

LA PLATA HIGH SCHOOL

6035 RADIO STATION ROAD
LA PLATA, MARYLAND 20646
301-934-1100 or 301-753-1754
Counseling Office: 301-934-7448
Counseling Fax: 301-934-9468

School Website: www.ccboe.com/schools/laplata

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MISSION STATEMENT

The mission of La Plata High School is to promote academic and instructional excellence in an environment of mutual respect, where there is a shared responsibility of school, students, family, and community. Educators will create a safe environment in which students can learn to think critically, act independently, and accept responsibility in order to become productive and meaningful members of society.

SCHOOL COLORS: Blue and White

SCHOOL MASCOT: Warriors

SCHOOL PAPER: The Gauntlet

SCHOOL YEARBOOK: Excalibur

My Daily Schedule

Period	Class	Teacher	Room	Notes
HR	Homeroom			
1				
2				
3				
4				
Activity Period (Rotates Daily)				
5				
6				
7				
8				

GENERAL RULES AND GUIDELINES

CODE OF STUDENTS RIGHTS AND CONDUCT

Each student attending school has the right to a free and unhindered opportunity to receive an education designed to help him/her develop to his/her maximum potential. Except by means of due process, the student attending school may not be denied this right by other students nor by members of the staff. Conversely, no student's behavior may be such that he/she denies other students the same right, nor may his/her behavior be such as to hinder members of the staff from carrying out their responsibilities.

Students are to refrain from all prohibited infractions listed in the Charles County Public Schools Code of Student Conduct in addition to those included in the La Plata High School Student Handbook.

SCHOOL ISSUED LAPTOP COMPUTERS

All students will be issued a laptop to use for school assignments and other learning activities. Students are expected to bring their assigned laptop and charging cord to school each day. Personal laptops and tablets should not be brought to school.

CCPS technology use rules are in effect when using a school issued laptop. Laptops should only be used during class when instructed by the teacher, and then only to complete assigned activities. When using laptops outside of school hours, use should be limited to school related tasks.

The CCPS laptop bag, issued with the laptop, can be used to carry the laptop from class to class. Students are not permitted to wear or carry backpacks during the school day.

Students are required to report technical issues or physical damage immediately to a teacher or the school's computer analyst (CA). Students and their parents/guardians are financially responsible for damage or loss of a school issued laptop or charging cord.

STUDENT IDs

All La Plata High School students will receive a student ID card. Once ID cards are issued, ALL students must have their ID card **VISIBLE** on their person at all times during the school day. ID cards are to be either worn on a lanyard or clipped to clothing on or above the mid-torso.

Students who have forgotten their ID should request a temporary ID from their first period teacher. After the student requests 2 temporary IDs from their first period teacher, they need to see their grade level administrator. Disciplinary consequences will be assigned to students who need more than 3 temporary IDs in a semester.

Students should speak to their grade level administrator when an ID is lost or damaged.

BOOKBAGS/BACKPACKS/PERSONAL BAGS

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 are not permitted to take backpacks into class or wear them during lunch or in school hallways.

Students may carry a small personal bag, with or without a handle or strap and no larger than 5"x7"x3". Examples of acceptable personal bags:



The CCPS laptop case issued with the laptop can be used throughout the day to transport the laptop from class to class.

VISITORS

Visitor parking is available only in the front parking lot near the flagpole. All visitors enter the building through the main entrance at the front of the school. They must show photo identification and state the

reason for their visit when buzzing to enter the building. Once in the front office, ALL visitors will need to sign in on the computer.

SCHOOL DAY

The regular school day or time is the time extending from the moment the Board of Education assumes responsibility for the student until the end of the school day when that responsibility ceases. This is from the time the student steps on to the bus or arrives on school property at the start of the school day until departure from the bus or school property.

RESPECT

Each member of the La Plata High School community, administrators, teachers, instructional assistants, secretaries, building service workers, cafeteria workers, and students has an obligation to treat each other with respect. Each of us, as individuals, has the right to be treated with dignity and courtesy, and in return, we are expected to respond to others in a dignified and courteous manner.

A cooperative effort from each of us will help make La Plata High School the best place it can possibly be in relation to its academic standards, extracurricular programs and the behavior of all of us.

We must be willing to demonstrate a genuine feeling of mutual respect for each other's feelings and opinions. We must be able to communicate freely and effectively in solving the many problems that are bound to occur in any organization whose success depends upon cooperative interaction between many different and diverse individuals.

ACADEMIC HONESTY

An academically honest student is truthful when it comes to his/her schoolwork. An academically honest student never turns in a fraudulent assignment. The work he/she turns in is completely original and is accomplished independently. Appropriate disciplinary consequences will be administered to students who engage in acts of academic dishonesty.

HARASSMENT/BULLYING/HAZING/TEASING/INTIMIDATION

La Plata High School does not condone or allow the harassment, bullying, hazing, teasing or intimidation of students by others. Hazing is defined as any activity that humiliates teases, harasses, injures or potentially injures another student as part of a ritual of belonging to any club, team, gang or group. Bullying, hazing or harassment may result in a negative learning environment for those that it is directed against. Therefore, this type of behavior will result in appropriate disciplinary action being taken. This might include suspension from school. The school must be able to provide a safe and comfortable environment in order for all students to learn.

Any incidents of this type should be immediately reported to a teacher, school administrator or other school staff. Contact the school or the Office of Student Services to obtain a formal harassment complaint form. Although all complaints concerning harassment and/or bullying are required to be fully investigated, CCPS encourages the use of the formal complaint form. To obtain a Harassment Complaint Form, please visit the La Plata High School website (www.ccboe.com/laplata).

