may notify the school counselor.
- After **10** absences, parents/guardians are contacted by grade level VP. A School Based Team meeting may be set to develop an intervention plan.
- After **15** absences, a letter is sent to parents from the PPW (Pupil Personnel Worker). A School Based Attendance Review Meeting is scheduled and held with grade level VP, student, parent/guardian, and other school staff as needed.
- After **21** absences, a letter from the Principal is sent home to the parent/guardian. Formal Review Conference with Student Engagement and Conduct Officer at the Board of Education.
- If absences occur following the Formal Review Conference, there will be a referral to the State's Attorney's Office for Charles County at the recommendation of the Student Engagement Officer or the School Based Attendance Review team prepared by the PPW. There also may be a referral to other community agencies through the PPW.
- All policies and procedures for the Chronic Health Impairment Program for Students must be adhered to in order to ensure compliance with the Code of Maryland Regulations (COMAR). Failure to adhere to the policies and procedures will result in referral to the pupil personnel worker. Attendance is calculated the same as it is for all other students. **A medical note is required for an absence to be considered medically excused.**
- All absences due to school suspension will count towards the attendance monitoring procedures.

Any student who has two or more unlawful absences during a nine-week marking period, without appropriate parental notification, may receive a grade no higher than 59 percent for the marking period.

The scheduling of college visits, family vacations or trips should occur on dates when school is not in session. Any exception **must be requested in writing** of the Principal by the guardian **at least ten (10) school days in**

advance of the absence. The Principal will decide whether the absence will be excused or unexcused in accordance with CCPS policies as outlined in the CCPS Parent Handbook/Calendar. Students attending a college visit must have a confirmation slip from the college in order for the absence to be excused. It is the responsibility of the student and/or parent/guardian to request the make-up work and turn in completed assignments within the agreed time period. Teachers will not be required to provide work ahead of time for any trip. Teachers will not be required to give exams early for any trip. **A student may not miss more than 4.5 days during the previous quarter to remain eligible for extracurricular activities.**

Early Dismissal

Students are not permitted to leave school grounds at any time during the school day without a permit from the attendance office. Students who need to leave school because of illness or any other emergency, ***must*** be signed out in the attendance office by the parent or legal guardian. That person ***must*** present a picture ID prior to signing out the student. **Notes signed by a parent or guardian requesting an early dismissal for student drivers must be brought to the attendance office *before* homeroom and must include a contact number where a parent can be reached for verification.** All early dismissal requests must be verified by a parent/guardian. **Students leaving school early for approved early release programs *must* sign out in the main office and leave the building through the front doors only.**

If a parent or legal guardian is sending someone to pick up his/her child early from school for any reason, he/she ***must*** send a written note indicating who will be picking up the student and giving consent. Upon receiving the note from the parent or legal guardian, the school will then verify its authenticity and check the ID of the adult who signs the student out of the building. The parent must provide written documentation explaining the reason for the early dismissal. The school will then code the early dismissal as lawful or unlawful in accordance with COMAR 13a.08.01.03.

Charles County Public Schools will not willingly and knowingly dismiss students to a ride sharing or taxi service. COMAR 13A.06.07.00-17, outlines the various state requirements needed to be followed for transportation services of students within Maryland. Ride sharing/taxicab services do not meet the standards set by COMAR.

Late Arrivals

If a student arrives to school after 7:25 a.m., he/she has already been marked absent for the school day and should sign in using the Scholarchip machine located in the main lobby. Upon obtaining a printed pass, the student should report to class and provide the pass to the classroom teacher. Notes from parents/guardians stating the reason for the tardiness must be given to the main office secretary upon arrival to school. **There is no grace period for tardy notes.** Tardiness to class and/or school creates a disruption to the learning environment and negatively effects academic performance. **Chronic tardiness to school will result in disciplinary action. Parking privileges may be revoked for students who are frequently tardy to school, both excused and unexcused.**

Class Tardy Policy

Our expectation is that students arrive to all classes on time. Upon the 3rd tardy, teachers will issue a warning and contact the parent. Upon the 6th tardy, students may be assigned a disciplinary consequence by the appropriate administrator. Periodic, random hall sweeps will be conducted by the administration and students will receive consequences for chronic tardiness to class.

