

Thomas Stone High School Student Handbook 2025 - 2026



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Dear Parent or care givers/Guardians:
August 2025

The Charles County Public Schools *Code of Student Conduct* includes standards of conduct including behavioral expectations expected of all students. The guidelines align with the State of Maryland's code of discipline for all public schools and include standards of appropriate student conduct and consequences for violation of the standards.

The guidelines include behavioral expectations, possible prevention, intervention, restorative and incentive-based strategies to respond to student misconduct. The guidelines also contain detailed explanations of specific student behaviors that are not permitted.

Please read this information and share and discuss the *Code of Student Conduct* with your child. Then sign, along with your child, the signature page located at the back of this booklet and return it to your child's school.

If you have questions, please call your child's school principal Mrs. Pearl at 301-753-1756 or the Director of Student Services, 301-392-7510.

Thank you for your support of teaching and learning in Charles County Public Schools.

Sincerely,
Maria V. Navarro, Ed.D.
Superintendent of Schools

THOMAS STONE HIGH SCHOOL MISSION STATEMENT

“Our mission is to provide an education which inspires responsible citizenship, leadership and lifelong learning.”

Our core principles are:

- We believe all students are capable of learning and making meaningful contributions to our global community.
- We will foster an intentional culture grounded in mutual respect, dignity, care, and concern.
- Our classrooms and school will be physically and psychologically safe environments where all students can thrive.
- We believe our effectiveness as educators has the greatest influence on our students' success.

The mission of Charles County Public Schools is to provide an opportunity for all school-aged children to receive an academically challenging, quality education that builds character, equips for leadership, and prepares for life, in an environment that is safe and conducive to learning.

THOMAS STONE HIGH SCHOOL VISION STATEMENT

To empower all staff and students at Thomas Stone High School to take ownership of their learning and growth through collaboration, inquiry and academic achievement.

THOMAS STONE HIGH SCHOOL PHILOSOPHY ON DISCIPLINE

Thomas Stone High School is committed to ensuring that every student learns in a safe, supportive, and academically challenging environment. The mission of Charles County Public Schools (CCPS) is to provide all students with a quality education that builds character, equips them for leadership, and prepares them for success in life.

To achieve this mission, Stone High School's discipline policies are grounded in the following principles:

SAFE AND SUPPORTIVE LEARNING ENVIRONMENTS

Stone High School is committed to creating schools that are safe, orderly, and conducive to effective teaching and learning. Positive behavior is expected, modeled, and taught in all school settings.

CLEAR EXPECTATIONS AND MUTUAL RESPECT

Student behavior expectations are communicated clearly and consistently. Schools foster an atmosphere of mutual respect and dignity where all members of the community are valued.

FAIR AND CONSISTENT APPLICATION OF RULES

Expectations and consequences are applied equitably, consistently, and in a developmentally appropriate manner. These expectations and provides guidance for both students and staff.

SHARED RESPONSIBILITY

Appropriate behavior is a shared responsibility among students, parent or care givers, and Stone High School staff. Disciplinary consequences are designed to build responsibility, promote self-discipline, and support behavioral growth.

DEVELOPMENTAL AND RESTORATIVE APPROACH

Discipline is viewed as part of the learning process. Through multi-tiered systems of support, interventions, and restorative practices, Stone High School aims to address behavior constructively, repair harm, and restore relationships.

RANGE OF STRATEGIES AND RESPONSES

Disciplinary measures may include restorative practices, detention, alternative education placements, student reassignment, suspension, or expulsion. The goal is to use discipline as a tool to teach, correct, and encourage responsible decision-making.

Every student should be able to attend school and school events in a safe environment free from bullying, harassment, or intimidation. Bullying, harassment, or intimidation is repeated intentional, unwanted, or unprovoked behavior meant to hurt or harm individual whether physical, verbal, written, or social.

We expect all students to be able to attend school without fear of bullying, but if you feel bullied or harassed at school, please do not hesitate to speak to an administrator, teacher, or adult to learn what you can do. All incidents of bullying, harassment, or intimidation should be reported to a teacher, school administrator, counselor, or other school staff. To help you understand and recognize forms of bullying, consider the information below, and discuss it with your parent or care givers or a trusted adult.

WHAT DOES BULLY, HARASSMENT, OR INTIMIDATION BEHAVIOR LOOK LIKE?

- Physical – any type of harm directed toward another student’s body (i.e., hitting, kicking, spitting, etc.) or damage to the student’s property.
- Verbal – intentionally hurtful words, like teasing, threats, put-downs, etc.
- Written – any type of note or graffiti passed or displayed meant to hurt someone’s feelings.
- Social – spreading hurtful rumors or gossip or intentionally excluding another student from an activity or group.
- Cyber – spreading mean rumors or embarrassing gossip online or by text, posting, or texting embarrassing photos, pretending to be someone else to get private information, texting or posting messages that tease, threaten, or put down another student, etc.

