



**SNOW
HILL
HIGH
SCHOOL**

Where Eagles SOAR

**2020-2021
STUDENT
HANDBOOK**

**SNOW HILL HIGH SCHOOL
MISSION STATEMENT**

The mission of Snow Hill High School, a small dynamic learning community, is to nurture and enhance the academic, social, physical and emotional potential in each of our students by providing multiple pathways for student success using standards-based curricula. Through innovative teaching and learning, as well as partnerships in our community, we empower all students to contribute positively to society.

**SNOW HILL HIGH SCHOOL
VISION STATEMENT**

Snow Hill High School works collaboratively to achieve higher levels of learning for ALL students by engaging in rigorous coursework and extracurricular activities.

**SNOW HILL HIGH SCHOOL
is a PBIS (Positive Behavioral Interventions & Supports) school. Students are expected to excel in:**

**S cholarship
O wnership
A chievement
R espect**

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I. INTRODUCTION

The faculty and staff welcome you to Snow Hill High School. We take pride in creating and maintaining a school environment that contributes to preparing our students to be college & career ready. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision.

As responsible young adults, all students are expected to behave in a manner that is acceptable to everyone – other students, teachers, administrators and society in general.

While we want students to enjoy their experiences in high school, please understand that flagrant and habitual violations of school rules, disrespect for adults or fellow students, vandalism, and unlawful activity will not be tolerated.

II. DISCIPLINARY DUE PROCESS

The administration and staff are responsible for enforcing policies set by the Worcester County Board of Education. We also comply with state educational law and recent court decisions in administering discipline. In situations where disciplinary action may affect grades or the right to attend school, students will be told the rule(s) violated, the action that will be taken, and will be given an opportunity to present their side of the issue.

For violations of classroom rules set by a teacher, students will be disciplined by the teacher. Teachers will communicate problems to parents by telephone call, letter, e-mail, conference, and may assign after school detention or send the student to the office to see a member of the administrative team.

In situations of serious nature or for persistent misconduct, students will be sent to the administrative office. In all cases referred to an administrator, parents will be contacted by telephone call and/or letter. Possible disciplinary actions include: a required parent conference before being allowed to return to school, detention during lunch period or after school, one or more days of in-school suspension, or suspension from school for one or more days.

III. SUSPENSION AND EXPULSION

Maryland school law gives authority to the principal to suspend students for a maximum of ten (10) days for each occurrence of a violation of rules. The Superintendent of Schools is given authority to expel students for extended periods of time.

The authority to suspend students for violations of school rules extends to behavior of students at all school-sponsored activities, on school buses and on field trips.

The following rules and procedures from Maryland education law and Worcester County Board of Education policies will be used whenever students are suspended or recommended for expulsion.

A. Procedures and Rules

- The student and parents/guardians will be notified in writing of the reason(s) for suspension, the number of days, and requirements to re-enter school.
- A conference with a parent/guardian must be held prior to the student returning to school from suspension.
- Suspended students may not participate in any school activity or come onto any Worcester County school grounds at any time during the suspension – including evening activities.

B. Length and Number of Suspensions

Board of Education policies set requirements for the minimum number of days students must be suspended and the number of suspensions per year. The principal has authority to suspend students **for a maximum of ten (10) days at any step in the process** based on the severity of the offense(s) and the student's record.

- The first suspension must be a minimum of **one (1) day**.
- The second suspension may be for a minimum of **three (3) days** and the student and parent must sign a behavior contract for probation for the remainder of the year.
- The third suspension may be for **ten (10) days** and a recommendation for expulsion may be made to the Superintendent.

C. Student Code of Conduct and Consequences

The Worcester County Board of Education strives to establish and maintain a safe learning environment and to support students enrolled and attending school so that they may graduate college and career ready.

Expectations for Students

Students should:

1. Contribute toward making school a positive, supportive, safe, and welcoming place for all students and staff.
2. Be respectful and courteous to fellow students, parents/guardians, and school staff.
3. Be knowledgeable about and follow discipline policies, regulations, and rules.
4. Make reasonable effort to participate actively in conferences, activities, interventions, or programs recommended by school staff.
5. Recognize how their conduct affects other students and staff, and make reasonable effort to restore relationships affected by their conduct and their future.
6. Seek access to and complete make-up work while out of school for disciplinary reasons.
7. Share ideas and strategies for improving school climate and school discipline practices.