Attendance Awards Requirements

Students will receive exemplary attendance recognition if they maintain less than five (5) days of absence for the school year. End-of-year attendance awards will be considered through the final day of classes for seniors and through May 31 for students in grades 9-11. Any absence, late arrival, or early dismissal, *regardless of the reason*, will be counted towards attendance awards.

Students Scheduled for a Full Day: A student is counted present for a full day if the student is in attendance for at least four (4) hours or more of the school day. A student is counted present for ½ day if the student is in attendance for at least two (2) hours but less than four (4) hours of the school day.

Students Scheduled for a Partial Day: A student scheduled for less than a full day will be counted present based on the amount of time he/she is scheduled.

Cell Phones and Personal Electronic Devices

Charles County Public Schools allows the possession and use of cell phones and other personal electronic devices by students. It is the intent of the Superintendent, to ensure that this allowance does not disrupt the learning environment, after-school activities, or the safe transportation of students. Students are permitted to use cell phones while attending (but not participating in) general public events that occur after-hours and are open to the community. The following conditions outline the standard expectations for the possession and/or use of cell phones and electronic devices by students at school, on the bus or on other school-chartered vehicles:

High School

- Students may bring their phone or device but once school begins the device must be powered completely off (not on vibrate or silent mode) and must remain in a non-visible, secure location, with the exception of lunchtime or during an approved activity period.
 - Phones and devices may be used during approved times but must not be disruptive or serve any inappropriate purposes; such as loud/explicit music or videos, sending or posting inappropriate messages or images (via text or social media), or any type of cyberbullying.
 - At the end of the lunch or activity period, all phones and devices must be immediately powered back off and returned to a non-visible, secure location, until the end of the school day.
- Students may use their phone or device at the end of the school day for the purpose of making transportation arrangements as it relates to after-school activities or events.

Please note the following additional guidelines governing all school levels:

- Administrators and/or teachers may allow the use of cell phones or electronic devices during the school day for specific academic purposes; such opportunities will be communicated in advance.
- Students attending schools participating in “Bring Your Own Device” (BYOD) programs shall comply with the rules specific to that program, as defined by the school.
- Cell phones or electronic devices with camera and/or video functions must not be used to take or transmit any image or video at any time, even if the use of the phone or device is otherwise permitted.

Violations of these expectations will result in consequences as specified in the Levels of Response section of the Charles County Code of Student Conduct.

Student 1:1 Device Program

Charles County Public Schools is a 1:1 system, meaning that all students are eligible to receive a laptop for instructional use during the academic year. Returning Spartans who checked out a laptop last year should still have it in their possession and will continue to use that device this year. Students new to St. Charles High School, or those who did not checkout a laptop during the 2020-2021 school year, will receive their laptop in homeroom during the first week of school. **Students are expected to bring their computer, charger, and headphones to school daily so that they are available for instructional use during classes.** As with all school equipment, families will be financially responsible for the repair or replacement of damaged or lost technology equipment

signed out by their child. In lieu of borrowing a school computer, students who have a personal laptop that they can commit to bringing to school each day are welcome to do so. Laptops must be returned to the school prior to graduation or withdrawal from St. Charles High School.

Students that choose to bring their own personal laptop to school, computer analysts will not be permitted to touch or handle those laptops, so students must be able to problem solve technical problems. Also St. Charles High School is not financially responsible for personal laptops.

Because students will have a computer available for use during the school day, cell phones may not be used for any reason outside the cafeteria during a student's schedule lunch period as outlined below.