HOW TO HANDLE BULLYING OR INTIMIDATION:

- Tell the person to STOP.
- Don’t argue or fight back.
- Walk away and find a safe place.
- Tell an adult what is happening to you.
- Complete the Bullying, Harassment or Intimidation Report online.

If you believe you are being bullied, harassed, or intimidated, follow the link and complete the [Bullying, Harassment or Intimidation Report](#), available on the CCPS website. It can also be downloaded. You may also ask your school counselor for additional support on how to deal with bullying and aggressive behavior directed toward you by others.

Every allegation of bullying submitted on Bullying, Harassment or Intimidation report is taken seriously and investigated by school officials. Once the report form is submitted, the administration conducts an investigation of the allegations. The findings of each incident are dealt with according to policy and procedures. If the investigation concludes a student engaged in bullying, harassment, or intimidation behaviors towards another student, the individual will be subject to disciplinary consequences or other actions that may include reprimands, counseling, family conferences, and / or removal from class or school.

SUSPENDABLE OFFENSES

MAJOR INFRACTIONS AND PROHIBITED CONDUCT

Arson, Fire, or Explosives

- Attempting to, aiding in, or setting fire to a building or other property

- Activating a false alarm
- Making a bomb threat
- Possession or use of explosives
- Dangerous Substances**
 - Possession, use, showing evidence of use, sale, or distribution of alcohol, inhalants, drugs, or tobacco
 - Includes all substances and items that are “look-alikes”
- Continued Infractions**
 - Repeated incidents of disrespect, harassment, bullying, classroom disruption, major school disruption, or inciting/participating in disturbances
 - Use of profanity directed toward staff members
- Attacks, Threats, and Fighting**
 - Physical attack on faculty, staff, or other students
 - Verbal or physical threats toward faculty, staff, or other students
 - Fighting or engaging in extortion
- Sex Offenses**
 - Sexual assault
 - Sexual harassment
 - Sexual activity, including indecent exposure, consensual sex, or other sexual activity not otherwise classified as sexual assault or harassment
 - Inappropriate public displays of affection
- Weapons**
 - Possession of any firearm or gun (loaded, unloaded, operable, inoperable, or look-alike)
 - Possession of a knife, mace, or any device that could be used as a weapon
- Disruptive Conduct Toward Teachers, Administrators, or Staff**
 - Disrespectful Conduct:** Use of vulgar or profane speech, offensive body language, or actions intended to insult, degrade, or offend
 - Insubordination:** Willful refusal or failure to comply with directions or instructions from school administrators or staff. This may include verbal refusal or failure to take a required action

ISI POLICY (SEE HANDBOOK)

As an educational institution, the academic well-being of our students is our top priority. While it is always more beneficial for students to remain in the classroom and meet academic expectations, certain incidents may require a student to be placed in **In-School Intervention (ISI)**. The purpose of ISI is to maintain an atmosphere that is conducive to learning, ensuring that all students present are able to complete their work successfully.

IN-SCHOOL INTERVENTION (ISI) EXPECTATIONS

While in ISI, you are expected to follow these rules so the room stays quiet, focused, and respectful for everyone:

- Bring all materials.**
 - Laptop, books, paper, pencil, and any other school materials.
- Arrive on time.**
 - Be in ISI by 7:30 a.m.
 - Being late may result in extra ISI days.
 - If you are absent, you will serve ISI the first day you return.
- No personal electronics.**
 - Phones, iPads, games, etc. must be turned off and locked up when you arrive.
 - You’ll get them back at the end of the day.
- Stay on task.**
 - You must be doing schoolwork during ISI.
 - No sleeping, putting your head down, or refusing to work.
 - Breaks and lunch will be provided.
- Stay in the ISI room.**

- You may only leave with a staff escort.
- If a teacher needs to meet with you, they will come to ISI or escort you themselves.
- Lunch.**
 - You will eat lunch before first lunch period in the cafeteria with a staff escort.
- Complete assignments.**
 - Work given by your teachers must be completed.
 - If no work is provided, the ISI coordinator will assign work that counts toward your grade.
- No activities that day.**
 - Students in ISI may not participate in sports, practices, clubs, or school events that day.
- Dismissal.**
 - At the end of the day, you may go to your locker, gather your belongings, and leave.
- Behavior expectations.**
 - Stay quiet, respectful, and on task at all times.
 - No disruptive behavior, no sleeping, and no off-task talking.
 - Failure to follow ISI rules will result in referral to your administrator and may lead to **Out-of-School Suspension (OSS)**.