Level III (Support, Removal, and Administrative Responses)
Level IV (Support, Removal, Administrative, and Out-of-School Exclusionary Responses) -
Level V (Long-term Administrative, Out-of-School Exclusionary, and Referral Responses)

Offense	Actions	Response Levels
Class Cutting	Failing to attend a class, after arrival to school without an excused reason	I-III
Tardiness	Arriving late more than once to class or school, without an excused reason.	I-III
Truancy	Chronic absences from school without an excused reason	I-II
Alcohol	Being under the influence of alcohol (<i>Recommend extended suspension and expulsion only to grades 6-12.</i>)	I - V
Drugs/Controlled Dangerous Substances	Unauthorized using/possessing of non-illegal drugs (<i>Use code 892 for students with disabilities.</i>)	I - III
Tobacco	Using/possessing tobacco/e-cigarettes	I & II
Firearms	Student is in possession of a firearm or any object appearing to be a firearm.	V
Fighting	Intentionally engaging in a fight, which may be large, pre-planned, extended, and/or resulting in major injuries like a broken limb, or is otherwise especially serious based on listed factors	II - V

Bullying/ Harassment	Engaging in bullying, including Cyberbullying. Bullying is defined as intentional conduct, including verbal, physical, or written conduct, or an intentional electronic communication	I - IV
Disrespect	Making intentional and harmful gestures, verbal or written comments, or symbols to others. (e.g., verbal put-downs, cursing, talking back)	I -III
Dress Code	Violating dress code, after student has been verbally warned	I-II
Academic Dishonesty	Plagiarizing, such as by taking someone else's work or ideas (for students grades 6-12); forgery, such as by faking a signature of a teacher or parent	I & II
Inappropriate Use of Personal Electronics	Using a personal electronic device, after a student has been warned. (<i>Devices include cell phones, PDAs, music players, tablets, electronic gaming devices, and other portable communication device.</i>)	I-III
Theft	Intentionally taking property without owner's permission.	I & II

Consequences for Violation of Behavior and Discipline Policies

The professional staff at a school has the responsibility for taking appropriate actions when a student is involved in a situation which disrupts the learning environment of a school. When determining the consequences, the administrators should take the following into consideration:

- The severity of the incident.
- A student's previous violations and/or consequences for the same or a related offense.
- If the offense interfered with the responsibility, rights, or property of others.
- If the offense posed a threat to the health or safety of others.
- If the student has an Individualized Education Plan or a 504 Plan.
- The logical relationship between the offense and the consequence.
- The age-appropriateness of the consequence.
- Any specific consequences articulated in the Board of the Education Policy.

*Any student receiving an office referral during the first semester will be excluded from Homecoming activities. Students that receive an office referral during the second semester will be excluded from prom and after prom activities.

IV. POLICIES AND PROCEDURES

Policies and procedures for the day-to-day operation of the school are necessary to ensure quality education for all Snow Hill High School students. Our goal is to operate the school in an efficient and professional manner that benefits the students, staff and parents.

A. Advertising

Signs or posters advertising events sponsored by school groups or community non-profit organizations may be displayed in the building. Permission must be obtained from an administrator before putting up posters advertising events.

All signs or posters should be attached to the tiled areas of the building only. The person who puts up the signs is responsible for taking them down after the event has taken place.

B. Alcohol and Drugs

Procedures for handling cases of the use or possession of alcohol or illegal drugs have the dual purposes of providing help to students who need it and of administering strict discipline to send the message that alcohol and drugs will not be tolerated in school. The staff and administration will take whatever action is necessary to establish a safe atmosphere in the school, free from alcohol and drugs. This includes periodic searches by the administration and local law enforcement agencies of lockers and all vehicles parked on school grounds. The Worcester County Board of Education prohibits the use, actual or constructive possession, or distribution of drugs (legal, illegal, prescription or nonprescription), alcoholic beverages, or substances falsely represented to be illegal drugs (including look-a-likes) by any student on school premises (including buses and bus stops) or at school activities.