Appropriate staff will investigate all harassment /bullying complaints, whether a formal complaint form is filled out or not.

CYBER BULLYING

Any bullying that manifests itself in the form of harassing e-mails, social media, voice mails, text messages, etc., that occur during or outside school time that causes a disruption or potentially causes a disruption in the building will be investigated and may result in disciplinary action. This might include suspension from school. The school must be able to provide a safe and comfortable environment in order for all students to learn.

SEXUAL HARASSMENT POLICY FOR STUDENTS

Sexual harassment in school is UNWANTED sexual attention from teachers, other adults, students or anyone else the student may deal with in school, at school related activities or at work (CRD job or any other type of job after school hours). The range of behavior includes leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. Attempted rape and rape are the most physically violent forms of

sexual harassment. Sexual harassment may carry the message that if the victim does not comply with the harasser's demands, there may be retaliation. Incidents of sexual harassment only have to occur once to be identified as such, but sometimes these violations are repeated; and often get worse if not stopped.

Because this is such a serious matter, sexual harassment in any form is forbidden in this school. It can cause serious physical or psychological damage to students or staff, affecting grades, attendance, performance and pride in one's work.

The following behaviors are not allowed:

1. Spreading sexual gossip
2. Unwanted sexual comments or sexual jokes
3. Pressure for sexual activity
4. Any unwanted physical contact of a sexual nature.

Victims of sexual harassment should report the problem to an adult (teacher, counselor, or administrator) in the school as soon as possible. The adult will then work with the student to see that appropriate action is taken.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

- Electronic equipment such as cell phones, i-Pods/tablets, cameras, etc. must not be visible and must be powered off during the school day.
- Cell phone use may be allowed during designated times or Bring Your Own Device (BYOD) activities.
- Cell phones 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 cell phone is otherwise permitted.
- The Charles County Public School system, and its employees and agents, are not responsible for the loss, theft, damage, or destruction of any cell phone other portable electronic device, or any other personal property.
- School personnel may confiscate electronic device(s) used during un-authorized times. Failure to comply may result in out of school suspension for disruption. Parent(s)/Guardian(s) must set-up an appointment with the grade level Administrator to retrieve confiscated cell phones.
- **Refer to the Charles County Public Schools Code of Student Conduct for additional specific information pertaining to the use of cell phones and electronic communication devices.**

DRESS CODE

We take pride in the appearance of our students. Your dress reflects the quality of the school, of your conduct and of your schoolwork. School is a place for business and students are expected to dress appropriately. **The administration reserves the right to ask any student to refrain from wearing certain apparel to school if, in its opinion, the apparel is causing a disruption or distraction to the normal educational setting, is a potential safety problem, or is deemed inappropriate or provocative.**

Refer to the Charles County Public Schools Code of Student Conduct for additional specific information pertaining to the dress code. If students have questions about the appropriateness of an apparel item, including shoes, they should see their grade level administrator prior to wearing them to school.

DRESS CODE FOR DANCES

The dress code for each specific type of dance will be announced and distributed to students prior to the dance. Students who are not dressed appropriately for a dance will be denied admittance.

CORRIDOR COURTESY

1. Keep corridors open by walking to the right where two-way traffic is permitted (departmental pods, trailers and downstairs hallways).
2. Do not block traffic by standing in groups.
3. Pass through corridors quietly.
4. Be considerate of others in the halls and classrooms.
5. Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

HALL PASSES

Students are not permitted in the halls during the class period unless they are accompanied by a teacher or have a school hall pass with the student's name, destination, date, time, and authorized staff signature in ink. Hall passes will not be issued during the first 10 minutes or last 10 minutes of any class period. Staff will issue passes after 1:45 p.m. only in cases of emergency.

CONSEQUENCES OF DISCIPLINARY PROBLEMS

It is impossible for effective teaching or learning to take place in a classroom unless good order is maintained. Students who misbehave or break the school, county, state, or federal laws and rules may face disciplinary action. These consequences include:

1. Warning
2. Detention
3. Loss of Privileges
4. In-School Intervention
5. School Service
6. Saturday School
7. Suspension
8. Suspension to the Superintendent
9. Expulsion

Refer to the Charles County Public Schools Code of Conduct for additional specific information pertaining to the consequences of disciplinary problems.

POSSIBLE ACTIONS OUTSIDE THE SCHOOL

Although in most instances the school attempts to handle discipline problems, both students and parents should be aware that the legal authorities may be called in when the following occur:

- Use, possession, or distribution of drugs or other controlled substances. Any student having any drugs or controlled substances on school property will be turned over to the police the first time.
- Assault or threatening with any weapon or in such a way to cause bodily harm to a fellow student may result in legal action.
- Verbal or physical threats, or actually carrying out physical violence toward any staff member may result in legal action.
- Stealing or vandalism may result in the authorities handling the case.
- Possession of firearms or explosive devices of any kind may result in legal action.
- Bringing electronic communication devices or cellular phones onto school property that are found to be connected with criminal activity.
- Tobacco violations.
- Other situations that are determined by the Administration to require the assistance of the legal authorities.

CCPS ATTENDANCE POLICIES AND PROCEDURES GOVERNING ATTENDANCE

The Charles County Board of Education has adopted an attendance policy that emphasizes consistent monitoring of absences and increased parent/guardian involvement.