TITLE IX (SEE BROCHURE)

Charles County Public Schools is committed to providing all individuals an educational environment that is free from sexual discrimination. Title IX of the Education Amendments of 1972 states that no person in the United States shall, based on gender, be excluded from participating in, be denied the benefit of, or be subjected to discrimination under any educational program or activity that receives federal financial assistance. Sexual discrimination includes sexual harassment, sexual assault and sexual violence and is characterized as of July 11, 2023, not by age but by capacity is wisdom acquired. Unwelcome conduct of a sexual nature that interferes with an individual's ability to learn, study, work, achieve or participate in school activities. If any individual wishes to file a complaint of sexual discrimination, they should contact the school's Title IX Coordinator, Keri Loyd, kloyd@ccboe.com at (301) 753-1756 or Michael Heiser, mheiser@ccboe.com or speak to any school-based administrator. All complaints may be resolved either informally or through a formal investigation process set out in Superintendent's Rule 5116, found here: Title IX - Charles County Public Schools (ccboe.com). The Rule also outlines supportive measures available to the parties through the Title IX Coordinator or school-based administrator, including counseling, mental health services referral, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, escort services, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring, and other similar measures determined by school officials to be legally permissible and necessary to protect the safety or educational or employment activities of a party.

BACKPACK POLICY

Thomas Stone High School will be in full compliance with the Charles County Public Schools (CCPS) rule that students may carry their backpacks to school but must keep them in their lockers throughout the day. Backpacks, satchels, fanny packs, large purses or other bags are not allowed to be carried during the school day.

The rule allows students to carry a small laptop sleeve, no larger than the size of a hand. To standardize the sizing, Thomas Stone High School will follow the guideline that no personal bag should be larger than a Ziploc quart bag. Since students will need to go to their lockers during the school day, we have suggested times that will allow them to go to their lockers:

- Before school
- During Class Period Transitions
- Before/after lunch
- After school

STUDENT DRESS CODE

We take pride in the appearance of our students. Your dress reflects the quality of the school, your conduct, and your schoolwork. You should convey an image of personal cleanliness and neatness. The school administration has the authority to approve the appropriateness of student attire. The responsibility for the dress and grooming of a student rest primarily with the student and their parent or care giver/guardian.

ALLOWABLE DRESS & GROOMING

- Suggestive, provocative or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. Students must wear clothing including both a shirt with pants or skirt, or the equivalent and shoes.
- Shirts and dresses must have fabric in the front and on the sides which fully always covers the midriff.
- Clothing must cover undergarments.
- Fabric covering all private parts must not be see through.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student face and ears to be always visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, technical education, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear

NON-ALLOWABLE DRESS & GROOMING

- No ski masks nor face coverings**, other than medical face masks, may be worn on school property, including your bus, or at your bus stop.
- Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, sexual acts, violence, or obscenities.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
- Clothing may not include gang identifiers and must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

COUGAR PRIDE

Prepared - to use proper lunch time etiquette,
Respectful -to students in line and at your table,
Involved -in positive, constructive conversations.
Diligent - to keep all areas clean, and
Ecofriendly - by putting all trash and recycling in the proper locations.

LUNCH EXPATATIONS

LUNCH AND FOOD DELIVERIES

- Deliveries from services such as Grubhub, DoorDash, or Uber Eats are **not permitted on school grounds**.
- Parent or care givers may drop off lunch for their child **prior to the student's designated lunch period**.
- It is the **parent or care giver's responsibility** to inform their child that a lunch has been dropped off.
- Office staff **will not interrupt instructional time** to deliver food to students.

CELL PHONE USE

- Cell phones are permitted only during lunch periods.
- Use of phones during instructional time is not allowed.

STUDENTS MAY EAT IN THE FOLLOWING AREAS:

- Cafeteria
- Courtyards

OFF LIMIT AREAS:

- Parking lots and fields
- Auditorium, wrestling room, auxiliary gym
- Commons/hallways
- Any classroom

CELL PHONES, PERSONAL ELECTRONIC DEVICES AND TECHNOLOGY GUIDELINES

Parent or care givers are highly discouraged from initiating or participating in any non-emergency electronic communication with their children during the school day.

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Devices During the School Day

- Students may bring a phone or device to school; however, once the school day begins, the device must be completely powered off (not on silent or vibrate) and kept in a non-visible, secure location (such as a backpack or locker).

Permitted Use Times

- Devices may be used during lunch or an approved activity period.
- At the conclusion of lunch or the designated activity, devices must be immediately powered off and returned to a secure location until dismissal.

Prohibited Uses

- Devices may not cause disruptions or be used for inappropriate purposes, including but not limited to:
 - Playing loud or explicit music/videos
 - Recording without authorization
 - Airdropping or sharing inappropriate content
 - Sending or posting offensive or harassing messages, images, or engaging in cyberbullying

After-School Use

- Devices may be used at the end of the school day to coordinate transportation or participation in after-school activities.

Community Events

- Students are permitted to use phones while attending, but not actively participating in, after-hours events open to the public (e.g., athletic events, performances).

Please note the following additional guidelines governing all school levels:

- Violations of these expectations will result in consequences up to and including out of school suspension.
- The use of a cell phone or personal electronic device to secretly record or intercept a private conversation is a violation of state law. Violations may be reported to the authorities.
- All cell phone rules (and discipline consequences) apply even if communicating with parent or care givers.