DURING A STUDENT'S ASSIGNED 30 MIN LUNCH PERIOD

Once the student enters the cafeteria for his or her assigned lunch period personal cell phones may be used unless otherwise indicated by the administration. Below are the conditions of acceptable usage during the first 25 MINUTES of the lunch period:

- All phone usage with audio components (music, games, videos, movies) must include the use of headphones
- No phone calls of any kind are permitted (including Facetime audio/video, SKYPE, etc.)
- Any content viewed on the phone must be school-appropriate
- No unauthorized recording during time in the cafeteria will be permitted at any time
- No facilitation of academic dishonesty (sharing assignments, copying assignments, etc.)
- No sharing of inappropriate material via text, "Air Drop", email, etc.
- During the last 5 MINUTES of the lunch period the cafeteria all devices must be put away as students prepare to transition to their appropriate class.

Electronic Devices and Testing

All national and state, county, and school testing regulations regarding the use of electronic devices apply. Unless otherwise noted, use or possession of personal electronic devices will not be permitted during any national, state, county, or school exam, test, or quiz.

Dress Code

Suggestive, provocative or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. CCPS does not allow clothing to be worn on school property or to school-sponsored activities which displays messages or images that are offensive, vulgar, harassing, or otherwise inappropriate for the school setting. Clothing that is judged by the school administration to be disruptive to the orderly school process either by virtue of the design or in the manner in which it is worn is also forbidden.

Members of the Charles County Association of Student Councils, in collaboration with parents, staff, and community members, developed the following system-wide dress code, as amended and approved by the Board of Education.

1. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
2. Shorts and skirts are permitted as long as they reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above fingertips.

3. Clothing must cover the chest area, cleavage, torso, and undergarments. Tops may not be lower than mid-back.
4. Spaghetti straps and garments that are both strapless and sleeveless are not permitted during the school day.
5. Undergarments must not be visible at any time.
6. Pants must be secured no lower than mid-hip.
7. Ripped pants are permitted as long as rips fall below the shorts length criteria, are limited to the front side of the leg, and do not exceed three inches in diameter above the knee. Skin exposed by all other rips must be covered by opaque clothing that is not underwear.
8. Leggings, biker-type/spandex shorts, or joggers must be opaque and worn with a top that meets the length expectations of shorts and skirts (see #2).
9. Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. Foam and similar soft-soled shoes, such as flip-flops or beach footwear, are prohibited.
10. Headwear is not permitted. This includes, but is not limited to, hats, skull caps, visors, bandannas, sweat bands, shower caps, and hoods. Scarves may be worn as a headband only. (Exceptions may be granted based on religious and medical reasons with proper verification.) Sunglasses are not permitted except during outdoor activities.
11. Sleepwear and sleepwear-type clothing are only permitted for certain activities, such as overnight field trips and spirit days.
12. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any group is not permitted. This includes, but is not limited to, material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
13. Formal attire must not be disruptive or distracting. Spaghetti straps and strapless formal garments are acceptable as long as adequate coverage is maintained during the activity. Slits in skirts or other garments must meet the expectations for the same in rule #2. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless garments are permitted at any formal affair.
14. The dress code is in effect for participating students at all school-sponsored events on and off campus.

Note: Administrators have the flexibility to exercise their judgment, with the authority of the executive director of schools, to determine if a student's attire is considered disruptive, distracting, or a safety hazard. Exceptions may be granted for medical or religious reasons.

Emergency Procedures

Preparedness for emergency situations is the best way to ensure the safety and well-being of staff and students should such an incident occur. To create a system-side standard response, Charles County Public Schools has adopted the procedures included on the following page. Posters outlining each scenario and the required staff and student actions for each type of situation will be placed in all classrooms/offices and throughout public spaces within the school. The school administration will conduct regular drills so that all stakeholders can practice and prepare their responses for these scenarios.

In the event of an evacuation for fire, students and staff should report to their pre-assigned evacuation locations located on the exterior of the building. Each classroom/office has been provided with a map detailing the most appropriate evacuation route and the reporting location for that area.

Scenarios requiring students and staff to seek shelter will likely occur as a result of severe weather. In these circumstances, students and staff are to report to their assigned severe weather relocation area on the first floor of the school.