Verifying Absences and Tardiness

Students and parent(s)/guardian(s) have five (5) days to verify tardiness/absences, after which the tardy/absence is/are coded as unlawful or truant. A written explanation of a student's absence from the parent(s)/guardian(s) or eligible student is required when the student returns from the absence.

The parent(s)/guardian(s) is/are expected to call the school on the third day of consecutive absences. If the parent/guardian does not call by the third day, the school may contact the family. A medical verification should be obtained by the parent(s)/guardian(s) 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.

Policies and Procedures

Any student who is absent from school is required to present a written excuse from their parent(s)/guardian(s) or doctor within five (5) days after returning to school. Failure to provide an excuse within five days will result in the absence being coded unlawful.

- Any student who has been cutting class or school may be referred for an intervention and/or disciplinary action.
- Any student who has accumulated five or more days of absences during a nine-week marking period may not be eligible to participate in athletics and/or extracurricular activities.
- Any student in grades 6-12 who has two or more unlawful absences during a nine-week marking period, with appropriate parental notification, may receive a grade no higher than 59 percent for the marking period.
- Any student who is unlawfully absent more than 10 percent of the school days in any given marking period, semester or academic year shall immediately be referred to the Charles County Public Schools' system of active intervention for students who are chronically absent from school.
- The CCPS Department of Student Services may refer students with a documented history of chronic absenteeism to the state's attorney for Charles County.

The Superintendent shall provide an accurate system of recording student attendance and absences to comply with state attendance reporting requirements. Patterns of irregular attendance will be investigated and appropriate action taken. Following are administrative procedures to monitor student attendance.

- The principal or school personnel will notify the parent(s)/guardian(s) if his/her child has missed 5, 10 and 15 days from school. The written notification that will be provided to the parent(s)/guardian(s) will document the number of days missed. If written notification is not possible, the school will document all contacts and/or attempts to contact the family. Medical and court notices are excluded from the days documented in the notification.
- When a student accumulates 15 days of absences, he/she will be referred to the school's pupil personnel worker. The pupil personnel worker will investigate the case. The investigation may include conferences with school personnel, review of school records, referral to the student support team, and/or contact with community agencies.
- When a student is absent more than 20 days, he/she will be scheduled for an attendance review. Those present will be the principal/principal's designee, pupil personnel worker, parent(s)/guardian(s) and student. The attendance review officer will judge the circumstances of the excessive absences. At the conclusion of the review, a recommendation concerning supports and interventions will be made.
- If the school attendance review is deemed unsuccessful, or if the student continues to violate the attendance guidelines established during the review, the student may be referred to agencies for additional support. Severe or ongoing attendance issues may be referred to the state's attorney for Charles County.
- Exceptions to this procedure would be granted to students in the Chronic Health Impaired Program (CHIP), on home teaching or whose absences exceed 20 days and are excused by a doctor's statement.
- At times, there are circumstances that the student cannot control that might cause the student to be absent for an extended length of time; for example: the death of a family member, loss of a home or other adverse personal circumstances. Projected absences that would have an adverse effect on the student's attendance will be referred to the pupil personnel worker to investigate. In such cases and with agreement between the school principal and the pupil personnel worker, those days will be exempted from the attendance monitoring procedures. Parent(s)/guardian(s) and students will be notified of the exemption.
- All absences due to school suspension will count toward the attendance monitoring procedures.

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

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

Exemplary Attendance Award criteria: The Exemplary Attendance Award will be presented at the end of the year awards ceremonies for any student with 2 or fewer excused absences and 5 or fewer excused late

arrivals/early dismissals. Attendance will be considered through the final day of classes for seniors, and through May 31 for grades 9-11. Any absence, late arrival or early dismissal, regardless of reason, will be counted. *Students with any unexcused absences, late arrivals, early dismissals or tardiness to class will not be eligible for the Exemplary Attendance Award.*

PASSES FOR LATE ARRIVALS

All classes begin promptly. When students are late to class it creates a disruption to the learning environment and effects academic performance. Students who arrive at school after the doors are locked at 7:30 a.m. must show their student ID card to the camera on the security system and enter the school through the main entrance at the front of the school. They will sign in at the attendance office and receive a late arrival pass. Failure to check in at the attendance office will result in disciplinary action. **Notes from the parent/guardian stating the reason for tardiness to school must be presented at the time the student signs in at the attendance office.** Administrative action may be taken for students who are tardy. Parking privileges may be revoked for students who are frequently tardy to school. This includes excused and unexcused tardies.

PASSES FOR LEAVING SCHOOL

Students are not permitted to leave the school grounds at any time during the school day without a pass from the school office. If you must leave the building because of illness or any other emergency, you must sign out at the **main** office. **Notes from home requesting any early dismissal should be brought to the main office before first period. All early dismissal requests must be verified by a parent/guardian phone call. Picture ID must be shown prior to signing out any student. All early dismissals must occur before 2:00 PM (12:00PM on early dismissal days).** Failure to follow the proper procedure will be considered an unexcused absence, and the student may be suspended from school.

STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL

1. Have a parent, guardian, or doctor, write an excuse giving name, date, day of absence, and reason for the absence within five (5) school days after the absence. Failure to provide a lawful excuse within five days will result in the absence being coded unlawful.
2. Present excuse to first period teacher and obtain an admission slip. If their first period teacher is absent, the student should bring their absence excuse to the attendance office to obtain an admit slip to show their teachers.
3. Show admission slip to **all** of your teachers.
4. Have immediate plans to do all make-up work due to absence. Your grades will reflect your absences if you do not get the work made up.
5. The scheduling of family vacations should occur on dates when school is not in session. Approval for college visits or educational trips may be requested from the principal. **If an absence is due to a college visit or educational trip, the parent/guardian must make the request, in writing, at least ten (10) school days prior to the absence. If approved by the principal, these absences will be coded either 08 or 13, indicating that the student will have the right to makeup work.** Students attending a college visit must have a confirmation slip from the college in order for the absence to be excused.
6. 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 vacation, college visit or educational trip.
7. Teachers will not be required to give exams early for any vacation, college visit or trip.
8. Students absent an entire day shall not be permitted to participate in after school/evening activities, including athletic practice or play, that day.

MAKE-UP WORK REQUIREMENTS

Excessive absences often result in poor schoolwork, however there may be times when students must miss school due to illness or other reasons.

Any student who is lawfully absent from school may make up the work and/or tests missed while being out of school. Students who are suspended from school have the opportunity to make up the work that they miss. If a student misses all or any portion of class for any excused reason, it is the student's responsibility to

look in the StudentVue gradebook/class website and check with the teacher to obtain and make-up missed work. -All work missed by students must be made up as soon as possible after returning to school. Individual teachers will determine reasonable deadlines for the completion of make-up work as outlined in the class syllabus.

If the parents or guardians know in advance that a student will be out of school for documented medical reasons for more than three school days, they should inform the counseling office and make-up work will be prepared for the student during the absence. At least 24-hour notice is required for any make-up work requests.

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

TRANSPORTATION

Bus transportation will be provided for every student as a privilege -- **NOT AS A RIGHT!** Students may ride only the bus to which they are officially assigned based on their address. The buses are filled to capacity; therefore, students requesting a temporary change of bus due to an **emergency must present a written note from the parent/guardian to the main office before first period.** The note must state the reason, have a parent signature and contact number for the request and be submitted to the appropriate office before school for approval and verification. Any request for a permanent change of bus must be submitted and approved by the transportation department of the Charles County Public School system.

All students must ride the bus to and from school for all approved school trips and sporting events. Under extenuating circumstances, a parent may request alternative transportation arrangements. This must be in writing to the principal at least three (3) days in advance of the activity.

Once students have entered the bus-loading zone and have boarded a bus to leave in the afternoon, they may not exit the bus at any time without administrative approval. If there are extenuating circumstances that necessitate a student leaving the bus, the student must notify the driver and the driver will get the attention of a nearby administrator who will grant or deny permission for that student to exit the bus.

While on a school bus a student is considered to be in school and all Charles County Board of Education and La Plata High School policies are in effect. Violation of bus policies could result in a temporary or total loss of a student's bus riding privilege. Serious offenses could also result in suspension from school.

The bus driver will refer students to an administrator for any reason when the safe operation of the bus or the safety of other passengers is affected. Specific rules and guidelines for system-wide school bus discipline will be enforced. Refer to the Charles County Public Schools Code of Conduct for additional specific information pertaining to Bus transportation.

Once school is dismissed, all students should report promptly to their bus. Students who are not riding the school bus home are not to be in the bus-loading zone during dismissal.

STUDENT AUTOMOBILES/PARKING

1. You must be a **SENIOR** or **JUNIOR** to qualify for a parking permit.
2. Due to the limited number of parking spaces available, consideration of student driver applications will be based upon the following priorities:
 - a. **1st Priority:** Seniors in school related programs (Co-op, College Waiver, and Principal's Waiver)
 - b. **2nd Priority:** Seniors who are involved in extra-curricular activities.
 - c. **3rd Priority:** Juniors who are involved in extra-curricular activities.
 - d. **4th Priority:** Seniors who work after school and leave school to go directly to their place of employment
 - e. **5th Priority:** Juniors who work after school and leave school to go directly to their place of employment.
 - f. **6th Priority:** Seniors without specific needs.
 - g. **7th Priority:** Juniors without specific needs.
3. Registration forms must be signed by the student driver and parent and returned to the designated school personnel.
4. Information concerning fees, etc. will be explained at the beginning of the school year.
5. The parking permit must be displayed on the front mirror of the car.

6. Student vehicles must be parked in the student parking lot **ONLY**. Vehicles are **NOT** to be parked on the parking lot curbs or on other Charles County Public Schools properties.
7. Student drivers are not permitted to park in the Administration/Faculty parking spaces or visitor parking spaces.
8. **Student drivers must be in class by 7:30 a.m. unless they are approved for an AM Principal's Waiver. Students with an approved AM Principal's Waiver must sign in with the Attendance Office and arrive to their first scheduled class on time each day.**
9. **Students who drive and are late to school may have their driving privilege suspended or revoked. Parking privileges may be revoked for students who are frequently tardy to school. This includes excused and unexcused tardies.**
10. Students who wish to "share" a parking space must both fill out a registration form and a sharing application (See guidelines to follow on the sharing application).
11. Students who wish to ride with a student driver must be listed on the student driver's registration form.
12. 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.
13. Students are not permitted to visit automobiles during school hours. Students must have administrative approval to return to their vehicle during the school day. Loitering in the parking lot is not permitted.
14. Students will be assigned one parking space and issued one parking permit. All automobiles you intend to drive to school should be registered. **The school will not assume responsibility for any loss or damage to student cars.**
15. Unauthorized vehicles will be removed from school property at the owner's expense.
16. Drivers of unauthorized vehicles are subject to disciplinary action.
17. Approved drivers are not to "loan" or "give" their parking pass to others to use. This will result in disciplinary action taken against both parties.
18. Automobiles are only permitted to leave the lot after the buses have departed unless otherwise directed by school personnel.
19. Excessive speed or any act of hot rodding or reckless driving are infractions of safe driving rules and may result in suspension of driving privileges.
20. The owner and driver understand that when the vehicle is parked on school property, the principal or his/her designee may search the vehicle and its contents in the presence of the operator without obtaining a search warrant.
21. Unauthorized transporting of another student from school grounds during the regular school day may result in suspension and possible revocation of driving privileges.
22. Seniors on waiver are not to return to school property once they leave until after 2:15 p.m.
23. Any lost or misplaced parking pass should be reported immediately to the proper school authority.
24. Any change in vehicles, tags, etc. should be reported immediately to the designated school personnel.
25. Parking spaces not used on a regular basis will be awarded to the next eligible student on the waiting list.
26. Students must adhere to all student parking rules and regulations as stated on the student parking application (signed by student and parent).