TECHNOLOGY GUIDELINES

- All Charles County Public Schools (CCPS) students have access to a school-issued technology device and/or may use technology resources consistent with the curriculum. With this access comes the responsibility to follow all guidelines outlined in the **Code of Student Conduct**, whether on or off school property.
- Technology resources are a privilege, not a right.** Students are expected to care for devices properly and leave all equipment and workspaces in good condition. Please note that students should have no expectation of privacy for material stored, accessed, or sent using CCPS devices, networks, or applications.
- If a student damages CCPS property—including computers, other devices, or network systems—whether intentionally or through negligence, they may be held financially responsible. In addition, violations may result in disciplinary action, including the loss of computer and network access.

INTERNET AND TECHNOLOGY USE POLICY

Access to the internet and CCPS network resources supports learning, research, grade management, collaboration, creation, and communication in and outside of the classroom. While using CCPS technology and internet resources, students are expected to act respectfully toward themselves and others and report any inappropriate or harmful content to school staff.

ACCEPTABLE USES

Students may use CCPS technology for school-related purposes, including:

- Using approved web browsers (Chrome and Edge) and applications such as Microsoft, Clever, StudentVUE, and other curriculum resources
- Downloading and uploading content only for school-approved activities
- Using appropriate language and media for the school environment
- Respecting the privacy of others and obtaining consent before taking photos, recording audio, or capturing video
- Complying with trademark, copyright, and licensing laws

INAPPROPRIATE USE

Students may not use CCPS technology or internet resources for the following:

- Playing games or online gaming without teacher approval
- Installing, copying, downloading, uploading, or posting non-approved software or copyrighted materials on school equipment
- Using tools to bypass or disable network safeguards (e.g., VPNs)
- Accessing unauthorized social media sites such as Discord, Instagram, TikTok, Snapchat, etc.
- Bullying or harassing others via electronic communications, on or off school property
- Sharing offensive, obscene, libelous, disruptive, or inflammatory content
- Revealing personal information (home addresses, phone numbers, PII) without permission
- Using someone else's account or password
- Attempting to degrade, disrupt, or destroy computer systems, networks, or files
- Engaging in hacking or introducing malicious code to the network

Violations of this policy may result in disciplinary action, loss of technology privileges, and/or financial responsibility for damages.

DEVICE CARE AND LIABILITY GUIDELINES

CARE GUIDELINES

- Return the device immediately if it is damaged, including any detached parts.
- Do **not** write on, etch, scratch, mark, or place stickers on the device.
- Do **not** alter or remove CCPS markings or labels on the device.
- Do **not** attempt to repair the device yourself or through an outside service.

LOSS, DAMAGE, AND LIABILITY

- Immediately notify school administration if the device is **lost, stolen, or damaged**.
- Students (or their families) may be responsible for the cost of repair or replacement, including any issued cases or power cords, in the following situations:
 - Damage caused by misuse, mishandling, or neglect that is not covered by warranty
 - Installation of software or modifications that permanently impair device functionality
 - Lost or stolen devices when insurance does not cover the full replacement cost
- Devices must be returned to the school system within four days of a request or upon termination of enrollment. Failure to return the device may result in payment for a replacement within 30 calendar days.
- If a device and related items are not returned within 45 calendar days, CCPS may file a police report for stolen property.

LOCKERS

Charles County Public Schools reserves the right to inspect student lockers at any time. Lockers may be searched if there is reasonable suspicion that they contain prohibited, illegal, or dangerous materials.

- Locker Assignment:** Each student will be assigned a personal locker for the school year. Locker sharing is not permitted, including physical education lockers.
- Responsibility:** Students must use only the locker assigned to them and are expected to keep it locked at all times. Students are responsible for the contents of their locker.
- Security:** Combinations should not be shared with others. Students may not tamper with, access, or use another student's locker.
- School Property:** Lockers are the property of the school and remain subject to inspection by school administration.

ATTENDANCE/TRUANCY

Regular attendance is a legal obligation and a critical part of student success.

- Late Arrivals:** Students arriving after 7:45 AM must report directly to the Attendance Office.
 - To be considered excused, the student must be accompanied by a parent or care giver/guardian or provide a written excuse note from the parent or care giver/guardian.
 - A late arrival notice will be issued and must be presented to the student's teacher.
- Early Dismissals:** Students leaving school early must be checked out by a parent or care giver/guardian **or** present a written note from a parent or care giver/guardian. The Attendance Office will provide a dismissal pass, which students are responsible for giving to their teacher.
- Legal Absences:**
 - Illness of the student.
 - Death in the immediate family.
 - Court summons.
 - Hazardous weather conditions.
 - Observance of religious holidays.
 - State emergencies.
 - Approved work or school-sponsored activities.
 - Lack of authorized transportation.
 - Health exclusions.

CLASS CUTTING

Being out of class, for any reason or without permission is considered an unexcused absence. 15 minutes or more out of class will be classified as a class cut and attendance changed to an absence. Students will not receive credit for any assignments given during that class period, even if the work has already been completed or is completed at a later time and submitted.

