

C. Milton Wright High School

STUDENT HANDBOOK and PLANNER

2021-2022

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(Information in this planner is accurate at the time of printing and is subject to change without notice.)

**** POLICIES REMOVED FROM THE PLANNER REGARDING ATTENDANCE, LATENESS, ETC... ARE LOCATED IN A FOLDER LABELED 'POLICIES AND PROCEDURES' ON THE MAIN PAGE OF HARFORD COUNTY PUBLIC SCHOOL WEBSITE. ****

The policies and procedures provided in this *Handbook* are based on the policies of the Board of Education of Harford County and on the administrative procedures of the Superintendent.

The policies of the Board of Education of Harford County can be found at:

www.hcps.org → Board of Education → Board Policies and in the *Parent-Student Handbook* distributed each fall and available at: www.hcps.org → About Us → Calendars → P/S Calendar Handbook

Copies of policies and procedures on which the contents of the *Handbook* are based are also available on the school website and from the main office of C. Milton Wright High School.

NORMAL SCHEDULE

TIMES	A1	B1
7:25	Warning Bell	Warning Bell
7:30 – 7:40	Homeroom	Homeroom
7:44 – 9:08	A1	B1
9:14 – 10:38	A2	B2
10:44 – 12:31 <i>10:38 – 11:04 First Lunch</i> <i>11:07 - 11:33 Second Lunch</i> <i>11:36 – 12:02 Third Lunch</i> <i>12:05 – 12:31 Fourth Lunch</i>	A3	B3
12:37 – 2:00	A4	B4

TWO HOUR LATE SCHEDULE

TIMES	A1	B1
9:25	Warning Bell	Warning Bell
9:30 – 9:35	Homeroom	Homeroom
9:39 – 10:25	A1	B1
10:31 – 11:17	A2	B2
11:23 – 1:06 <i>11:17 – 11:42 First Lunch</i> <i>11:45 - 12:10 Second Lunch</i> <i>12:13 – 12:38 Third Lunch</i> <i>12:41 – 1:06 Fourth Lunch</i>	A3	B3
1:12 – 2:00	A4	B4

THREE HOUR DISMISSAL SCHEDULE

TIMES	A1	B1
7:25	Warning Bell	Warning Bell
7:30 – 7:35	Homeroom	Homeroom
7:39 – 8:15	A1	B1
8:20 – 8:55	A2	B2
9:00 – 10:19 8:55 – 9:21 <i>First Lunch</i> 9:24 - 9:50 <i>Second Lunch</i> 9:53 – 10:19 <i>Third Lunch</i>	A3	B3
10:24 – 11:00	A4	B4

Due to the early printing deadline for the following calendar, dates/events have the potential of error. Every attempt will be made to communicate the changes as soon as possible.

September

		8 A1234 First day of School	9 B1234	10 A1234
13 A1234	14 B1234	15 A1234	16 B1234 No School	17 B1234
20 A1234	21 B1234	22 A1234	23 B1234	24 A1234
27 A1234	28 B1234	29 A1234	30 B1234	

October

				1 B1234
4 A1234	5 B1234	6 A1234	7 B1234	8 A1234
11 A1234	12 B1234	13 A1234	14 B1234 3 Hr. Early Dis.	15 No School Tchr Prof. Dev.
18 A1234	19 B1234	20 A1234	21 B1234	22 B1234
25 A1234	26 B1234	27 A1234	28 B1234	29 A1234

November

1 A1234	2 B1234	3 A1234	4 B1234	5 B1234 End Qtr 1 3 Hr. Early Dis.
8 A1234	9 B1234	10 A1234	11 B1234 3 Hr. Early Dis. All Schools and Offices	12 No School Tchr Prof. Dev.
15 A1234	16 B1234	17 A1234	18 B1234	19 A1234
22 A1234	23 B1234	24 A1234 3 Hr. Early Dis. All Schools and Offices	25 No School Thanksgiving	26 No School Thanksgiving

December

29 A1234	30 B1234	1 A1234	2 B1234	3 B1234
6 A1234	7 B1234	8 A1234	9 B1234	10 A1234
13 A1234	14 B1234	15 A1234	16 B1234	17 B1234
20 A1234	21 B1234	22 A1234	23 B1234 3 Hr. Early Dis. All Schools and Offices	24 No School

January

3 A1234	4 B1234	5 A1234	6 B1234	7 A1234
10 A1234	11 B1234	12 A1234	13 B1234	14 B1234 3 Hr. Early Dis.
17 A1234 No School	18 B1234	19 A1234	20 B1234	21 A1234 End Qtr. 2
24 A1234	25 B1234	26 A1234	27 B1234	28 B1234

January Cont.

31 A1234				
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February

	1 B1234	2 A1234	3 B1234	4 A1234
7 A1234	8 B1234	9 A1234	10 B1234	11 B1234
14 A1234	15 B1234	16 A1234	17 B1234	18 A1234 3 Hr. Early Dis.
21 A1234 No School	22 B1234	23 A1234	24 B1234	25 A1234

March

28 A1234	1 B1234	2 A1234	3 B1234	4 B1234
A1234	8 B1234	9 A1234	10 B1234	11 A1234
A1234	15 B1234	16 A1234	17 B1234	18 B1234 3 Hr. Early Dis.
A1234	22 B1234	23 A1234	24 B1234	25 A1234

April

28 1234	29 B1234	30 A1234	31 B1234 End Qtr. 3	1 B1234
4 A1234	5 B1234	6 A1234	7 B1234	8 A1234
11 A1234	12 B1234	13 A1234 3 Hr. Early Dis.	14 B1234 No School Tchr. Prof. Dev.	15 No School
18 A1234 No School	19 B1234 No School Tchr. Prof. Dev.	20 A1234	21 B1234	22 B1234
25 A1234	26 B1234	27 A1234	28 B1234	29 A1234

May

2 A1234	3 B1234	4 A1234	5 B1234	6 B1234
9 A1234	10 B1234	11 A1234	12 B1234	13 A1234
16 A1234	17 B1234	18 A1234	19 B1234	20 B1234
23 A1234	24 B1234	25 A1234	26 B1234	27 A1234 3 Hr. Early Dis.