Students who request help in dealing with problems with the use of alcohol or drugs will be referred to the Maryland Student Assistance Program team. All cases will be handled in a strict confidential manner.

A student who violates the drug policy may be suspended for up to 10 school days, excluded from participation in all extracurricular and public performance activities for up to 90 consecutive school days, and may be required to attend the next scheduled Saturday School Program at the Worcester County Health Department (Board Policy IV-C-9). If the violation occurs during a student's senior year, the student shall be excluded from graduation exercises. In addition, in cases of distribution of drugs, (not including alcohol), the principal shall recommend to the Superintendent that the student be expelled.

If participation in a public performance is required for a grade, the student shall be given an alternative assignment to receive credit.

Any student who violated the drug policy more than once during his or her high school career in the Worcester County Public Schools shall be automatically recommended for expulsion and excluded from participation in all extracurricular and public performance activities for 90 consecutive school days upon readmission to school.

ANY STUDENT FOUND IN VIOLATION OF THE COUNTY DRUG AND ALCOHOL POLICY WILL BE REFERRED TO THE MSAP TEAM IMMEDIATELY UPON RETURN TO SCHOOL.

C. Assemblies

Teachers will remind students about appropriate behavior prior to assembly. All students and teachers will attend every assembly. Students failing to follow the procedures outlined above will be subject to disciplinary action.

D. Scholastic Eligibility for High School Interscholastic Athletics

- A student who is ineligible as a result of the student's final report card (exception - incoming 9th graders) shall be placed on probation until a grade check by the principal at the conclusion of 10 school days. If the student's grades meet the eligibility standards at this time, the student's athletic eligibility is restored. During the probationary period, the student may practice, but may not participate in scrimmages or scheduled contests.
- At the issuance of the October progress report, the principal shall review grades and any student found to be ineligible will not be allowed to participate until November report cards are issued.
- A student will be declared ineligible to participate in athletics at the October progress report, November report card, January report card, April report card or final report card if *any* of the following conditions exist with his/her grades:
 - Less than 2.0 GPA unweighted
 - Two or more F's;
 - One F and two or more D's.

- A student's eligibility to participate in athletics may be restored at the November report card, December progress report, January report card, March progress report, April report card, May progress report or final report card, if at the principal's review none of the following conditions exist with his/her grades*:
 - Less than 2.0 GPA unweighted.
 - Two or more F's;
 - One F and two or more D's.
- *Restoring a student's eligibility to participate in athletics *after* a season has begun is at the discretion of the coach and approval by the principal.

E. Attendance

We believe that attendance is a vital part of the educational experience. Good attendance is a goal we have for all students. Your attendance will be monitored by teachers, counselors, the principal and assistant principal to determine whether absences are lawful or unlawful.

Students returning from an absence should report immediately to the attendance office before 8:02 a.m. Students should provide a written statement from their parent or guardian as to the reason for absence. **STUDENTS WILL RECEIVE AN ADMIT CODE IN THEIR SCHEDULER/PLANNER THAT SHOULD BE SHOWN TO THE TEACHER OF EACH CLASS MISSED.** Students are required to keep and use their scheduler/planner throughout the school year.

Principals will excuse bona fide family trips when both the principal and parents or guardians concur that such a trip will be of significant education value or will promote family harmony and only if prior arrangements have been made between the student and the teacher for the completion of missed class work and these arrangements are approved by the principal. The student's progress and achievement should be taken in account when family trips are being discussed. A trip request form can be picked up in the front office.

In cases where absences are determined to be unlawful, any class work missed may not be made up for credit. For lawful absences, class work must be made up within a maximum of 5 school days after returning to school. Exceptions to this policy include:

- Long-range projects such as book reports and term papers should be turned in on the date the student returns.
- Assignments and tests that have been previously announced that are given on a day a student is absent should be made up the day the student returns to school.