TARDINESS TO CLASS

Students have four minutes between classes. All students are expected to be in their classroom before the tardy bell rings. **Any student who arrives after the tardy bell will receive a 4-hour Saturday detention. If they fail to attend detention they will be issued 2 days of ISI. Excessive tardiness can lead to progressive discipline up to and including out of school suspension.**

STUDENT PROCEDURES FOR ARRIVAL & DEPARTURE

Students should arrive by 7:15 AM in the morning. All students arriving before this time should report to the cafeteria or main lobby and will be released at the 7:15 AM bell. The warning bell rings at 7:25 AM, and students must be in their class by the 7:30 AM bell.

Dismissal time is 2:15 PM. If students have no supervised activity, they must exit the building by 2:30 PM. All students are asked to report to their sponsor, coach, or after-school program by 2:30 PM. All other students are to wait for their rides outside the building. Students may not remain in the building unsupervised.

STUDENT IDENTIFICATION CARDS

A photo identification card provided to each student including his/her name, grade, and assigned school. Students are expected to wear their identification card per school instructions during the school day, on field trips, and when attending school-sponsored activities. Violations of this expectation will result in consequences for insubordination as outlined in the Levels of Response section of this document.

BUS RIDER RULES

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 is an extension of the school day, and the consequences for misbehavior on the bus and bus stops will result in school disciplinary measures being taken including possible suspension from school as well as the bus.

- Students are only permitted to ride their assigned bus. Permission to ride another bus requires a written note to be brought to the front office upon arrival to school. Students are permitted to ride another bus only in cases of emergency and only with a special permit from the administration. If a student needs to ride a different bus, see Mrs. Savage, the administrator in charge of buses. A letter signed by the parent or care giver permitting their student ride a different bus must be submitted in person by the student or emailed by the parent or care giver to Mrs. Savage at jsavagespriggs@ccboe.com.
- Charles County Public Schools reserves the right to randomly videotape students on school buses.
- Students should be at the designated school bus stops ten minutes before the scheduled time and should wait until the bus comes to a complete stop before attempting to board.
- While on the bus, students should always keep their hands and heads inside the bus. Remember that loud talking and noise diverts the driver's attention and makes safe driving difficult. Horseplay is not permitted around or on the school bus.

STUDENTS ARE EXPECTED TO ADHERE TO THE FOLLOWING EXPECTATIONS.

- Never tamper with the bus.
- Remove all articles from the bus, such as books, lunches, and personal items.
- Students are prohibited from throwing objects out of the windows.
- Sit in and remain in assigned seats while the bus is in motion.
- Display good behavior and be courteous to classmates and bus driver.
- Be quiet when approaching a railroad crossing.

STUDENT AUTOMOBILES AND PARKING PERMITS

Student parking is a privilege and not a right and parking spaces are limited. Seniors and juniors with a valid driver's license may drive to and from school after complying with the school requirements to obtain permission. Violations of the driving regulations and or school expectations including attendance expectations, may result in withdrawal of the permission to drive to school. For example, tardiness to school by student drivers will result in the revoking of the driving privilege. Notification by police of driving violations by students going to or from school may also result in the loss of school driving privilege. Students will be required to park in their assigned parking space in the student parking lot. All cars should be locked after arriving in the morning. Each student who drives a car to school must have a registered parking pass. Students are not permitted in the parking lot during school hours without written permission obtained from the administration. Student drivers must pay \$30 for a parking permit. A special pre-approved, one-day parking permit may be obtained from the administration for special or emergency situations. Students with obligations are expected to reconcile them in a timely fashion or they may be kept from participating in school events/activities and obtaining a parking pass.

ACCIDENTS

All accidents that occur on school property or at activities under the sponsorship of the school must be reported immediately to the administration and to the school office. An accident report must be completed, no exceptions.

VANDALISM AND PROPERTY DAMAGE

Our school buildings and equipment cost the taxpayers millions of dollars to construct, purchase, and maintain. Students who destroy or vandalize school property, including on a bus, will be required to pay for losses or damages. **If students willfully destroy school property, disciplinary action may be necessary in addition to providing restitution.** If a student should accidentally damage school property, he should report the damage to a teacher or an administrator immediately.

BULLYING/HARASSMENT POLICY

Bullying, Harassment and Intimidation – Bullying is unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. To be considered bullying, the behavior must be intentional and include: 1) an imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

- Cyberbullying is bullying that takes place over digital devices like cell phones, computers and tablets.
- Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student or employee. It can include sharing personal or confidential information about someone else causing embarrassment or humiliation.

- ❑ Harassment includes an actual or perceived negative action or actions that offend, ridicule, or demean another person regarding race, ethnicity, national origin, immigration status, family/parent or care giveral or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.
- ❑ Intimidation is any communication or action directed against another student or staff member that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

Any proven evidence of Bullying, Harassment or Intimidation may result in the involvement of the school resource officer (SRO).

ASSAULTS/FIGHTING

THERE ARE TO BE NO FIGHTS AT THOMAS STONE HIGH SCHOOL.