June

30 A1234 No School	31 B1234	1 A1234	2 B1234	3 A1234
6 A1234	7 B1234	8 A1234	9 B1234	10 B1234 Last Day of School
13 A1234 Inclement Weather Day	14 B1234 Inclement Weather Day	15 A1234 Inclement Weather Day	16 B1234 Inclement Weather Day	17 A1234 Inclement Weather Day

CMW Policies & Procedures

**MARYLAND YOUTH CRISIS
HOTLINE**

1-800-422-0009

Backpacks and Book bags

Students are permitted to use backpacks or similar items to carry their schoolbooks, materials, or equipment while traveling to and from school. However, such items must be stored in lockers or designated areas during the school day. If a student has a medical or health condition, or a disability, a student will be assigned to assist. Harford County Public Schools shall not assume responsibility for the theft, loss, or damage to a student's backpack or similar item, or its contents.

The following conditions shall apply:

- Book bags, backpacks, string bags, etc. shall be stored in the student's assigned locker or designated area
- Musical instrument cases shall be stored in the music room or designated storage areas
- Athletic bags and gear shall be stored in the student's locker, assigned physical education locker, or designated storage area, as appropriate.

Please view this policy in its entirety in the full HCPS handbook online at www.hcps.org.

Hall Pass Policy

Students are required to be in the classroom on time in order to benefit from instructional activities. Students are allowed to be out of the classroom only during specific pre-approved times: before school starts, lunch time, passing periods between classes, and after school. Interruption of instructional time must be avoided as much as possible.

In the event that a student needs to use the restroom, the following policy shall be enforced:

- Teachers will display a QR code and provide a link via ItsLearning that students will use to complete the virtual hall pass once they are given permission to exit the room.
- Students are to complete the form **TWICE**: once when they leave the room and again when they come back
- **EACH ROOM** has a different form so students should use the UNIQUE CODE provided by each teacher, you cannot keep reusing the same one

In the event that a student is out of class for an extended period of time (Library, Guidance, Nurse, or Main Office), the destination will give the student a written pass with the date, destination and time on it for their return.

Failure to comply with the policy will result in disciplinary action.

Coming Late to School

If you arrive at school after 7:30, you must report to a late desk or to the main office to be signed in and given a Late Pass to go to class.

If the reason for your lateness is **lawful**, you will receive an excused Late Pass. Reasons for lawful lateness are the same as reasons for lawful absences. Excessive lateness may require a doctor's note to be coded lawful.

If the reason for your lateness is **unlawful**, you will receive an unexcused Late Pass. Show your Late Pass to your homeroom teacher and to the teachers of any classes you missed.

Students who are late to school will not be permitted to participate in extracurricular activities on that day (including practices and games). **Excessive lateness results in detention, progressive discipline, potential loss of credit, and loss of parking permit.**

Attendance

Daily attendance is crucial to student achievement and required in order to demonstrate mastery of material and receive credit for courses. Students are expected to attend school and all classes regularly and to be punctual. Upon returning to school from an absence, a student is required to bring a written note from a parent/guardian stating the reason for each absence within three school days of the student's return to school.

During a normal operating scheduled day:

If a student...	They are counted...
Is in attendance for more than half of the time they are scheduled to be in attendance on a given day	Present for full day
Is not present to school on time and present for more than 50% of their school day	Tardy
Leaves prior to the end of the school day and in attendance for more than 50% of their school day	Early dismissal

During a delayed opening or early dismissal:

If a student is...	They are counted...
Absent no more than 30 minutes	Present for full day
In attendance for at least 2 hours	Present for half day

Absent less than 30 minutes in the morning	Tardy
Absent less than 30 minutes before dismissal	Early dismissal

Students scheduled for a partial day are counted present based on the amount of time he/she is scheduled. Example: A student scheduled for a two-hour block of time will be counted present for a full day if in attendance for that entire block of time. The student is absent if they are not present for that entire block of time. A student is present for one-half day if in attendance for one hour.

LAWFUL ABSENCES

Lawful absences include death in the immediate family; illness of the student, which may require a physician’s certificate from the parent/guardian; court summons; hazardous weather conditions; work approved by the school, the local school system, or the State Department of Education and accepted by the local superintendent, school principal, or their designees; observance of a major religious holiday; pregnancy and parenting; state of emergency; suspension; lack of authorized transportation, not including authorized transportation denied for disciplinary reasons; other emergency or set of circumstances which, in the judgment of the superintendent or designee, constitutes a good and sufficient cause for absence from school.

Family vacations during the school year are strongly discouraged. They are lawful only with prior written approval of the principal and must not exceed five days per school year. Written requests must be made at least ten days in advance of the potential absence, and if approved, parents/guardians and students are responsible for requesting assignments.

UNLAWFUL ABSENCES

Absences, including partial absences, for any reason other than those cited as lawful are presumed to be unlawful. Repeated unlawful absences will require a school conference between the appropriate school personnel and parent(s)/guardian(s) and may result in a referral to the pupil personnel worker.

STANDARD FOR REGULAR ATTENDANCE

The standard for regular attendance is the minimal requirement for student attendance in order to permit continuity in the instructional program. Students will be defined as chronically absent if they are enrolled at least 10 days in a school and absent at least 10 percent of the time, regardless of the reason. The actions taken when the standard is not met should reflect a continuum of consequences for increasing absenteeism. School officials may waive these actions when they are aware of circumstances beyond the student’s control, such as documented chronic illnesses, etc. In addition, students who receive services under an Individualized Education Plan (IEP) or 504 plan may not necessarily be subject to the consequences for failing to meet the attendance standard.

Beginning with the fourth absence and/or tardiness, the parent/guardian will be notified in writing. Continued absence and/or tardiness of the student will result in the initiation of one or more of the following actions: conference with the parent/guardian, student, and principal or designee; referral to Student Services team and/or pupil personnel worker for appropriate intervention; probationary time period - verbal agreement; written contract; after-school detention; Saturday school (non-teaching day attendance); removal of school privileges; restriction of extracurricular activities; in-school suspension (due process procedures followed); referral to Student Services for possible outside referral to court for violation of the compulsory attendance law or to Juvenile Services for intake services.

Make-Up Work

Make-up work will not be given to students for unlawful absences. If a student is lawfully absent for five days or less, it is the responsibility of the student and/or guardian to request missed assignments. Students will be given the number of days equal to the number of days absent to turn in completed make-up work. If available, assignments may be provided prior to a lawful absence if requested by a parent/guardian at least five days in advance, and with approval by the principal or designee. Submission of make-up work provided in advance is required upon student's return to school, unless extenuating circumstances have been documented.