PROCEDURES FOR DROPPING OFF AND PICKING UP STUDENTS

Procedures for dropping off students before school (7:15 a.m. to 7:30 a.m.): All cars should enter school grounds by using the driveway which leads to the back parking lot. Turn right into the front parking lot and continue right around the island, dropping off students with the passenger side next to the sidewalk. All students who are being dropped off in the morning will use the Art/Commons Area doors. Once students have been dropped off, all traffic should continue to the stop sign and make a left turn toward Radio Station Road. *Only LPHS staff and students with parking passes are permitted in the back parking lot between 6:30 a.m. and 2:30 p.m.*

Procedures for dropping off students or picking up students during the school day (after 7:30 a.m. and before 2:00 p.m.): *Only LPHS staff and students with parking passes are permitted in the back parking lot between 6:30 a.m. and 2:30 p.m.*

If you are dropping off a student after 7:30 a.m., use the driveway that goes back to Matula Elementary School. Enter the first entrance into LPHS. If you need to go into the attendance office, park in the **VISITOR** parking lot located by the flag pole.

All early dismissals must occur before 2:00 PM (12:00PM on early dismissal days). If you are picking up a student, please use the **VISITOR** parking spaces located in the front parking lot by the flag pole. Exit the school grounds by using the driveway which leads to Matula Elementary School. Students must be picked-up before 2:00 PM or after 2:15 PM (before 12:00 PM or after 12:15 PM on early dismissal days).

Procedures for picking up students at the end of the school day

All vehicles should enter school grounds by using the Matula Elementary entrance. They should then continue straight until they make a left turn just before the tennis courts. Vehicles may begin lining up no earlier than 1:30 p.m. Please stay in your position in line along the curb until your child walks out to you. When possible, move your vehicle up to close gaps and keep the line moving. Vehicles will then exit out by going to the stop sign and turning right.

Any student being picked up after 2:00 must go through this procedure.

Procedures for picking up a student after 2:30 p.m.: After 2:30 p.m. students may be picked up by parents/guardians in any of the three parking lots. Please be reminded that there are a great number of student activities after school with a great amount of student movement through parking lots to get to athletic and band fields, as well as student movement to get to cars after indoor activities. Drive carefully and defensively for the safety of all concerned.

FIRE DRILLS

The administration is required to conduct fire drills during the school year to test the alarm system, check the reactions of students during an emergency, evaluate the effectiveness of the evacuation routes, and familiarize each student with evacuation routes.

As soon as the fire alarm sounds, the cooperation of all students is required and expected. All activity and talking must cease. Follow the teacher quickly and silently out of the room and building. **DO NOT RUN!** Classroom doors should be closed by the last person out of the room. Windows that are open should remain open. Don't take time to close them.

When the assigned evacuation area is reached, turn and face the building. Attendance will be taken by the assigned teacher.

Students who are in the halls or otherwise separated from direct classroom supervision should use common sense and join the nearest line of students to exit the building.

FIRE REGULATIONS FOR OTHER EMERGENCY SITUATIONS

Students in the cafeteria should exit immediately. The evacuation will be directed through the available doors by the administrator/teacher on duty.

Students attending extra-curricular activities must follow the same route of exit that a class would use from a given room. **NO ONE is to return to the building until after the ALL CLEAR.**

Vehicles must pull into and stay in the nearest space clear of roadway. No movement would be resumed until after the area is cleared of those students returning to class. Remember, fire vehicles appear suddenly and move swiftly.

If the fire bell rings at a time when there is no organization such as change of classes, be guided by the following general rules:

1. Stop talking.
2. Leave by the nearest exit.
3. Do not stop until you are away from the building and near one of the standard outside fire areas.
4. Once outside, do not mill around or engage in horseplay. Listen to instructions of the nearest teacher.

VIOLENT STORM PROCEDURES

1. When the alarm is given over the PA system, everyone must report to their designated area. Teachers must take charge of their students and see that they are told where to report.

2. Teachers should be last to leave the classroom, taking care that all classroom lights are turned off and doors are closed but not locked. Teachers are to take their roll book with them during the drill.
3. Students should proceed to their designated area in a quick and orderly manner.
4. Class roll must be taken by each teacher and held until the emergency is over. Fire drill forms will be used for this accounting. The accounting is for students who should be with the teacher, but do not report to the proper location. Do not list students who are absent from school that day. Lists should be sent to the office once the drill is concluded.
5. If a student has been issued a pass to report to another teacher, librarian, counselor, administrator, etc., that person will become responsible for the student. If a student is given a pass to a place where there is no responsible adult, (i.e., restroom, locker, water fountain) the student should return to the regular classroom immediately and follow the teacher's instructions.
6. The signal for the return to regular class is: **ONE RING OF THE BELL AND AN ANNOUNCEMENT OVER THE P.A. SYSTEM.**

OTHER EMERGENCIES

In all other emergencies faculty will follow guidelines set out in the Emergency Manual to ensure student safety.