Physical altercations threaten the safety of others. Conflicts should never escalate to the point of a fight. Fighting, threats, aggressive language or gestures are considered unacceptable behavior and may result in suspension and/or a recommendation for expulsion from Charles County Public Schools. Students should seek the assistance of an adult if they think that a situation may escalate to a physical altercation. The administration has the right to contact the police. Charges of disruption of school may be pressed.

MEDICATION POLICY

Medications should be given at home if possible. All medications given during the school day must have a written doctor's order. This includes all prescriptions and over-the-counter medications. Medications must be transported to and from school by an adult. No student is allowed to carry any medications, except for albuterol inhalers, EpiPens, and oral glucose with a written doctor's order. Forms are in the nurse's office.

MEDIA CENTER

The media center has books, magazines, and pamphlets for assigned study and recreational reading. It is open for use during the entire school day and a short time before and after school. Students must abide by the rules of the media center. Failure to adhere to the rules and/or be disrespectful of the media center, its patrons, or its materials may result in a request to leave the media center and suspension of borrowing privileges. There is a charge for overdue, lost, or damaged materials.

MEDIA CENTER GUIDELINES

- ❑ The media center is open daily from 7:15 AM to 2:45 PM. No passes are required before 7:30 AM or after 2:15 PM.
- ❑ Students must have a pass from a teacher or administrator to use the media center during the school day including during the student's lunch period.
- ❑ All passes to the media center must be written on separate passes that the media center will keep (no plastic passes, classroom passes, or aide passes).
- ❑ All materials must be taken to the circulation desk for proper checkout before exiting the media center. If the Checkpoint alarm sounds as a student attempt to pass through the security gate, they will be asked to return to the circulation desk to complete checkout procedures.
- ❑ Absolutely no food, drink, candy, or chewing gum will be allowed in the media center or computer lab.
- ❑ Most materials are available for checkout for up to three weeks. An overdue fine of 10 cents per day is applied to overdue materials.
- ❑ Included in each student's Code of Student Conduct is an Internet contract that applies to appropriate use of the computer and its programs. Any student using the computers in an inappropriate fashion (which includes accessing personal e-mail accounts and looking up music lyrics) will be told to stop and may be asked to leave the media center.
- ❑ Printing from media center computers for school purposes is free of charge. Personal printing is at the cost of 25 cents per page.

THE SCHOOL COUNSELING WING

All students are welcomed in the School Counseling Office. No question or concern is unimportant. 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. The School Counseling Office is designed to meet the needs of all students. Students can gain

competence in educational, career, personal life planning and decision making. Our School Counseling Office consists of four counselors, a College/Career Coordinator, a registrar, and a secretary. You may see a counselor by making an appointment. You can do this by scanning your counselor's QR code and completing a Form. QR codes for counselors are posted around the building.

COUNSELORS CAN:

- Provide the opportunity to discuss educational/career and personal/social concerns.
- Enable one to achieve his/her greatest potential.
- Assist students working through any personal difficulties.
- Assist students with understanding the decision-making process.
- Assist students having problems with child abuse, depression, suicidal thoughts or drug/alcohol use.
- Enable students to feel safe and secure in the school environment.

REQUEST FOR SCHEDULE CHANGES

Counselors, administrators, and teachers work diligently to ensure that students are scheduled correctly. The courses that students select also determine staffing. Therefore, schedule changes are difficult to obtain. A request for a schedule change can be discussed with a student, parent or care giver, teacher, and counselor on an individual basis. All requests should be made in the first 10 days of school.

COLLEGE/CAREER CENTER

The College/Career Center is designed to encourage students, as well as staff, parent or care givers, and community, to explore a variety of college/career-related information. All students are provided time in the College/Career Center to develop a post high school plan so that they may be better prepared for their future. The college/career center coordinator and the school counselors work closely in developing and implementing the students' career decision-making process, and contribute to the selection of materials, special programs, guest speakers, and College/Career Center orientation programs. Students and parent or care givers will be made aware of these opportunities through the College/Career Center newsletter (available on our home page). Students may come to the College/Career Center during lunch, before and after school, or with a teacher's permission. Day and evening presentations are made throughout the school year. If a student is interested in attending a presentation, he/she should obtain a pass to come to the College/Career Center to sign up.

WAIVER STUDENTS

Waivers for a shortened day schedule (early release) are given to seniors only on a case-by-case basis. Students must be able to meet all graduation requirements and have passed all HSAs. A senior can make an application to the principal for any of the following reasons:

- College Waiver – a student accepted at a college or trade school and who will be taking two or more classes/semester for college credit. A minimum of 20 credits for part time and a minimum of 22 credits for full time.
- Principal's Waiver – a student who has extenuating circumstances and has met all the graduation requirements must present a parent or care giver note requesting the waiver and reason for the request (a note from the employer may be needed).
- Early Graduation – must meet the requirements for graduation set by the Board of Education and have an application approved prior to August 1 of the year student plans to graduate. (See your counselor for details.)
- Academic Waiver – a student must be registered to take 4 or more Advanced Placement (AP) classes. Students must realize that the possibility of having 4 AP classes in a row is remote and electives may be needed to fill a schedule. A 2.75 minimum grade point average is also required.
- CRD Students – a student enrolled in the Career Research and Development program with approved employment.