If a student is lawfully absent for six days or more, it is the responsibility of the parent/guardian to request to arrange for make-up work. The teacher will provide make-up work in a method of their choice and will collect and correct the work. A reasonable timeline for the completion of work will be established. The student will be accountable for all assigned make-up work.

All make-up work will be graded in accordance with the regular classroom grading policy as long as it is completed within the established timeline. **Please view the full handbook and/or the Board Policy Manual for more information.**

Bus Passes

Students **will not** be given passes to ride another bus other than his/her county assigned bus.

Leaving School Early

If you must leave school early for an appointment or other reason, you should bring a note from a legal guardian to the main office in the morning before school. The note should include the student's name and grade, the reason for the early dismissal, and the name of the legal guardian and a phone number where the legal guardian can be reached before 9:00 a.m. **All requests for early dismissal will be verified with a call to the legal guardian.**

If you must leave school early for an appointment or other reason, and you did not bring a note from a legal guardian, report to the main office so a legal guardian can be contacted to verify your request. A legal guardian will have to come into the office to sign you out at the designated time of your dismissal.

If the reason for your early dismissal is **lawful**, pick up an out-of-school pass in the office before 9:00 a.m. Show the out-of-school pass to each teacher whose class you missed while absent.

Students who must leave school early will not be permitted to participate in extracurricular activities on that day (including practices and games) unless they bring in a note from their doctor/dentist or unless permission is granted by an administrator. **Excessive use of early dismissal will lead to administration intervention and/or progressive discipline.**

Illnesses and Other Emergencies

If you become ill or have another emergency, you **must** sign out through the nurse or the main office. Failure to get permission prior to leaving school will be considered the same as class cutting or truancy and can result in disciplinary action.

Health Suite Dismissal Policy:

If you become ill or injured, you must see the nurse for further evaluation and intervention. A student will be dismissed under the recommendation of the nurse only if they meet the health suite criteria for dismissal. If a student does not meet this criteria, dismissal is under the discretion of the parent/guardian but will not be coded as illness from the nurse.

***Be advised that some Covid protocols, including quarantining of unvaccinated close contacts, may still be in place during the 2021-2022 school year.**

Assignments Due

When you are present in school for a part of the day but must leave school early with permission, any long-term projects/performance assessments, or miscellaneous assignments due that day should be given to your teacher or placed in their mailbox prior to leaving in order to receive full credit. Assignments missed due to the excused absence can be completed upon your return. When you know you are leaving school early, you must see the teachers whose classes you will miss to get assignments.

Absence for a Family Vacation or Family Trip

If your legal guardian(s) plan a vacation or trip that will cause you to be absent from school, your legal guardian must:

- **Submit an excused absence vacation request informing the principal in writing** of the dates of the vacation.
- The request must be received by the principal **10 student school days** in advance.
- If all criteria are met, the principal will approve the absence and a letter will be sent to your legal guardian(s) informing them of the approval of the request.
- Your teachers will be notified, and make-up work will be requested.
- **The work must be turned in upon your return to school.**

If your legal guardian(s) **inform the principal in writing less than 10 student school days** in advance:

- Your legal guardian(s) may not receive the letter informing them that your absence is excused.
- Your teachers will be notified.
- Your legal guardian(s) may request the work you will miss, but your teachers may not be able to provide it prior to your absence.
- When you return to school you will receive the missed work and have as many days as you were absent to complete the work for full credit.

The principal will review all requests for absences due to family vacations or family trips. A request may be denied based on the student's attendance and academic records.

The principal is authorized to approve up to five days of absence for a vacation or family trip. Additional days must be approved by the Executive Director of High School Performance.

A family vacation or a family trip during the school year is strongly discouraged as the loss of class time may have a negative impact on the student's academic progress and record. It is also recognized that, on some occasions, working legal guardian(s) have little control over the time of the year when vacations or trips may be taken. **
language from the policies of the Board of Education of Harford County

Remaining in School After Dismissal

Students who remain in the building after dismissal for a school related purpose (see below) must be under the supervision of a teacher or coach. Students who are waiting for a ride must wait in the **Main Office Lobby**.

School-Related Purposes for Staying After School

- Athletic practice or game
- Club meeting
- Drama practice
- Performing music group practice
- Working with a teacher
- Using the library
- Attending an after-school game

Students who are found in the school without valid reasons may receive an administrative consequence and be considered "trespassing."

Name of Parent/ Legal Guardian (Printed) _____

Signature of Parent/ Legal Guardian _____

Date _____

Grading Software – Home Access Center

During the 2021-2022 school year teachers will be using Home Access Center [H.A.C].

Parents and students should use the hcps.org Our Schools page to:

- Obtain access to the school web site
- Obtain access to Home Access Center (the replacement for Edline).

Further directions can be obtained by contacting Michael Rex:

Michael Rex – Michael.Rex@hcps.org

Individual Student Logins and Passwords to School Computers

Each student will have a unique, individual student login name and password, which will allow them to access the school network in school and Office 365 (portal.hcps.org) from home. The unique login name and password will allow school administrators to monitor individual student computer activity in school.

Each student will have computer storage space on the school's H:\ drive and through their Office 365 account via OneDrive. Assignments can also be transferred to and from school using OneDrive. Selected teachers will have access to student storage areas on the H:\ drive and will monitor student files. Access to any school computer will be limited to 6:00 a.m. and 6:00 p.m. on weekdays.

The following people will be able to reset student passwords, if necessary.

Media Center

Mrs. Buckley

IMPORTANT: Students must never share their login name or password with any other students

Office 365

As part of the **Microsoft Office 365 ProPlus** benefit, all HCPS students and employees have access to Microsoft Office365 at no additional cost.

Employees and students will have access to the following through **Office365**:

- An online file storage space called **OneDrive**. All files can be saved to the cloud, which will allow for access to any files anywhere Internet access is available. Students and employees will have access to one terabyte of **OneDrive** storage space.
- In addition, each student and employee in the district can download **the entire Microsoft Office Suite** for up to five personal devices. Automatic updates are included in order to stay current with the latest version of Word, Excel, PowerPoint, OneNote, Outlook, etc.