Some scenarios, such as the presence of an active shooter, may require an options-based response. Students and staff should be aware of all procedures and be prepared to execute the most appropriate response (either lockdown or evacuation) based on their location within the school and the details of the developing situation. In the event of an active shooter, evacuees should report immediately to one of the three designated rally points located on the perimeter of the school campus.

Extracurricular Activities

Students are encouraged to participate in one or more activities. It is our belief that an active student will enjoy school more and experience higher grades and attendance. Activities will be scheduled during the day or after school at times convenient to the group and its advisor. No students are to remain after school unless they are participating in activities supervised by an advisor or coach. All students who are involved in an extra-curricular activity must report to their advisor or coach by 2:25 p.m. Students not involved in an extra-curricular activity after school must leave the building and grounds by 2:25 p.m.

Charles County Player Eligibility Code

In addition to the eligibility regulations set forth in the Maryland Public Secondary Schools Athletic Association Handbook, the following regulations shall apply to all students enrolled in Charles County Public Schools:

1. An individual must be a registered full-time student in Charles County Public Schools in order to participate in any extracurricular activity. A full-time student, for this purpose, is defined as a student registered in four (4) or more courses or in an approved college or principal waiver program, except in special circumstances.
2. An individual must meet eligibility criteria as outlined in the chart below.

The Charles County Board of Education extends the privilege of extracurricular activities and athletics to students who recognize their obligation to themselves, their co-participants and their school community while striving for academic excellence.

Extracurricular activities are defined as any activity pursued outside of a student’s class enrollment. Examples of extracurricular activities include athletics, clubs, and student government associations. Extracurricular programs help provide valuable experiences and are considered an integral part of the total educational program. Involvement in extracurricular activities often have a positive influence on the academic achievement of students. It is the goal of this policy to help students successfully balance academics and extracurricular activities in order to provide opportunities for a well-rounded educational experience.

Activities that support specific content curriculum would not fall under the eligibility policy as long as the student is enrolled in the credit bearing class. Examples of activities that do not fall under the eligibility criteria include fine and performing arts, J.R.O.T.C. drill competitions, and Skills U.S.A.

Extracurricular Activities and Athletics Eligibility Requirements

Grade	Eligibility Requirements
9 th	<ul style="list-style-type: none">• A student who is promoted from eighth grade to ninth grade automatically meets the GPA and attendance eligibility requirements for the first quarter.• Beginning second quarter, students must have earned a 2.25 GPA from the first quarter with no failing “F” grades.• Students who are absent fewer than 5 days from the previous quarter may be eligible without providing documentation. Students who are absent 5 or more days may provide

	documentation for a lawful absence within 5 days of the absence with a limit of 5 parent notes. A suspension will count against eligibility.
10-12th	<ul style="list-style-type: none"> • Must meet local promotion standards. • Must have earned a 2.25 GPA from the previous quarter with no failing “F” grades. • Students who are absent fewer than 5 days from the previous quarter may be eligible without providing documentation. Students who are absent 5 or more days may provide documentation for a lawful absence within 5 days of the absence with a limit of 5 parent notes. A suspension will count against eligibility.

Lawful Absences as Defined by COMAR 13A.08.01.03

- Illness of a student documented by a parent note
- Court summons
- Death of family member
- Other emergency as approved by the principal
- Hazardous weather conditions
- Work approved or sponsored by the school
- Observance of a religious holiday
- State of emergency
- Lack of authorized transportation

In addition, the following guidelines will be followed when determining eligibility for each quarter:

1. Students who wish to participate in fall extracurricular and/or athletic activities will need to meet eligibility requirements based on their fourth quarter grade-point average at the end of the previous year.
2. Students who wish to participate in winter extracurricular and/or athletic activities will need to meet eligibility requirements based on their first quarter grade-point average.
3. Students who wish to participate in spring extracurricular and or athletic activities will need to meet eligibility requirements based on their second quarter grade-point average.
4. If a student received a failing grade in any quarter, she/he is ineligible for the remainder of the season, for post-season play, and for the following quarter.
5. Students academically ineligible at the end of the fourth quarter **cannot** regain eligibility until and after the first quarter of the following school year.
6. Students cannot gain or regain eligibility at interim or at any time during the quarter and/or season.