ACCIDENTS

Every student in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must immediately report any injury to the person in charge and to the school's main office.

INCLEMENT WEATHER

Please listen to the television and radio for details regarding early dismissals, late arrivals, and school closings during inclement weather. You can also call the Charles County Public School 24-Hour Hotline for information at 301-934-7410 or 301-932-6656. Do not call the school as this information is not available to us prior to the notification of the radio and television stations.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure 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. The Sheriff's office may also be notified.

LOCKERS

Each student will be assigned a locker. Lockers are not to be shared. All backpacks, personal items and books, when not in use, should be kept in your assigned locker. Do not tamper with another locker or give your combination to another person. The school does not assume responsibility for any lost or stolen articles. These lockers are public property under the control of the Board of Education and as such are liable for search in an emergency or for just cause.

TELEPHONES

The office telephone is a business phone and should be used by pupils for emergencies only. Parents/guardians should not call the school except in cases of real emergencies to talk to the student. When messages are sent to your child, we are interrupting an entire class which takes away from the educational process. **Messages will not be delivered to students after 2:00 PM (12:00 PM on early dismissal days).** The school should only be called to give a message to your child in an **emergency situation**. Messages to remind students about appointments, bringing books home, riding the bus or not to ride the bus are not considered emergencies. Students will not be given a pass during class to go use the telephone. Students may not use a classroom telephone.

LOST AND FOUND

Students who find lost articles are asked to take them to the attendance office. Lost articles which are not claimed within a reasonable time will be given to the Goodwill Industries or a similar group. If items are

misplaced, it is the student's responsibility to check in the Lost and Found office immediately upon misplacement.

THE MEDIA CENTER/LIBRARY

The school media center/library is a pleasant place in which to read or study. It is open from 7:15 a.m. to 2:45 p.m. daily. Books are checked out for 2 weeks and may be renewed.

Students may enter the media center/library with a pass from a teacher and sign-in using the media center/library computer. Failure to abide by media center/library rules may result in loss of media center/library privileges.

INTERNET

Before using the internet, students must properly complete and sign a contract which explains guidelines; parents must sign this contract also. Unauthorized or inappropriate use of the Internet may result in suspension.

SCHOOL INSURANCE

School insurance is available to all students. A packet will be available for each student on the first day of classes. Purchase of this program is optional.

STUDENT DEBTS and ENVISION PAYMENT SOLUTIONS

Students may be prohibited from participating in all extra-curricular activities, dances, class events, athletic activities, clubs and voluntary programs if they have unpaid debts. Additionally, students may be prohibited from parking privileges, being issued lockers, removing any books or materials from the library, graduation exercises and receiving their diploma until student debts are paid. Full replacement costs will be charged for all school items (textbooks, library books, calculators, etc.).

All returned checks will be sent directly to Envision Payment Solutions, the agency secured by the school system. The agency will work to collect the face amount of the check and up to a \$35.00 fee, which is allowed by Maryland law.

HEALTH SERVICES

If a student becomes ill in school, he/she should report to the nurse's office after receiving a pass from his/her teacher. Students must not leave the building due to illness without authorization from the main office. In the event a student becomes ill at school and it is decided that they should be sent home, parents/guardians will be contacted to pick the student up. If you do not have a telephone or if both parents/guardians are working, we must have someone to call in case of an emergency. We are unable to provide transportation home in staff cars, as we are provided with no insurance for this purpose.

MEDICATIONS

All medications, including over the counter medications, should be brought to the nurse's office immediately upon arrival to school. All medicines, including over the counter and prescription medicine, must be kept in the nurse's office in a labeled (drug store) container with written instructions.

No medication will be given without a written request from the doctor and parent/guardian. Students are prohibited from being in possession of any over the counter or prescription drugs. Failure to follow this rule will result in disciplinary action and/or suspension to the Superintendent.

Procedure:

- Student or parent obtains a Physician Order and Authorization for Medications and Treatments form from the nurse. You may also obtain a copy on the CCBOE website, www.ccboe.com.
- Doctor and parent/guardian complete and sign the Physician Order and Authorization form.
- Return the completed Physician Order and Authorization form to the nurse with the over the counter or prescription medicine.
- The following information **must** be clearly labeled on the original medicine container: student's name, doctor's name, name of medicine, amount to be taken, and specific times it is to be taken, and possible reaction to student.

- Examples of over the counter medications that must be in the nurse's office include but are not limited to the following: Tylenol, Ibuprofen, Midol, antihistamine, vitamins, aspirin, and allergy medications.

Students may not be in possession of any over the counter or prescription medications.

COUNSELING

Counseling services are available for every student in the school. Counselors are available to assist students with personal and academic growth, interpersonal skills, and the decision -making process. A Career Center is also a part of the counseling services available to students and parents.

Counseling appointments may be made in the counseling office before school or walk in during lunch period.

Students needing support or encouragement in crisis situations can call the Maryland Youth Crisis Hotline at 1-800-422-0009 to get help from trained staff.