Get Started with **Office365**:

- From a **HCPS networked device**, using Internet Explorer, the user should visit <https://portal.hcps.org>
- From a **non-HCPS networked device**, the user should visit <https://portal.hcps.org> and log-in with his/her HCPS organizational account:
 - Students: username@student.hcps.org and the network password
 - Student username is the one used to sign into a network computer while in school
 - Student network password is the one used to sign into a network computer while in school.
- To install Office on the personal device (i.e. home computer), click the button for “Install Now” and follow the prompts.
- For more information, tips and assistance, HCPS students are encouraged to visit <http://HCPS.org/students/office365.apx>

Using **Office365**

Students are encouraged to use all features available to them through **Office365** for all school related work and correspondences. The following are a list of some things you can do with Office365.

- Use HCPS organizational account to email your teachers or classmates from Outlook.
- Use Word Online to write your essay for English class.
- Use PowerPoint Online to create your next class presentation
- Use Excel Online to create a spreadsheet for Business class
- Create a shared folder in OneDrive for your group members to collaborate in the creation of documents, spreadsheets, and presentations.

Academic Integrity Policy

Definition

Academic integrity is taking responsibility for the quality and completion of one's own work.

Rationale

Academic integrity is a core value. Ethical behavior is demonstrated through "The 5 Fundamental Values" (CAI, 1999) respect, responsibility, trustworthiness, fairness, and honesty. Integrity instills values that will serve students well in their future endeavors.

Types of Violations: CAMP

Examples include but are not limited to the following:

Cheating: Using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- Copying another student's homework, classwork, or assessment.
- Using or attempting to use unauthorized aids during assessments, i.e. calculators, notes, cell phones/smart phones, smart watches, etc.
- Submitting another person's work as your own.
- Submitting assignments for which credit has already been earned.
- Exchanging information during an assessment, i.e. talking, texting, passing notes.

Assisting: Helping or attempting to help another person commit an act of academic dishonesty.

- Providing, receiving, or possessing copies of information about an assessment.
- Voluntarily helping or attempting to help another person commit an act of academic dishonesty.

Misrepresentation: Inventing or falsifying information.

- Falsifying or inventing sources, data or information in research.

Plagiarism: Using ideas, language or work of another without providing proper credit.

- Copying or using the ideas, data and/or words of published works, i.e. print, nonprint or electronic sources without proper citation.
- Submitting paraphrased ideas of another person without proper citation.
- Using a direct quotation (word for word) without quotation marks or proper citation.

Consequences:

First Offense

A zero will be given on the assignment or test for everyone involved. Legal guardian(s) will be notified. An office referral will be made for documentation

Other Offenses

A zero will be given on the assignment or test. Legal guardian(s) will be notified and offered an opportunity to meet with the teacher or administrator. An office referral will be made *and additional disciplinary action will be taken.*

Offenses are cumulative throughout a student's career at each school level.

A student's disciplinary record is considered during the application process to all Honor societies. A violation of this policy may impact a teacher's decision to complete letters of recommendation for colleges, scholarships, and other programs.

ANY ACADEMIC DISHONESTY WILL PREVENT A STUDENT FROM BEING A TEACHER AIDE, MASTER TUTOR, or STUDENT MENTOR or HOLD ANY TYPE OF POSITION OF RESPONSIBILITY.

References:

L.M. Hinman, (March 2002) "Academic integrity and the World Wide Web." Computers and Society. Atholton High School Academic Integrity Policy (2008). Howard County Public Schools. Academic Integrity Policy (2004). Washington County Public Schools. Center for Academic Integrity [CAI], 1999

Academic Eligibility

Eligibility Requirements:

In order to be eligible, the following things need to occur:

- You need to pass all courses on your quarterly report card.
- You need to pass all courses on your final report card.

Starting and Ending Times:

Removal from eligibility shall be on the first day of school after report cards have been distributed. Return to eligibility can be effective on the first day after the quarter ends.

Appeals:

You may appeal your ineligibility to the school Eligibility Committee. The appeals request will be emailed at the end of every quarter to every student email account. There will be an option for the student to present his/her case before the committee at an appointed time. Please note that the committee is limited to granting an appeal **one time** for the duration a student is at CMW.

The Eligibility Committee:

- will review your appeal and will make a recommendation to the principal.
- may recommend that you remain ineligible or may recommend probation.

The committee chair will communicate the decision to the student.

Probation:

If a student is placed on probation, the student may participate in extracurricular activities under specific circumstances to be determined on an individual basis.

Eligibility – Based on Behavioral Conduct

Eligibility based on behavioral conduct relates to suspensions from school.

If you are suspended from school for **10 days or less**, the Eligibility Committee will review the circumstances leading to your suspension and will recommend to the principal whether to extend your ineligibility beyond the days of suspension.

If you have a **suspension to the Superintendent**, you will be declared ineligible for a number of school days to be determined by the Superintendent.

Appeals

Decisions of the Eligibility Committee

Students may appeal decisions of the Eligibility Committee directly to the principal.

Decisions of the Superintendent

Students may appeal ineligibility based on long-term suspensions and decisions of the Superintendent to the Board of Education. Appeals must be in writing within 10 days of notification of the Superintendent's decision.

Excluded Events Due to Obligations

During first quarter students will be provided an update list of their school obligations. At the bottom of each obligation sheet, it states the following:

“You owe the above obligation(s) to the school. Certain activities and privileges including but not limited to dances, parking permits and graduation tickets will be denied to you if this obligation is not satisfied. This obligation(s) will stay with you until graduation.”

We will do our best to work with students to ensure that materials are returned, and they are back in good standing in order to participate in activities however, obligations must be attended to.

Student Conduct toward Adults

Students are expected to treat adults at C. Milton Wright High School with respect.

Consequences will be imposed by a teacher or administrator if:

- A student is **disrespectful/insubordinate** toward an adult including but not limited to:
 - The failure of the student to comply with a reasonable request of a teacher or any other member of the school staff.
 - Refusing to provide a name or providing the wrong name upon request.
 - A verbal or nonverbal expression of disrespect toward school personnel.
 - Dishonesty, including but not limited to lying and cheating.
- A student uses **profanity** directed toward a member of the staff. A student who directs profanity toward a member of the staff will be suspended.
- A student **comes in physical contact with a faculty member** in a way that might be considered “assault”. This kind of behavior will almost always result in a referral to the Superintendent for a long-term suspension.