A high school student who is absent from school or class for the equivalent of 6 unlawful days during a semester automatically fails that subject or all subjects for the semester with all final grades computed as (50%) "F."

For a given subject or course at the high school level, 5 unlawful absences during any one marking period shall result in a failing grade. Unlawful absences shall be interpreted as meaning any absence from school or class for any reason other than those cited as lawful. The principal may waive this requirement if the student's subsequent conduct and achievement warrants. In cases of excessive absenteeism, action will be taken according to the student's age.

- Students under the age of 18 will be referred to the Supervisor of Student Services for possible legal action.

A maximum of 10 days of absence per year (5 per semester) may be excused by parent notes. Absences beyond the ten days allowed must be excused by written certification from medical personnel or they will be considered unlawful and will be counted in the five days per marking period.

All parent and medical notes are due on the day of return to school from absences.

1. Early Departure: When possible, students are expected to schedule doctor appointments, dentist appointments, etc. during hours that school is not in session. It is realized that there are occasions when students must leave school during the school day. When these times arise, students must submit a parent-written note to the attendance office prior to 8:02 a.m. The note should state the reason for leaving early, the time to leave and a telephone number where a parent may be reached prior to the early departure. Notes may be confirmed by a call from an administrator or staff member. Early departures must report to the office to sign out prior to leaving school. Parent requests to have their child leave school early must be made in writing. Early departures will not be approved over the phone. Students that do not possess a valid driver's license or who are not a designated walker must be picked up by a parent/ guardian listed in Power School.

Students who leave school without signing out properly will be considered unlawfully absent and may receive disciplinary action.

Early departure from school for appointments with doctors or dentists, for court appearances, for Motor Vehicle testing, or for reasons approved in advance by an administrator will be considered lawful absences. **Written documentation from the places mentioned must be brought in the next day of school to the attendance office.** Early departures for other reasons or in cases where notes are not brought to school to confirm appointments will be counted as unlawful absences & work missed may not be made up.

2. Lateness to School: When the late bell rings for homeroom/first period, you are expected to be in the classroom. If you arrive after 8:02 a.m., you must report directly to the attendance office to receive admittance to class.

Lateness for medical/dental appointments with notes from the attending physician, bus breakdowns or delays, court appearances, or driver's license testing will be lawful. All other lateness's will be considered as unlawful! Students and/or parents with questionable situations (example: student not feeling well) will be referred to an administrator. The intent of this policy is to help students establish the good habit of punctuality.

Lateness's to school are cumulative and will be applied for the semester! Action will be taken according to the number of unlawful lateness's. In addition to these actions, work missed for unlawful lateness may not be made up for credit and half-day absences will be counted in the unlawful lateness policy.

- First lateness– Free pass
- Second Lateness- Warning by teacher
- Third lateness– Teacher will assign after-school detention
- Fourth Lateness– Referral to Office - Saturday School
- Fifth Lateness– Referral to Office – In School Suspension
- Sixth Lateness– Referral to office or ISS assigned & loss of extra-curricular privilege to either participate in or attend for 30 school days. This includes major school events, i.e. Homecoming, etc.
- All subsequent latenesses– Referral to office & student assigned a home- until – parent/guardian conference, referral of student to Worcester County Truancy Court, & loss of extra-curricular privileges for duration of the semester.

Each unlawful lateness of more than half of the period will count as one day of unlawful absence for the classes missed.

In order to participate in any extra-curricular activity, including practices/rehearsals for athletic games, band, chorus or drama performances or to attend an evening program or banquet, you must be in school all day. Any exception to this rule must be approved by the principal prior to participating in the activity.

Absences/latenesses not cleared and processed through the attendance office will be marked as unlawful.

3. Lateness to Class: All students have ample time to reach their destinations. Students are expected to be inside the classroom when the late tone ceases. Students arriving to class later than this time will be considered tardy.