CHARLES COUNTY PUBLIC SCHOOLS HIGH SCHOOL PROGRAM OF STUDIES

The Charles County Public Schools *High School Program of Studies* contains the official listing of approved high school courses of study for students. Courses are organized by academic departments or programs. Included are course descriptions, grade levels, credits, prerequisites and other information related to approved courses. The Program of Studies also includes system and state information regarding graduation requirements, guidance procedures, grading, academic award programs, college and career planning, and optional programs. A link to the Program of Studies is located on the Charles County Public Schools web page (www.ccboe.com).

SCHEDULE CHANGES

Written requests for schedule changes will be accepted in the Counseling Department during the first ten days of school. Requests for schedule changes will be considered if at least one of the following circumstances apply:

1. Inappropriate academic placement.
2. Course needed for graduation.
3. Re-take a required course after earning a failing grade.
4. Class size.

Changes will not be made because the student does not like the class, requests a change of teacher or requests a change of electives.

Students must fill out a request for schedule change form and have a parent signature. Counselors will make changes on a priority basis.

After the first 10 days of school, **NO** schedule changes will be considered without a student, parent, teacher, counselor conference and signed approval by the appropriate administrator.

If a student is permitted to withdraw from a course before the first interim for semester courses and the first quarter for a year course, no notation is made on the record. If a student is permitted to withdraw after the period listed above, the withdrawal notation on the student's report card and transcript will indicate the date of withdrawal from the course and the grade earned to date of withdrawal. **No withdrawals from courses after the first grading period in a semester course or after the first semester in a year course will be approved.**

VISITING CLASSES

Parents may either visit their child's classroom at the teacher's invitation or request to make a formal observation of their child's classroom. Making an appointment with the school at least two days in advance of an observation is not only a courtesy, but a requirement. Parents may schedule up to two classroom observations of 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.

ParentVUE/StudentVUE

Charles County Public Schools utilizes ParentVUE and StudentVUE to help parents and students keep-up-to-date with grades, attendance and other important information. Teachers will post all assignments, including due dates, in the ParentVue/StudentVUE gradebook. They will also use and maintain class

websites through ParentVue/StudentVue to share pertinent information such as available resources, recommended websites/apps, and general class announcements. Students are encouraged to check their gradebook and class websites in StudentVUE each day.

Additional information about these online services can be found on the CCPS website (www.ccboe.com).

CHARLES COUNTY CRIME SOLVERS SCHOOL PROGRAM

The student Crime Solvers Program is a program that allows anonymous tips to be given to the administration to promote the safety and security of students. If a student is aware of a criminal act or violation of school rules they can report it via the Crime Solvers program. Student tip sheets can be picked up from any teacher, nurse's office, counseling office or directly from the Crime Solvers box located at the front of the school. Students then fill out the sheet with as much information possible. **STUDENTS DO NOT PUT THEIR OWN NAME ON THE SHEET.** Students are to remove one half of the serialized ticket on the front of the sheet and keep that ticket. Students then return the sheet by placing it in the Crime Solvers box or handing it to any school employee. If the reported incident yields any criminal charges or school discipline, the ticket number will be posted on the reward board located across from the SGA office in the cafeteria. If a student has a ticket that has a reward they can pick up their reward from the financial secretary located in the Business hallway.

GIFTS TO SCHOOL EMPLOYEES

Student activity funds can give gifts to school employees up to \$25.00 in the form of non-cash or gift certificate to each employee in a calendar year. No cash gifts of any amount are permitted from student activity funds.

Gifts may be given to school employees that are in excess of \$25.00, only if the funds used to pay for the gift are derived from student collections.

STUDENT ASSISTANTS

Student assistants are selected from juniors and seniors. Students must not have received a failing grade **AT ANY TIME** on their report card for the previous school year in order to be considered as an assistant.

If a student fails a course or accumulates excessive absences during a nine (9) week period, he/she will be placed on a four (4) week probationary period and then re-evaluated at the end of this time. If a student is suspended, it will result in immediate dismissal as an assistant.

ACADEMIC HONORS

HONOR ROLL

Students are encouraged to strive for academic excellence. The honor roll is computed at the close of each marking period. Certificates of commendation are awarded to students in the following categories as determined by their grade point average.

Principal's Honors – 4.000 +

High Honors – 3.50 - 3.99

Honors – 3.0 - 3.49

ACADEMIC EXCELLENCE LETTER

Students who meet these minimum requirements will receive an academic excellence letter:

A. 3.5 average GPA for the first 3 quarters.

B. No D's or F's

C. Enroll at La Plata High School prior to the first quarter interim report.

Method of Recognition:

A. Academic Excellence Letter

B. A pin or bar to be added for each year after the letter is earned

C. Students in grades 9-11 will be awarded letters at the final awards ceremony of the year.

D. Senior letters/pins/bars are distributed at Senior Honors Convocation.

NATIONAL HONOR SOCIETY

The National Honor Society is an organization that recognizes students who excel in four different areas; scholarship, leadership, service, and character.

Sophomores, juniors, and seniors must have at least a 3.5 cumulative grade point average to be considered for selection into the National Honor Society.

Students who are scholastically eligible will be notified shortly after the first quarter has ended. If an eligible student wishes to be considered for selection into the National Honor Society, the student must then complete a Student Information Form and obtain two character references from faculty members. The National Honor Society Faculty Council reviews the information provided by the students and selects students who excel in all four areas. Induction of the selected students into the National Honor Society takes place shortly after winter break.