EXTRACURRICULAR ACTIVITIES

At Thomas Stone High School, we believe every student should be involved in at least one extracurricular activity. Being active in sports, clubs, or other school programs helps students enjoy school more, build friendships, and achieve greater academic success. For the most up-to-date list of clubs and staff contacts, visit our school website.

Students who are on a shortened day schedule must exit the building at the end of their last class. Students roaming the building will be subject to disciplinary actions and have the privilege removed.

CLUBS, PROGRAMS, AND ORGANIZATIONS

AVID	JROTC Marksmanship
Band	JROTC Raider Team
Chorus	Key Club
Classes (Sr., Jr., Soph., Fr.)	Math Team
Cooperative Education	Memorial Garden Club
Destination Imagination	MESA
Drama Club	Mock Trial
Educators Rising	Modeling Club
Envirothon	National Honor Society
Fellowship of Christian Athletes	Safe Driving Task Force
Gay Straight Alliance	Sign Language
It's Academic	Student Government (SGA)
JROTC Color Guard	VEX Robotics
JROTC Drill Team	W.E.B. Dubois Honor Society
	Yearbook

THOMAS STONE COUGAR ACTIVITIES ATHLETIC DIRECTOR – MR. HEIDER

GIRLS

Basketball
Girls
Sideline Cheer
Cross Country
Field Hockey
Flag Football
Lacrosse
Soccer
Softball
Swimming
Track
Volleyball

BOYS

Basketball
Baseball
Cross Country
Football
Indoor Track
Lacrosse
Soccer
Swimming
Track

COED

Bocce
Competitive Cheer
Cross Country
Golf
Soccer
Swimming
Track
Tennis
Wrestling

EXTRACURRICULAR ELIGIBILITY

ELIGIBILITY REQUIREMENTS RISING FRESHMEN/GRADE 9

- Students who are promoted from Grade 8 to Grade 9 automatically meet the GPA and attendance requirements for the first semester of their freshman year.
 - Absences count against eligibility for these students starting with the third quarter. Students who are absent fewer than five days from the previous quarter (second quarter) remain eligible without absence documentation.
 - Students who are absent five or more days can provide documentation of a lawful absence within five days of the absence and are limited to five parent or care giver notes.

ELIGIBILITY POLICY FOR REPEAT FRESHMEN AND GRADES 10–12

- Academic Requirements
 - Students must meet promotion standards.
 - Students must have earned a 2.0 GPA from the previous quarter with no F grades for quarters 1–3.

- A final 2.0 GPA with no final failing grades for any yearlong or semester course from the previous school year. A student may earn an F in the fourth quarter but remain eligible if they receive a final passing grade for the course.
- Attendance Requirements
 - Absences count toward eligibility.
 - Students absent fewer than 5 days in the previous quarter remain eligible without documentation.
 - Students absent 5 or more days must provide documentation of a lawful absence within five days of the absence.
 - A maximum of five parent or care giver notes may be used.
- Lawful absences (as defined by state regulations) include:
 - Student illness documented by a parent or care giver note
 - Work approved or sponsored by the school
 - Court summons
 - Death of a family member
 - Other emergencies approved by the principal
 - Hazardous weather conditions
 - Observance of a religious holiday
 - State of emergency
 - Lack of authorized transportation

QUARTERLY ELIGIBILITY

- Fall Activities: (except rising 9th graders) Eligibility is based on final GPA from the previous school year.
- Winter Activities: Eligibility is based on first quarter GPA.
- Spring Activities: Eligibility is based on second quarter GPA.

LOSS OF ELIGIBILITY

Except for rising 9th graders in their first semester

- If a student receives a failing grade in Quarters 1, 2, or 3, they are ineligible for the remainder of the season, postseason play, and the following quarter.
- Students academically be ineligible at the end of the school year due to failing grades may regain eligibility by:
 - Attending and passing the same summer school class (or equivalent that meets graduation requirements) that caused the ineligibility.
 - GPA requirements will be recalculated after summer school.
 - Summer school classes for original credit do not count toward or against eligibility.
 - Students cannot gain or regain eligibility at interim or at any point during the quarter or season.