Tardiness to class without a legitimate reason will result in the following disciplinary action:

- First lateness – Warning from teacher
- Second lateness – Teacher-assigned detention (Incident report issued)
- Third lateness – Referral to office, Administrative contact, and conference with parent/ guardian
- Fourth Lateness – Referral to Office, Saturday School assigned
- Fifth Lateness – Referral to Office, In School Suspension
- 6th -8th Lateness – Referral to office, ISS, and loss of privilege to participate in or attend any and all extra-curricular activities for 30 days. This includes major school events, ie. ...Homecoming & Prom.
- All subsequent lateness's to class – Referral to office and the student is assigned a home-until-parent/guardian conference.
For year-long classes, a student's lateness will be cumulative. Students will not begin with a "clean slate" as they do for their semester classes. Students who develop a pattern of habitual lateness to year-long classes place themselves in jeopardy of receiving an out-of-school suspension for non-compliance with school rules/regulations.
- Students who have second lunch shift will have the guidelines for lateness to class apply both at the start of class and when returning to the second-half of class following their lunch.

4. Cutting Class and School: Cutting classes and/or school all day are serious violations of school policy. Teachers and administrators check attendance carefully for each class period. If you miss class illegally, cut school, or leave school grounds without permission, your grades will be affected by not being allowed to make up any work missed. Possible consequences for cutting class or school are detention, parent conference, and in-school suspension (ISS). Students who persistently cut classes will be subject to further disciplinary actions.

5. School Nurse: The Health Office is open and the school nurse is on duty each school day. When you feel ill, you should report to the school nurse, who will contact a parent if she determines you are too ill to remain in school. Early dismissals that are medically excused by the school nurse will be considered lawful. If you contact your parents without the approval of the nurse, the absence will be considered unlawful.

F. Cafeteria/Lunch Period

A period of 30 minutes is provided to allow you to enjoy lunch in a relaxed atmosphere. A variety of entrees, sandwiches, drinks and snacks are available at reasonable prices or you may bring lunch from home. **You may not leave school grounds to get lunch.**

You are expected to exhibit good manners in the cafeteria when getting food from the serving areas, while eating, and by cleaning up your table after eating. While eating, please keep talking to a low level so all may easily hear conversations with friends. When you have finished eating, please clean your table, push chairs under the table, deposit trash in one of the cans provided.

All food is to be eaten in the cafeteria. No food or drink should be taken into classrooms or other areas during the school day. To prevent hazardous situations, drinks in glass containers should not be brought to school.

During the lunch period, you may go outside to the designated area using the outside exit doors located in the cafeteria. Students are only allowed in the designated lunch area; students are not to be in the parking lot or behind the school. The Library may be visited during lunch with a written hall pass from the media specialist. Students must use the restrooms located closest to the cafeteria.

Students who cannot abide by these requests will be assigned to a table in the cafeteria or will be removed to eat in a more restricted environment in the ISS room.

Please note the student meal prices for the 2020-2021 school year:

Breakfast: \$1.40 Lunch: \$2.85 Milk: \$0.55

***Students are prohibited from ordering or having food delivered to the school from a local restaurant.**

G. Care of School Property

SHHS is equipped, decorated and landscaped in the best possible way. All students should take pride in the appearance of their school building and its grounds. All litter should be placed in the receptacles provided. Students who deliberately abuse, deface or vandalize the school, its equipment, or its grounds, may be permanently excluded from attending school.

At the teachers request, textbooks must be covered. Write your name in the book in ink in the space provided. Take good care of your textbooks. You will be fined for any damages not included in normal wear. Lost textbooks must be paid for before another is issued unless, for just cause, exception is made by the principal. To avoid damage to books, they must not be used to carry paper, pencils, etc. Any equipment of the school (Science, Tech Ed., etc.), which is lost, damaged, or broken through carelessness must be paid for by the pupil responsible.

Textbooks and other resources are available to students and essential to the educational process. Materials of instruction and books assigned or loaned to students, are the responsibility of the student. School faculties and administrators must make students aware of the need to properly care for public property and remind them of their responsibility in this regard.