Following induction, all members of the National Honor Society are expected to maintain the high standards for which they were selected and to participate in the various service projects that National Honor Society conducts throughout the school year. Any National Honor Society member who is found guilty of academic dishonesty may be removed from the National Honor Society.

OTHER HONOR SOCIETIES

In addition to the National Honor Society, students may be interested in joining one of the subject-specific honor societies at La Plata High School.

- National English Honor Society
- National Technical Honor Society
- National World Language Honor Society
- Science National Honor Society
- Tri-M Music Honor Society
- International Thespian Society

Academic qualifications and application requirements for induction into each of these honor societies will be made available to students by the teachers in the content areas.

SCHOOL SPIRIT

School spirit may be divided into three categories:

- **Courtesy** towards teachers, fellow students, and the officials of school athletic activities.
- **Pride** in everything our school endeavors to accomplish and has accomplished.
- **Sportsmanship** - the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports his school and does his utmost to keep his scholastic and activity standards at the highest possible level.

EXTRA-CURRICULAR ACTIVITIES

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 has a positive influence on the academic achievement of students. It is the goal of LPHS to help students successfully balance academics and extracurricular activities in order to provide opportunities for a well-rounded educational experience.

Each student is urged to participate in one or more extra-curricular activities, to be a "doer" and not a "watcher." Join activities that interest you. There are athletic, music, drama and subject oriented- clubs, student council, publications and interest groups. When you commit yourself to an activity, you owe it your best effort, not only to benefit the club, but yourself.

Activities will be scheduled during the day or after school at times convenient to the group and its advisor. Students are not to remain after school unless requested or are participating in activities supervised by an advisor or coach. No students are to remain after school on early dismissal days, as these days are used for staff development and teacher planning. Only officially recognized school groups may use the building or its facilities. Students must immediately report to their coach, sponsor or adult supervisor by 2:30 p.m. Student's failure to report to their coach, sponsor or adult supervisor by 2:30 p.m. may result in administrative action which could include their dismissal from the activity.

ELIGIBILITY STANDARDS FOR STUDENTS PARTICIPATING IN ATHLETICS AND EXTRA CURRICULAR ACTIVITIES

The Board of Education of Charles County has adopted eligibility standards for students participating in athletics and extra-curricular activities. **Specific information regarding grade and attendance requirements can be found in the Student/Parent Athletic Handbook and on the CCPS website (www.ccboe.com).**

ATHLETICS

Athletic Director: Mr. R. Pauole

Fall Sports

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

Winter Sports

Boys Basketball
Girls Basketball
Cheerleaders
Swimming
Indoor Track
Wrestling
Unified Bocce

Spring Sports

Baseball
Softball
Tennis
Track and Field
Boys Lacrosse
Girls Lacrosse
Unified Track & Field

STUDENT GOVERNMENT ASSOCIATION

Sponsors: Mrs. Andrews & Ms. Shnipes

Your Student Government Association provides student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs and helps solve problems that may arise. Members of the SGA are your representatives.

Officers for 2022-23

President – Madeleine Schmidt

Vice President – Kate Bright

Secretary – Lauren Lovejoy

Communications Director – Maricka Sembria

Student Liaison – Todd Taylor

*Elections for vacant SGA Officer positions will be held in the first 2 weeks of school.

Listed below are some examples of the CLUBS AND ACTIVITIES that may be offered at La Plata High School

Athletic Mentoring	Marching Band
Band & Orchestra	Math Team
Best Buddies	Memorial Garden Society
Ceramics Club	M.E.S.A. (Math Engineering Science Achievement)
Chamber Choir	Mock Trial
Coding Club	Model United Nations
College/Career Counseling	National English Honor Society
Color Guard	National Honor Society
Crochet Club	National Technical Honor Society
Dance Team	National World Language Honor Society
Destination Imagination	Newspaper
Drama	NJROTC Academic Team
Drill Team	Polyglot
Dungeons & Dragons Club	Robotics
Educators Rising	SAT Prep
Envirothon Team	Science National Honor Society
Fellowship of Christian Athletes (FCA)	Student Book Club
Freshman Academy	Show Troupe
Gay Straight Alliance	Student Government Association (SGA)
Girls Who Code	Student Service Learning
International Thespian Society	Students Against Destructive Decisions (SADD)
It's Academic	Tri-M Music Honor Society
Jazz Band	Unplugged
Key Club	Yearbook

Additional clubs and service organizations may be included in the Activity Period schedule.

ASSISTANCE DIRECTORY

The list below indicates some frequent problems encountered by students and places where help may be obtained.

AP Information	Testing Office (in Library)
Athletics	Athletic Director's Office (in Gym hallway)
Attendance/MVA Attendance Certification	Attendance Office
Auto Registration	Administrative Office
Bus Information	Administrative Office
College Catalogs & Info.	Career Center
Free Lunch	Counseling Office
Illness	Nurse's Office
Laptop Damage/Technical Issue	Classroom Teacher or Computer Analyst's Office (in Library)
Late Arrivals	Attendance Office
Locker Problems	Administrative Office
Lost and Found	Attendance Office
Personal Problems	Counseling Office
PSAT/ACT/SAT Information	Counseling Office
Schedule Concerns	Counseling Office
Scholarships	College & Career Center
Testing	Testing Office (in Library)
Transcripts	Counseling Office
Withdrawals	Counseling Office

AMERICANS WITH DISABILITIES STATEMENT:

If special accommodations are required for any of the programs and activities held at La Plata High School, please contact the main office no later than 10 calendar days before the program.

NONDISCRIMINATION STATEMENT:

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).