Additional Eligibility Requirements

Students who owe a financial obligation will be denied the opportunity to participate in extra-curricular activities, including athletics, until the obligation has been cleared.

General Policies and Expectations

Backpacks

Charles County Public Schools (CCPS) middle and high school students may carry their backpacks to school but must keep them in their lockers throughout the day. Students will not be permitted to take backpacks into class or wear them during lunch or in school hallways. To reduce the potential for damage, this rule allows students to carry laptops, chargers, etc. in a laptop sleeve. Accommodations will be made for students with documented

medical or other needs. Families of students in this situation should contact their child's administrator to discuss this request.

Breakfast

On most days, breakfast is offered to students before school and immediately following 1st block. Second chance breakfast will not be served on early dismissal days or on days when school opens late due to inclement weather. Students are encouraged to purchase second chance breakfast daily at the kiosk located closest to their desired activity or second block location. There will be a kiosk on each floor for students attending activities or classes in the academic wings. There will also be a kiosk in the cafeteria for students going to the gym, weight room, performing arts, or engineering wings.

Students choosing not to eat are expected to report to class promptly. Students eating breakfast are expected to throw away all trash and to report to their designated classroom on time by the end of the breakfast period. Second chance breakfast will not be offered on early dismissal days nor when there is a delayed opening.

Care of School Property

Students are responsible for the proper care of all books, technology, supplies, and furniture provided by the school. Students who deface property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item and may be subject to other disciplinary action.

Code of Conduct

Maintaining a safe and orderly environment is a high priority at St. Charles High School. No student has the right to interfere with the positive learning environment of others. Students must respect the rights of all individuals and accept responsibility for their actions. In addition to the CCPS Code of Conduct, the following guidelines will also be observed:

- No food or drink is permitted in the hallways and/or classroom except for during designated times. All visible food or drink will be confiscated.
- The use of profane or foul language is inappropriate and, therefore, prohibited.
- Public displays of affection, kissing, extended embraces, etc. are prohibited.
- Deliveries: balloons, cakes, flowers, etc. delivered or brought to school will be stored in the main office until the end of the day. **Food orders to be delivered to students are prohibited, and will be turned away by the main office, unless approved in advance by the administration.**
- Sitting in cars in the parking lot during any time during the school day is prohibited. Students must have a pass from an administrator to go to the parking lot during the school day.
- Students who fight or cause *any disruption* to the school environment, including "horseplay" will face disciplinary consequences. Such incidents may be referred to the School Resource Officer for possible legal action as outlined in the "Referral to Law Enforcement" section below.
- Personal electronic devices (cell phones, headphones, etc.) must remain off and put away for the duration of the school day except as outlined in the CCPS cell phone policy and the school 1:1 device policy. Failure to follow these guidelines will result in the confiscation of the device and disciplinary consequences. Confiscated devices will be returned only to a student's parent after a conference with the appropriate administrator.
- Students are expected to demonstrate respect and courtesy for themselves and others. All instructions issued by staff members are expected to be followed and insubordinate and/or disrespectful actions will not be tolerated.

Corridor Courtesy

- Keep corridors and stairwells open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.

- Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

Hall Passes

Hall passes are only given in cases of emergencies. No student will be issued a pass during the first or last ten minutes of a class period. As an extra intervention to promote safety and decrease disruptions at the end of the school day, hall passes will become **LIMITED** after 2p.m. (12p.m. on early dismissal days). With the exception of a pass to the nurse or a student being called to the main office, students are to remain in their classrooms during the last 15 minutes of the school day.