THOMAS STONE HIGH SCHOOL

BELL SCHEDULES

2024-2025



1ST PERIOD EXTENSION SCHEDULE – A LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 1 - EXT	8:21 – 8:51
Period 2	8:55 – 9:40
Period 3	9:44 – 10:29
Period 4	10:33 – 11:18
Period 5 (Lunch)	11:18 – 11:48
Period 6	11:52 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

1ST PERIOD EXTENSION SCHEDULE – B LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 1 - EXT	8:21 – 8:51
Period 2	8:55 – 9:40
Period 3	9:44 – 10:29
Period 4	10:33 – 11:18
Period 5	11:22 – 12:07
Period 6 (Lunch)	12:07 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

2ND PERIOD EXTENSION SCHEDULE – A LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 2 - EXT	9:10 – 9:40
Period 3	9:44 – 10:29
Period 4	10:33 – 11:18
Period 5 (Lunch)	11:18 – 11:48
Period 6	11:52 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

2ND PERIOD EXTENSION SCHEDULE – B LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 2 - EXT	9:10 – 9:40
Period 3	9:44 – 10:29
Period 4	10:33 – 11:18
Period 5	11:22 – 12:07
Period 6 (Lunch)	12:07 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

3RD PERIOD EXTENSION SCHEDULE – A LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 3 – EXT	9:59 – 10:29
Period 4	10:33 – 11:18
Period 5 (Lunch)	11:18 – 11:48
Period 6	11:52 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

3RD PERIOD EXTENSION SCHEDULE – B LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 3 - EXT	9:59 – 10:29
Period 4	10:33 – 11:18
Period 5	11:22 – 12:07
Period 6 (Lunch)	12:07 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

4th PERIOD EXTENSION SCHEDULE – A LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 4 - EXT	10:48 – 11:18
Period 5 (Lunch)	11:18 – 11:48
Period 6	11:52 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

4th PERIOD EXTENSION SCHEDULE – B LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 4 - EXT	10:48 – 11:18
Period 5	11:22 – 12:07
Period 6 (Lunch)	12:07 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

5th / 6th PD EXTENSION SCHEDULE – A LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 5 (Lunch)	10:48 – 11:18
Period 6	11:22 – 12:07
Period 6 - EXT	12:07 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

5th / 6th PD EXTENSION SCHEDULE – B LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 5	10:52 – 11:37
Period 5 - EXT	11:37 – 12:07
Period 6 (Lunch)	12:07 – 12:37
Period 7	12:41 – 1:26
Period 8	1:30 – 2:15

7th PERIOD EXTENSION SCHEDULE– A LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 5 (Lunch)	10:48 – 11:18
Period 6	11:22 – 12:07
Period 7	12:11 – 12:56
Period 7 - EXT	12:56 – 1:26
Period 8	1:30 – 2:15

7th PERIOD EXTENSION SCHEDULE– B LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 5	10:52 – 11:37
Period 6 (Lunch)	11:37 – 12:07
Period 7	12:11 – 12:56
Period 7 - EXT	12:56 – 1:26
Period 8	1:30 – 2:15

8TH PERIOD EXTENSION SCHEDULE – A LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 5 (Lunch)	10:48 – 11:18
Period 6	11:22 – 12:07
Period 7	12:11 – 12:56
Period 8	1:00 – 1:45
Period 8 -EXT	1:45 – 2:15

8TH PERIOD EXTENSION SCHEDULE – B LUNCH

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:21
Period 2	8:25 – 9:10
Period 3	9:14 – 9:59
Period 4	10:03 – 10:48
Period 5	10:52 – 11:37
Period 6 (Lunch)	11:37 – 12:07
Period 7	12:11 – 12:56
Period 8	1:00 – 1:45
Period 8 - EXT	1:45 – 2:15

No Extension Bell Schedule

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:20
Period 2	8:24 – 9:14
Period 3	9:18 – 10:08
Period 4	10:12 – 11:02
Period 5 -Lunch	11:02 – 11:32
Period 6	11:36 – 12:26
Period 5	11:06 – 11:56
Period 6 -Lunch	11:56 – 12:26
Period 7	12:30 – 1:20
Period 8	1:24 – 2:15

Early Dismissal and No Extension

Student Entry	7:15
Warning Bell	7:25
Period 1	7:30 – 8:05
Period 2	8:09 – 8:42
Period 3	8:46 – 9:19
Period 4	9:23 – 9:56
Period 5 -Lunch	10:00 – 10:30
Period 6	10:34 – 11:04
Period 5	10:00 – 10:30
Period 6 -Lunch	10:34 – 11:04
Period 7	11:08 – 11:39
Period 8	11:43 – 12:15

One-Hour Delay and No Extension

Student Entry	8:15
Warning Bell	8:25
Period 1	8:30 – 9:12
Period 2	9:16 – 9:58
Period 3	10:02 – 10:44
Period 4	10:48 – 11:29
Period 5 -Lunch	11:29 – 11:59
Period 6	12:03 – 12:45
Period 5	11:33 – 12:15
Period 6 -Lunch	12:15 – 12:45
Period 7	12:49 – 1:30
Period 8	1:34 – 2:15

Two-Hour Delay and No Extension

Student Entry	9:15
Warning Bell	9:25
Period 1	9:30 – 10:03
Period 2	10:07 – 10:40
Period 3	10:44 – 11:17
Period 4	11:21 – 11:54
Period 5 -Lunch	11:58 – 12:28
Period 6	12:32 – 1:02
Period 5	11:58 – 12:28
Period 6 -Lunch	12:32 – 1:02
Period 7	1:06 – 1:38
Period 8	1:42 – 2:15

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 Dr. Mike Blanchard, 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).