- Students shall be held responsible and shall reimburse the school for lost items according to the following:
 - A student will be charged the original purchase price for materials of instruction less than two years old.
 - For items older than two years, the charge will be the original price less 10% for each year of age.
 - No charge will be made of less than \$1.00 for a hardbound book or 50 cents for a paperback book.
 - The full cost will be charged for lost magazines and audio/visual materials.
- Every teacher shall keep an account of the materials of instruction and books furnished each pupil for use, and shall require their return when the pupil leaves school.
- At the end of each school year, the principal shall furnish to the Board an inventory of books and materials, and shall be responsible for losses. Funds collected from students will be forwarded to the Central Office and credited to the appropriate school's account.

H. Cheating/Academic Dishonesty

Cheating is taking credit for work that is not yours. It would also include using aids, such as hidden notes, on tests or other written graded assignments. The student who allows another student to copy from his/her homework paper, test or quiz is also guilty of cheating. Plagiarism will be considered a form of academic dishonesty and handled in a similar manner. In addition to receiving a zero on the assignment in question, all cheating and plagiarism will be considered misconduct and will be referred to the office for disciplinary action.

Unless the teacher has assigned the task to be completed as a cooperative group activity, the work is to be done independently by the individual student. Students are not to share ideas on assignments designed to evaluate the progress of the individual.

I. Conflict Resolution

If you have a disagreement with another student or a student says or does anything to you to create a situation of conflict, you are expected to resolve the matter in a civil manner without resorting to fighting. A teacher, a counselor, or administrator may be consulted to help mediate and solve problems. The school may also utilize Restorative Circles to resolve conflicts.

Students who become involved in fights in which there is (1) personal injury, (2) property damage, (3) disruption of the school environment, or (4) not in immediate compliance to stop fighting when directed by a staff member, will be suspended for a minimum of three (3) days.

J. School Counseling

Snow Hill High School's counselors are always available to help students through academic, career, and personal/ social counseling.

College, technical school & military representatives visit with students on a continuing basis during the year.

In September, the college-oriented testing programs will begin and continue during the year. Tests include the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT) and National Merit Scholarship Qualifying Test (PSAT/NMSQT).

The School Counseling office offers all students an opportunity to explore information about occupations and their own interests, aptitudes and values. The counselors are available to help students seek full or part-time employment and to show students the techniques of applying and interviewing for a job.

Students may visit the counselors at non-scheduled times. Any student wishing to see a counselor should go to the School Counseling office and sign in to make an appointment.

K. Dress

Students should take pride in their appearance. All students are expected to dress in clothes that are appropriate, seasonable, and suited for school activities. Any type of clothing that attracts undue attention to the wearer is not appropriate. A clearer definition of clothing not appropriate for school wear is listed below. The list is not intended to be all-inclusive but should provide an understanding of appropriate school dress.

While it is recognized that school dress codes may vary due to differences in the age of students and program requirements, all school dress codes shall:

- Allow for individual expression within safe and reasonable limits.
- Require that student clothing:
 - Is clean and neat
 - Fits properly
 - Is worn appropriately and does not reveal undergarments
- Prohibit clothing or personal adornments which:
 - Contain profanity or offensive content
 - Promote the use of alcohol, cigarettes, drugs and/or illegal activities
 - Cause excessive damage to furnishing, floors or other property
 - May be a safety hazard to the wearer or others in the building
 - Create a distraction or interfere with normal school activities
- Assure the wearer of reasonable modesty by prohibiting:
 - Shorts and skirts that do not measure to the length of a student's longest fingertip, (including athletic shorts.)
 - Shirts, blouses or tops which expose the cleavage and/ or midriff
 - Halter, tube, off the shoulder tops, or any style of tank tops
 - Excessively tight clothing
 - PJs/loungewear and/or slippers

- Leggings, tights and yoga pants
- Pants or shorts that do not fit the natural waistline and expose undergarments. Sagging pants will not be tolerated. Offenders are subject to disciplinary action.
- Require removal of hats, visors, caps, headbands, sweatbands, scarves or sunglasses when in the building.
- Prohibit slippers or shoes worn with laces untied.

In cases of questionable attire, the administrators will make a determination as to whether the clothing is disruptive to the orderly operation of the school. Students who dress inappropriately must change attire or modify their attire to comply with dress code regulations. Failure to adhere to dress code regulations could result in disciplinary consequences. Regulations concerning dress code will periodically be reviewed by a team of educators, parents, and students.