ID Cards

To enhance school security, foster personal connections, and streamline school operations, Charles County Public Schools will issue a photo ID card and lanyard to each high school student. The ID will include the student's name, grade, school, and a barcode linked to the student's ID number. Students are expected to wear their IDs for the duration of the school day and during school sponsored events both on and off-campus. IDs are to be worn on the outside of the clothing at a level above mid-torso so that they are visible at all times.

The barcode on student IDs will be used in the main office to facilitate late check-ins and early dismissals. Seniors leaving school for participation in an approved early release program will also be expected to sign out daily using the barcode on their student ID.

In addition to providing enhanced security, the student ID barcode can be scanned in the library or the cafeteria serving lines to facilitate checkout of materials, and food purchases. At St. Charles High School students will also be expected to show their photo ID when purchasing tickets for student events (such as pep rally, homecoming, prom, etc.).

Students who fail to properly wear the student ID, or to provide identification to staff when requested, will receive disciplinary consequences from the administration.

Lockers

Students will be assigned a locker at the beginning of the school year. All personal items and books, when not in use, must be kept in your assigned locker. Backpacks are to be kept in lockers for the duration of the school day. Students may visit lockers before school, between classes, on the way to and from lunch, and at the end of the school day. Students are responsible for the presence of all items placed into their assigned lockers. **Lockers and combinations are not to be shared.** Lockers are school property and, as such, are subject to search in an emergency, for just cause, or randomly at any time.

Students enrolled in Physical Education courses will be assigned a locker in the appropriate locker room. Locks for these lockers must be provided by the individual student. The school is not responsible for loss or damage to any items not secured in a locker during class time.

Lost and Found

Students who find lost articles are asked to take them to the main office before or after school. Lost articles which are not claimed within a reasonable time will be given to the Goodwill Industries or similar agency at the end of each quarter.

Lunch

Each student and staff member will be assigned to one 30-minute lunch shift each day. The time of a student's lunch will depend on the location of his/her third block class. Students are expected to eat only during their assigned lunch shift and only in the cafeteria. Students are expected to stay in their seat in the cafeteria due to

COVID-19 restrictions. Students are also expected to sign into using a QR code so that contact tracing can occur if needed.

Referral to Law Enforcement

Some behaviors that occur in school are not only violations of the Code of Student Conduct but also violate the law. Upon suspicion of criminal behaviors, in addition to addressing violations of the Code of Student Conduct with school discipline, school administrators **will** confer with the School Resource Officer. Based on the circumstances of the situation, the ***officer*** may decide to file charges against a student for certain crimes/violations that occur on school property, including but not limited to the following: physical attacks, major fights, disruptive frays, bomb threats, arson, extortion, drugs, weapons, and the threat of violence. Each violation is considered and addressed on an individual basis.

Restrooms

Student restrooms are maintained for use between classes or when issued a valid hall pass during class time by a staff member. At no time should students use restrooms designated for use by staff. At times restrooms may be closed as needed for cleaning or for other reasons as deemed appropriate by the administration on a rotating basis. At no time will access to all school restrooms be removed or limited.

Student Debt

Students are expected to remain in good financial standing throughout the school year, clearing financial obligations as they arise. Students may be prohibited from participating in any non-academic activity/opportunity including, but not limited to, extra-curricular activities, class events, and dances. Additionally, students may also be prohibited from parking on campus, borrowing books and other materials from the library/media center, and participating in graduation exercises. Diplomas may be withheld until student debts are satisfied. Please note that full replacement costs will be charged for all school instructional items, i.e., textbooks, library books, calculators, computers, etc.

Telephones

The office telephone is a business phone. Telephones are accessible to students ***for emergency use only*** with the permission of an administrator. Parents/guardians should not call the school to talk to the student except in cases of real emergency, nor should parents text or call their child's cell phone during the school day (see cell phone policy).

Use of Elevator

Only students who submit a written note from a parent or doctor will be permitted to use the elevator. The note must include the student's name, grade, parent contact information, injury or purpose for the use of the elevator, and the length of time in which the elevator will be needed. Students will present the note to the school nurse for verification. Once verified, the student will present a \$10 deposit to the financial secretary in order to receive an elevator key. The deposit will be returned once the elevator key is returned. Students are prohibited from allowing other students to ride with them on the elevator and from riding beyond the expiration date of their authorized elevator use.