Student Conduct Toward Students

Students are expected to treat other students at C. Milton Wright High School with respect.

Consequences will be imposed by a teacher or administrator if:

- A student is **disrespectful** toward another student.
- A student uses **profanity** directed toward another student.
- Students engage in **public displays of affection**, including kissing and touching of a romantic or sexual nature.
- A student **comes in physical contact with a student** in a way that might be considered “assault”. Fighting and similar aggressive physical behavior will almost always result in a suspension from school.
- A student **sexually harasses** another student.
- A student commits a **Hate/Bias** offense toward another student.

The policies of the Board of Education and the administrative procedures of the Superintendent are available from the HCPS website and from the main office.

STUDENT PARKING

Adequate transportation to and from school for the regular school day is provided for all students of Harford County. However, in an effort to meet the needs of those students involved in activities immediately after school hours, a limited number of parking spaces are made available to Seniors. Because the requests for parking privileges always exceeds the availability of spaces, spaces are allocated according to the following guidelines:

Student Parking is limited to students who apply and qualify for a parking permit.

- a. **Priority I:** Seniors needing transportation for school related activities/programs.
- b. **Priority II:** Seniors needing transportation for work.

Note: Applications will be accepted based on availability and processed based on the above-described need, ATTENDANCE, and review of other records.

PARKING RULES AND REGULATIONS

1. Parking permits are non-transferable, and each parking permit must remain in the vehicle to which it is assigned.
2. Students parking in the upper lot must wait to leave until buses have departed from the loop.
3. Parking permits remain the property of C. Milton Wright High School and may be revoked at any time for reasons deemed appropriate by the administration (e.g., improper application, chronic lateness, abuse of parking privileges, truancy, leaving school grounds without permission, allowing another student to use the permit).
4. Unauthorized vehicles on school property are subject to Harford County citation and/or other enforcement action, including school ticketing and towing.
5. Students with unpaid parking fines will be placed on the obligation list.

C. Milton Wright High School **Dance Policies and Guidelines**

Dance Ticket Policy

1. A C. Milton Wright High School student may purchase one ticket for themselves and one for a guest only.
2. Any C. Milton Wright High School student bringing a non-CMWHS student to the dance is required to submit a signed dance contract and guest registration form including photo identification prior to purchasing tickets.
3. Tickets are non-transferable and non-refundable. A list will be kept of ticket purchasers. If a student transfers a ticket or accepts a transfer ticket, they will not be able to attend the dance. Only those who purchase tickets may attend.
4. No re-entry into the dance will be permitted for any student who chooses to leave early.
5. No refunds will be given to students who do not show up, are not allowed to enter due to improper conduct (suspensions, etc.), or are removed from the dance for behavior.

Dance Conduct Guidelines

Dance rules are as follows:

- No hands on the floor.
- Hands on partner's waists or shoulders only.
- No exaggerated bending.
- No grinding.

Should a student be required to leave the dance, the legal guardian(s) will be contacted and will be expected to pick up their child immediately if the student did not drive.

Student Dress

DRESS CODE

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, inoffensive, and not disruptive to the educational process. The student dress code is intended to create and preserve a positive climate for teaching and learning, reduce the possibility of discipline problems, and preserve school order and safety. The intention of the policy is to seek compliance from students and to avoid disciplinary action unless there are repeated offenses or serious aggravating circumstances.

Students' style of dress or grooming must meet the reasonable requirements of a course or activity.

Clothing must cover the chest, midriff, pelvic/groin area and buttocks down to the upper thigh with opaque material.

Students must wear:

- Shirt
- Bottom (e.g., pants, sweatpants, shorts, skirt, dress, and leggings)
- Shoes must be worn at all times and should be safe for the school environment. Bedroom shoes or slippers shall not be worn, except for school activities approved by the principal.
- Curricular and activity specific shoes may be required.
- All tops must have shoulder straps. See through garments must not be worn without appropriate coverage underneath that meets the requirements of this dress code.
- Accordingly, students are prohibited from wearing clothing, jewelry, tattoos, bookbags or other articles of personal appearance that:
 - Depict profanity, obscenity or violence.
 - Promote the use of tobacco, drugs, alcohol or other illegal or harmful products.
 - Contain sexually suggestive messages.
 - Unduly expose or reveal skin or undergarments.
 - Contain language or symbols that offend or demean an identifiable person or group or otherwise infringe on the rights of others in violation of the Board harassment or discrimination policies.
 - Cause, or is likely to cause, a substantial or material disruption to school activities or the orderly operation of the school, including, but not limited to symbols of hate, both current and historic, hate groups, and gang-related attire.
 - Contain profane, disrespectful or discourteous expression which is lewd or inconsistent with civil discourse and behavior.
 - Endanger health or safety.

SPECIAL PROVISIONS AND RESTRICTIONS

The following examples are provided for guidance in implementing the policy and are not intended to list every possible violation or circumstance.

PHYSICAL EDUCATION – Proper physical education apparel and shoes are to be worn. For secondary students, the appropriate school physical education uniform should be worn. No jewelry, with the exception of stud earrings, medical bracelets, and fitness trackers, may be worn during physical activity. Jewelry which needs to be removed for physical education class shall be the responsibility of the student.

OUTERWEAR – It is a general expectation that outer garments, including, but not limited to, lightweight jackets, hats, etc. are not to be worn during the school day. These items are to be stored in lockers. Principals shall have the discretion to permit students to wear outerwear/headwear in the school building when conditions are warranted. Headwear that interferes with identification

of a student for safety and security purposes, denotes membership in a gang or hate group, identified in partnership with law enforcement, and/or disrupts the orderly operation of school is prohibited.

JEWELRY – Jewelry/body piercings (example: spiked jewelry, chokers, rings, bracelets) that pose a health or safety hazard or is disruptive to the orderly process of the school is not permitted. Chains that could cause injury to others are not permitted.

SUNGLASSES – Sunglasses are considered inappropriate for inside wear. Medical exceptions may be considered by the principal.