L. Evening Activities

In general, all rules & policies for student behavior are enforced for evening activities the same as during the regular school day. Teachers & local police officers will be on duty for all evening events to provide organization and direction. Students or adults attending evening events who disrupt the event or who are disorderly will be asked to leave the premises & will lose the privilege of attending future evening events.

All dances will be for current Snow Hill High School students only. You may bring a date or a guest, subject to the prior approval of the administrators, faculty and advisors, by signing the person's name in the office.

While events are in progress, all persons must either attend the event or leave school grounds. After the event, all persons will be expected to leave school grounds within a reasonable amount of time – fifteen to twenty minutes.

M. Grading Policy/ Course Levels

The marking period grades, semester averages, and yearly grade averages will be based on percentages. All percentages for grades and computing grade averages will be rounded to a whole number; .5 and up will be rounded up to the next whole number (Example: 86.5% will be recorded as 87%).

The chart below gives conversions from percentage to letter grades.

A	= 90 – 100
B	= 80 – 89
C	= 70 – 79
D	= 60 – 69
F	= Below 60

No grade below 50% may be recorded as a final grade on the report card at the end of the semester. Progress report grades will be sent at the middle of each marking term.

Grades for the semester will be computed as the cumulative averages of all work done for the semester. Progress reports of grades will be sent to parents at the middle of the first marking term, the end of the marking term, and the middle of the second marking term. These grades will be computed as a cumulative average of the work done for the semester to that point.

Students enrolling after 15 days of a semester may not be eligible to earn Carnegie units in all course work.

Each course in the curriculum of the Worcester County high schools has been assigned a course level value. This value is an indicator of the degree of difficulty the student may encounter. The student and his/her parents may wish to consult these values in their selection of courses. The course level value will appear on each student's report card. The levels are defined as:

- Level I: College & Career Prep
- Level II: Advanced College Placement (AP®)/ Dual Enrollment

N. Final Examinations General Guidelines

- Final examinations must be completed in order to qualify for the awarding of high school course credit.
- All students will take a comprehensive final examination in all grades 9 – 12 subject areas.
- Final examination grades shall be averaged as part of the final course grade and shall count as 20% of the final course grade.
- Final examinations shall be based on the contents of the entire course and evolve directly from the approved curriculum.
- Time shall be allocated in each course for a review prior to the final examination.
- Final examinations will be administered on half-day basis for students scheduled at the end of the course and will not exceed two hours in length.
- The annual county school calendar will indicate the half days for students designated as EXAM DAYS, taking into account the differing schedules among the high schools.

Exemptions:

- Students enrolled in high school courses who take college/national examinations at the immediate end of the course are exempt from final examinations. Their final course grade will be the cumulative grade in the course.
- In some cases, AP courses may be offered in the fall of the year when no AP examinations can be administered. In these instances, students shall take a comprehensive final examination.
- Students enrolled in High School Assessment and PARCC courses (Algebra I, Biology, Government, and English 10) are exempt from final examinations.
- Upon the recommendation of the teacher and approval of the principal other individual exemptions may occur.

O. Hallway Behavior

We need your cooperation to ensure a smooth flow of traffic in the hallways. Please keep to the right side of the hall and do not walk more than two abreast. Talking should be kept at normal conversation levels – no yelling please.

You should walk at a reasonable pace, not so slow as to impede traffic. Do not run at any time. Please do not stop to talk to others in the hall as this creates congestion. If you wish to talk with someone, please get out of the flow of traffic into a classroom or at the end of the hall near an exit.

You must have a hall pass from a teacher or an administrator to be in the hall while classes are in session.

P. Language

There are many acceptable methods of communication with other people without using commonly recognized profanities. The use of curse words, derogatory names or descriptors, and references to explicit sexual ideas will not be tolerated.

Threats of the use of force or verbal harassment, especially of a sexual nature, are considered very serious offenses and will be handled accordingly.

Q. Library

Students wishing to use the Library before 8:00 must get a note from the librarian. Books, magazines, newspapers, and other materials are available to students in support of class assignments, research projects, personal interest and recreation. Students will be charged the replacement value of lost or damaged materials.