Spartan Activity Period Rules and Expectations

Spartan Activity Period is an opportunity for students to participate in extra-curricular activities, receive extra instructional help from teachers, take advantage of reassessment opportunities, and to work on homework or other assignments, projects, etc. This 35-minute period will occur Monday through Friday between first and second block immediately following Second Chance breakfast. Spartan Activity Period will not occur on early dismissal days or delayed opening days. It may also be canceled due to testing, lack of student participation, or other reasons as deemed necessary by the administration.

Expectations

Students are expected to:

- Purchase Second Chance breakfast at the kiosk closest to the desired activity of the student's choosing.
- Arrive to the chosen activity promptly, on time, prior to the ringing of the late bell.
- Sign in using the designated database program. This will allow administration to locate students in the event of early dismissals, emergencies, etc.
- Utilize the activity period for its intended purpose.
- Remain in the chosen activity for the full duration of the period (45-minutes).

A schedule of activities available for each given activity period day will be provided to students, displayed throughout the school building, and posted on the school website. Daily hall sweeps will be conducted by the administration and other staff members during the activity period. Students not adhering to the expectations for the activity period will receive disciplinary consequences.

Participation in the activity period is a privilege. Students must comply with all CCPS, school, and classroom rules. Failure to adhere to the established expectations will result in immediate consequences, including the loss of activity period privileges. The administration reserves the right to assign students to specific activities and to suspend and/or cancel the activity period and return to the regular bell schedule as necessary.

Parent Visitation/Observation

Parents are encouraged to come to their child's school during normal operating hours. All visitors are asked to sign in at the main office and obtain a visitor's badge to ensure the safety and security of students and staff.

Parents may either visit their child's classroom at the teacher's/school's invitation or request to make a formal observation of their child's classroom. Making an appointment with the school at least two (2) days in advance of an observation is not only a courtesy and a requirement, but enables you to schedule the observation for the maximum benefit. Teachers cannot stop teaching to confer with parents who stop by without an appointment.

Parents may schedule up to two (2) classroom observations of forty-five (45) minutes in duration each grading period. Staff will accompany visitors to the classroom. Siblings should not attend. Teachers will be happy to discuss the observation at a mutually convenient time. Parents are welcome to visit the cafeteria and eat lunch with their child.

Principals retain the authority to deny access to the school for any individual who has disrupted or who may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school. Our shared commitment and cooperation is essential for the safety of our students and staff.

Transportation Guidelines

Bus Conduct

Bus transportation to and from school is a privilege and not a right. The public school system is not required to transport students to and from school, and students may be denied transportation if they violate the rules set forth by the school and the transportation service. The school bus ride is an extension of the school day and student misbehavior will result in school disciplinary measures being taken that might include suspension from school. In addition to being subjected to discipline, a student may have his/her bus riding privileges suspended for a period of time or for the remainder of the school year. Parents are normally notified if there is a bus infraction and of the disciplinary action taken. Charles County Public Schools reserves the right to randomly videotape students on

school buses. This might include both audio and video recording. The use of the videotapes helps to monitor student behavior and evaluate bus drivers. Please be sure to read, review, and discuss expectations for riding the bus as outlined in the *Code of Student Conduct*.

Walkers

Students who walk to and from school should do so in an orderly manner. Sidewalks are available to all walkers and students must only cross streets at designated traffic signals and crosswalks. St. Charles High School discourages the use of dirt paths and wooded trails. No walkers or car riders are permitted in the bus loading zone before or after school while any bus is present. Violators will be subject to disciplinary action.