DRESS CODE VIOLATIONS

Principals will have the authority to suspend or waive the restrictions on clothing for social events such as, but not limited to, proms, homecoming dances or school sponsored activities aimed at promoting school spirit. When a student's attire or personal appearance violates this policy, the principal or designee shall investigate and take appropriate actions. **Please view the full handbook and/or the Board Policy Manual for more information.**

Drugs and Drug Related Paraphernalia

Students are prohibited from the use, possession, sale or distribution of alcohol, controlled substances, imitation controlled substances, and/ or similarly harmful substances including nicotine/tobacco products, or paraphernalia of these products while on school premises/school sponsored activities. Based upon reasonable suspicion, students can be asked to submit to an alcohol odor detecting device or metal detector during the school day or at after school events. Paraphernalia includes, but is not limited to E-cigarettes, JUUL vaporizers, nicotine or THC cartridges, or any other type of vaporizers and nicotine device.

PORTABLE COMMUNICATION POLICY

Students may possess and use a portable communication device (PCD) on school grounds and buses under the following circumstances:

- Students in any grade may possess and use a PCD on school grounds and buses when authorized to do so pursuant to the student's Individualized Education Plan (IEP) or Section 504 Plan.
- Secondary teachers may allow students to use a PCD in the school building for an instructional purpose following the Responsible Use Procedure.

Students enrolled in any grade may use a PCD on school grounds before the regular school day and after the regular school day.

Students enrolled in any grade may use a PCD on school buses before or after the regular school day provided:

- the student does not use the PCD for conversation, calls, photographing, or videoing;
- such use does not include implementation of the audio component of the PCD unless the student uses ear buds.

Students' possession or use of PCDs permitted under this policy shall not:

- disrupt the educational environment;
- violate federal or state law or regulation;
- violate Board policy and procedure including Board policy and procedure relating to student conduct and harassment; or
- invade the privacy of other students.

Students who violate the above restrictions shall be subject to appropriate disciplinary action. Please view the full handbook and/or the Board Policy Manual for more information.

C. Milton Wright Specific Policies on PCD use

Devices may be used during instructional time with teacher direction for educational purposes only, and during the scheduled lunch of the student.

Failure to comply with the policy will result in disciplinary action.

1st offense – Student is provided a warning.

2nd offense – Student is given a teacher detention and parent/guardian is contacted.

3rd offense– Student is sent to the office with a referral.

Additional offenses- progressive discipline is assigned

Refusal to surrender the phone upon request will result in additional disciplinary consequences.

Notification of Risks

The Harford County Public School System will maintain software that will help restrict access to objectionable sites. In addition, the Office of Technology and Information Services will use a monitoring process to keep a log of all sites visited. These logs will be reviewed periodically by appropriate personnel. Telecommunications use is a privilege which can be revoked. It is the intent of the Harford County Board of Education that the telecommunications resources be used in a responsible, ethical, legal, and efficient manner and in accordance with the instructional mission of the school district and all local, state, and federal rules and regulations.

The Harford County Board of Education cannot:

- Assure that the safeguards taken against objectionable sites are foolproof. It is also possible that these safeguards will block access to some acceptable sites.
- Assure the availability of access to the Internet or specific sites on the Internet.
- Assure the accuracy and quality of information obtained.
- Assure that information sent or received will be private.
- Assure that all material has educational value.
- Assure denial of access to all illegal, defamatory, inaccurate, or potentially offensive materials.

The Harford County Board of Education is not:

- Responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- Responsible for unauthorized costs incurred by students.

RESPONSIBLE USE OF TECHNOLOGY

Harford County Public Schools provides telecommunications resources to its students for educational purposes. Telecommunications resources shall be used in accordance with the Responsible Use Procedure (RUP). Harford County Public Schools utilizes an outside Internet filtering company to ensure the safety of our students while they access the Internet and allows Harford County Public Schools to comply with the Child Internet Protection Act (CIPA). The RUP is available at www.hcps.org.

THIS PAGE MUST BE SIGNED AND DISPLAYED FOR STUDENTS TO USE ONLINE SERVICES WHILE AT SCHOOL.

C. Milton Wright High School Guidelines for Internet Use

The following is a list of expectations concerning the proper use of the Internet at C. Milton Wright High School.

1. Students will abide by all rules included in the Harford County Public School’s Acceptable Use Policy listed on the preceding pages.
2. Any student using the Internet must have the Internet Use Agreement in the C. Milton Wright High School Student Handbook signed by the student and a parent/guardian.
3. When using the Internet, a student is expected to access acceptable material only. Any person found accessing inappropriate material will be referred to an administrator.
4. Students may not access their personal E-mail account without permission from a C. Milton Wright High School staff member. The use of E-mail must be for instructionally-related purposes only.

C. Milton Wright High School Online Student User Agreement

I understand and will abide by the C. Milton Wright High School Guidelines for Internet Use. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked. School system disciplinary action and/or appropriate legal action may be taken.

Student Name (Printed) _____ **Grade** _____

Student Signature _____ **Date** _____

Parent Acknowledgement

I have carefully reviewed with my son/daughter the C. Milton Wright High School Guidelines for Internet Use. I support these regulations and understand that he/she will be held strictly accountable for cooperating with them. However, I also understand that the nature of the World Wide Web is such that controversial or objectionable content may be encountered, in spite of the School’s reasonable efforts to prevent it. Therefore, I accept my responsibility to make clear to my son/daughter our family’s beliefs, standards and tolerance for controversial content on the Internet.

My signature below means that I understand that the school cannot guarantee that my son/daughter will not accidentally encounter words or images on the Internet that violate my family’s standards for such things. However, I trust my son/daughter to refrain from deliberately trying to access such content. I also trust my son/daughter to immediately leave any web site on the Internet that would violate our family’s beliefs and standards in this area or the permissible standards of Harford County Public Schools.

Parent/Guardian Name (Printed) _____

Parent/Guardian Signature _____ **Date** _____

HARFORD COUNTY PUBLIC SCHOOLS

CONCUSSION AND SUDDEN CARDIAC ARREST AWARENESS
CONFIRMATION OF RECEIPT FORM

STUDENT NAME: _____ STUDENT ID NUMBER: _____

ADDRESS: _____ HOME PHONE: _____

CITY: _____ MD. ZIP _____ CELL PHONE: _____

TO THE PARENT OR GUARDIAN:

It is the goal of the Harford County Public Schools to provide a safe and supportive environment for all students. Students and parents/guardians should be aware of school, county and state policies and procedures that support this goal. Toward this end, information on concussions and sudden cardiac arrest is provided.