Student Drivers

Acceptance of a St. Charles High School permit constitutes acknowledgement by the parent(s) and student that he/she has read and agrees to the policies, provisions, and regulations set forth for student drivers. Parking on school property is a privilege and can be revoked by the administration at any time. Additionally, the owner and operator agree that when the vehicle is located on the property of the Board of Education of Charles County, the superintendent and/or principal of the building or their designee, may search any vehicle and its contents, in the presence of the operator, without the necessity of obtaining a search warrant. St. Charles High School and Charles County Public Schools are not responsible and assume no liability arising from fire, theft, damage to (or loss of) the vehicle or any article therein.

Parking is a privilege that is available to juniors and seniors on a limited basis. To apply for a parking permit, students must be registered at St. Charles High School, have a valid driver's license and automobile insurance, and pay a \$25 fee per school year. All applications will be reviewed and available spaces will be assigned by administration. Students receiving parking permits will park in the student parking lot near the gymnasium and may not return to their vehicle during the school day without written permission from an administrator. Falsification and/or forgery of information of any kind will result in disqualification and/or withdrawal of driving privileges for all parties involved for the school year. The expectations and regulations as well as the application are available in the STUDENT tab on the school website.

Requirements for Student Drivers

Applicants must:

- Be classified as a junior or senior at St. Charles High School
- Have at least a 2.25 cumulative GPA
- Have good attendance (no attendance contracts, concerns, or issues)
- Hold a valid Maryland driver's license, held for at least one month prior to the date of application
- Have valid Maryland insurance policy
- Be in good financial standing with St. Charles High School (no debts or holds)

Parking Rules & Regulations

In order to establish and maintain a safe, orderly environment for student drivers:

- A completed application must be submitted prior to parking on campus.
- All student drivers must park in their assigned space (nose first) in the student parking lot. ***Student drivers are not permitted to park in the staff lot, visitor lot, administrative lot, bus lot, along curbs, on any other Charles County Public Schools property, or at Regency Furniture Stadium.***
- The parking permit must be displayed on the front of the rearview mirror at all times and able to be read from the exterior of the vehicle.

- Student drivers must be in class by 7:25 AM. *Excessive tardiness may result in driving privileges being suspended and/or revoked.*
- Students who wish to ride with a student driver must be listed on the student driver's registration application and meet current Maryland State Driving law requirements.
- It is the responsibility of the driver of a vehicle to see that all riders who use his/her vehicle for transportation to and from school are properly registered.
- Unauthorized vehicles will be removed from school property at the owner's expense with drivers subject to disciplinary action.
- Approved drivers are not to "loan" or "give" their driving permit to others to use. All parties involved will be subject to disciplinary consequences.
- Loitering and loud music in the parking lot are not permitted.
- Automobiles are only permitted to leave the lot after the buses have departed unless otherwise directed by school personnel.
- Excessive speed or any act of reckless driving are infractions of safe driving rules and may result in suspension of driving privileges.
- Students enrolled in the CTE programs at the Robert D. Stethem Educational Center (RSEC) will not be allowed to drive that campus from St. Charles unless approved by both the St. Charles and Stethem administration.
- Students leaving school early for approved early release programs ***must*** sign out in the main office and leave the building through the front doors only.
- Lost or misplaced parking permits must be reported immediately to the designated school personnel. ***A replacement cost will be assessed.***
- Any change in vehicle tags, registration, insurance, etc., must be reported immediately to the designated school personnel.

August 2021

ST. CHARLES HIGH SCHOOL



The St. Charles High School Parent/Student Handbook explains the academic program, expectations for academic achievement and behavioral expectations, guidelines, policies, and consequences for behavioral infractions. This is an opportunity for parents to assist the school in communicating clear expectations for academic achievement and behavior to their child. Please take the time to review these expectations with your child to ensure a complete understanding of the policies, procedures, rules, and consequences outlined in this document.

Your signature below indicates that you have received and reviewed the contents of this booklet. Please remove this form and return it to your child's homeroom teacher. If you have any questions or comments, please call 301-753-2090. A copy of the Parent/Student Handbook is also posted on the school website.

Printed Name of Student

Signature of Student

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Name of Homeroom Teacher

Student's Grade Level