Concussion Information

Maryland law requires that “all individual participants in an authorized athletic activity” on school property be made aware of the dangers a concussion may have. In accordance with this law, Harford County Public Schools is providing a concussion information sheet for both parents/guardians and student participants to review. Acknowledgment of receipt of this form is required by the law.

Sudden Cardiac Awareness Information

Maryland law requires the Maryland State Department of Education (MSDE) to develop and implement a program to provide sudden cardiac arrest awareness to coaches, school personnel, student athletes, and parents, in collaboration with the Department of Health and Mental Hygiene (DHMH), each local board of education, and other experts and stakeholders. In accordance with this law, Harford County Public Schools is providing a sudden cardiac awareness information sheet for both parents/guardians and students to review. Acknowledgment of receipt of this form is required by the law.

MY SIGNATURE VERIFIES THAT:

I have read the above statement, have received the **Concussion and Sudden Cardiac Awareness Information Sheet**, and hereby give my written consent.

Parent/ Guardian _____ Signature: _____ Date _____ : _____

Student _____ Signature: _____ Date _____ : _____

SUDDEN CARDIAC ARREST INFORMATION SHEET

1. What is Sudden Cardiac Arrest?

- Occurs suddenly and often without warning.
- An electrical malfunction (short-circuit) causes the bottom chambers of the heart (ventricles) to beat dangerously fast (ventricular tachycardia or fibrillation) and disrupts the pumping ability of the heart.
- The heart cannot pump blood to the brain, lungs, and other organs of the body.
- The person loses consciousness (passes out) and has no pulse.
- Death occurs within minutes if not treated immediately.

2. What are the symptoms/warning signs of Sudden Cardiac Arrest?

- Fainting/blackouts (especially during exercise)
- Dizziness
- Unusual fatigue/weakness
- Chest pain
- Shortness of breath
- Nausea/vomiting
- Palpitations (heart is beating unusually fast or skipping beats)
- Family history of sudden cardiac arrest at age less than 50

The presence of ANY of these symptoms/warning signs that occur while exercising may necessitate further evaluation from your physician before returning to practice or a game.

3. What is the treatment for Sudden Cardiac Arrest?

- Time is critical and an immediate response is vital
- **CALL 911**
- **Begin CPR**
- **Use an Automated External Defibrillator (AED)**

4. What causes Sudden Cardiac Arrest

- Conditions present at birth
 - **Inherited** (passed on from parents/relatives) **condition of the heart muscle;**
 - **Hypertrophic Cardiomyopathy** – hypertrophy (thickening) of the left ventricle; the most common cause of sudden cardiac arrest in athletes in the United States.
 - **Arrhythmogenic Right Ventricular Cardiomyopathy (ARVC)** – replacement of part of the right ventricle by fat and scar; the most common cause of sudden cardiac arrest in Italy.
 - **Marfan Syndrome** – a disorder of the structure of blood vessels that make them prone to rupture; often associated with very long arms and unusually flexible joints

- ***Inherited conditions of the electrical system:***
 - **Long QT Syndrome** - abnormality in the ion channels (electrical system) of the heart.
 - **Catecholaminergic Polymorphic Ventricular Tachycardia (CPVT) and Brugada Syndrome** – other types of electrical abnormalities that are rare but are inherited.
- ***Non Inherited*** (not passed on from the family, but still present at birth) ***conditions;***
 - **Coronary Artery Abnormalities** – abnormality of the blood vessels that supply blood to the heart muscle. The second most common cause of sudden cardiac arrest in athletes in the United States.
 - **Aortic valve abnormalities** – failure of the aortic (the valve between the heart and the aorta) to develop properly; usually causes a loud heart murmur.
 - **Non-compaction Cardiomyopathy** – a condition where the heart muscle does not develop normally.
 - **Wolff-Parkinson-White Syndrome** – an extra conducting fiber is present in the heart's electrical system and can increase the risk of arrhythmias.
- ***Conditions not present at birth but acquired later in life:***
 - **Commotio Cordis** – concussion of the heart that can occur from being hit in the chest by a ball, puck, or fist.
 - **Myocarditis** - infection/inflammation of the heart, usually caused by a virus.
 - **Recreational/Performance-Enhancing drug use** – use of drugs such as cocaine, and or high doses of stimulants can be associated with Sudden Cardiac Arrest.
- ***Idiopathic:*** Sometimes the underlying cause of the Sudden Cardiac Arrest is unknown, even after autopsy.

HARFORD COUNTY PUBLIC SCHOOLS

CONCUSSION INFORMATION SHEET

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications, including prolonged brain damage and death if not recognized and managed properly.** In other words, even a “ding” or a bump on the head can be serious. You can’t see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If a participant in an activity reports any symptoms of concussion, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- “Pressure in head”
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/ comment

Signs observed by fellow activity participants, parents and others include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays incoordination
- Answers questions slowly
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
- Slurs speech

HARFORD COUNTY PUBLIC SCHOOLS

CONCUSSION INFORMATION SHEET

What can happen if an activity participant keeps on playing with a concussion or returns too soon?

Participants with the signs and symptoms of concussion should be removed from the activity immediately. Continuing to participate with the signs and symptoms of a concussion leaves a person especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after the concussion occurs, particularly if a person suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescents or teenagers will often under report symptoms of injuries. Concussions are no different. As a result, education of all involved in an activity is the key to safety.

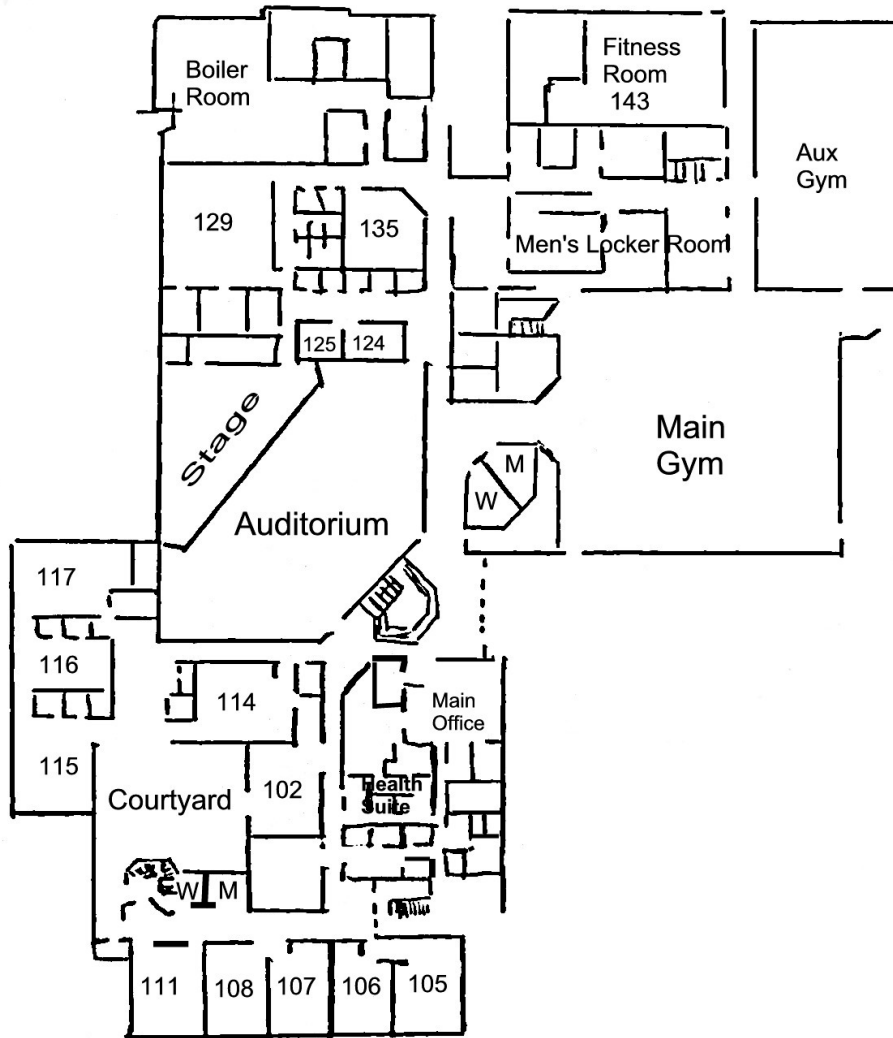
If you think an activity participant has suffered a concussion

Anyone even suspected of suffering a concussion should be removed from the activity immediately and seek medical assistance. No one may return to an activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the person should continue for several hours.

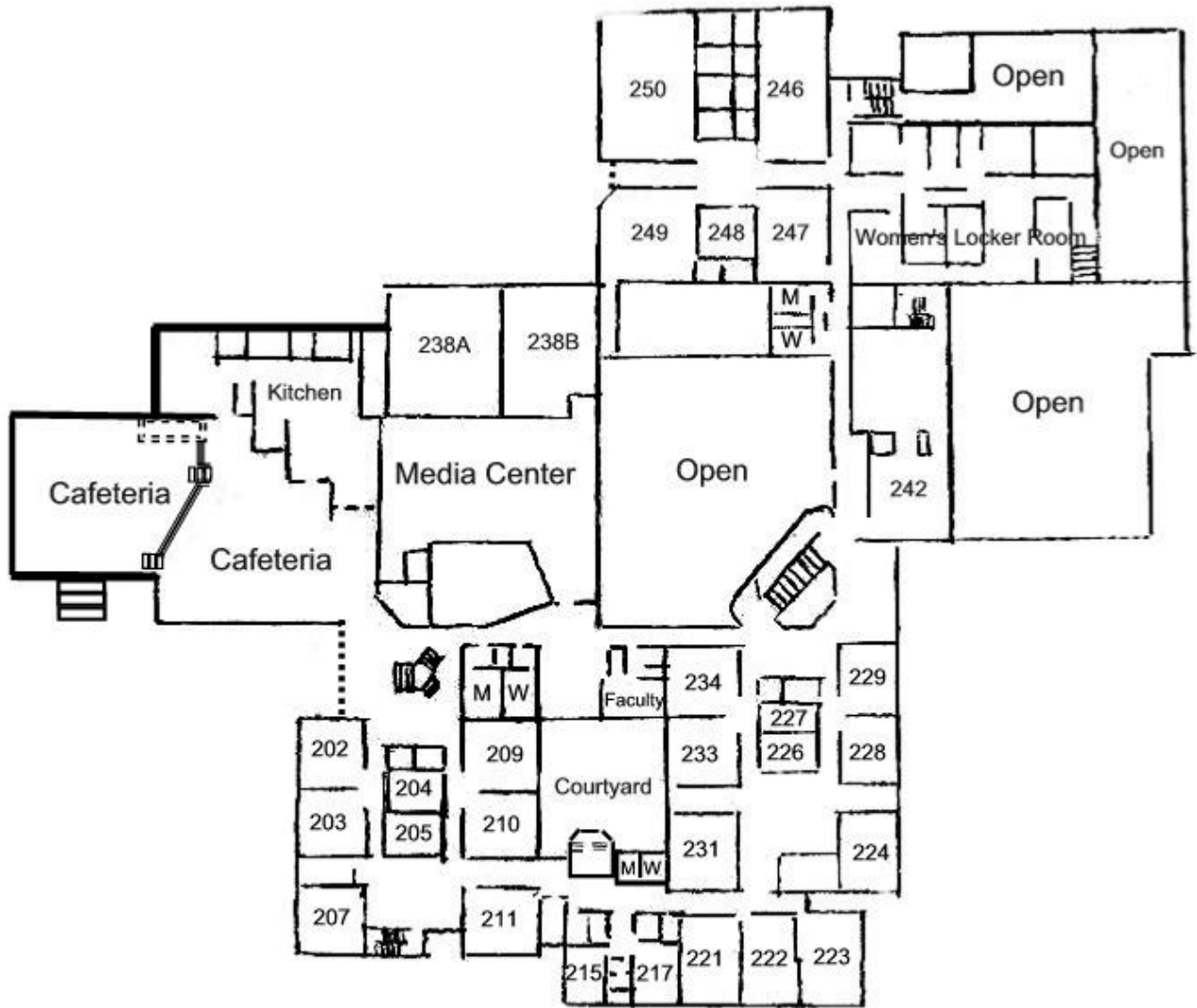
For current and up-to-date information on concussions you can go to: <http://www.cdc.gov/Concussion>

Adapted from the CDC and the 3rd International Conference on Concussion in Sport
Document created 7/7/2010

Lower Level – First Floor



Middle Level – Second Floor



Third Floor