Students must have a note from a teacher or the librarian to visit the Library during classes or during a lunch shift. In order for students to use computers for word processing or Internet research, they must present a pass signed by one of their classroom teachers. Internet access, graphics programs, word processing, and photocopying will be restricted to use for class assignments only.

R. Locks and Lockers

Each student will have his/her own locker and should not give the locker combination to any other student. Lockers may be visited at any time as long as the student is not caused to be late to class as a result of going to his/her locker. Any locker not working properly should be reported to the office. Students are not to place any additional locks on their hall lockers.

Physical Education students will be assigned a gym locker for use during their gym period. Students are urged to secure their valuables in their hall locker before reporting to physical education.

S. Lost and Found

Lost and found items are kept in the main office.

T. Public Display of Affection or Inappropriate Touching

Intimate kissing and embracing or other displays of inappropriate touching are considered unacceptable behavior on school grounds or at school activities, dances, etc.

You must respect other students' rights to person and space. Touching a person without his/her permission, is considered a form of harassment.

Students who violate these standards will be subject to disciplinary action.

U. Restricted Articles

Items that are illegal to possess by Maryland law, that are potential hazards to students or staff, or that create disruptions should not be brought to school. Weapons of any type are prohibited on school grounds. For any situation involving possession of a weapon, the student will be suspended and law enforcement authorities will be contacted.

Playing cards, portable music playing devices, electronic games, and other devices are prohibited and will be taken until a parent picks them up from the office. Firecrackers, laser pointers, matches, lighters, dangerous toys, and water pistols will be confiscated and will not be returned.

Policy on Acceptable Use of Cell Phones in School

- Students will keep cell phones turned off or left in lockers when they are not being used for instructional purposes in class or when permitted during their assigned lunch shift.
- Students will keep cell phones away and out of sight during the change of classes and walking throughout the building.
- Students will only send text messages, pictures, or video messages to others outside of the classroom with permission and directions from the teacher.
- Students will not record still or moving images or voices of students, teachers or staff without their permission.
- Students will not post recordings of still or moving images or voice recordings of students, teachers or staff online without their permission.
- Students will practice Internet safety with online resources at all times. Students will follow all Worcester County acceptable use policies, social media polices and social media best practices.
- Students will post only appropriate text, audio, and visual media to online websites at all times.

- Students can use cell phones during lunch as permitted by administration or staff. Students may not talk on the phone or use audio at any time during school hours. Video or pictures cannot be taken during lunch.
- *Any student in violation of the Acceptable Use of Cell Phones Policy who refuses to relinquish his/her phone when asked by an administrator or staff member will automatically receive a one day in-school suspension.*

V. School Day

The instructional day for students will be from 8:02 a.m. until 2:55 p.m. If you are in the building at any other time, you must be under the direct supervision of a teacher.

If you arrive at school prior to 8:00 a.m., you may go into the cafeteria or remain in the front lobby of the building. After arriving on school grounds, you must have permission from an administrator to leave. At 8:00 a.m. students may enter the building and you have until 8:02 a.m. to go to your locker and get to your first period class. A bell to begin classes will sound at 8:02 a.m. Students are not permitted to leave classes during the first ten minutes or the last ten minutes of the instructional period.

A program of opening exercises of the pledge of allegiance to the flag, a moment of silence, and announcements will be held daily. You are expected to participate in these exercises and to be quiet while announcements are being made so everyone can hear.

Your teacher will dismiss you from last period class at 2:55 p.m. If you are staying after school for a practice, a meeting, a detention or to get help from a teacher, you should go immediately to that event. Students who loiter in the building with no reason to stay after school will be subject to disciplinary action including being prohibited from participating in all extracurricular activities.

W. Sexual Harassment

The Board of Education is committed to providing, a safe, nurturing, respectful educational environment where the worth and dignity of individuals are valued and their safety and rights are protected. Behaviors that compromise this environment, interfere with school operations, or are otherwise contrary to the basic mission of public schools, will not be tolerated. This policy is intended to apply to the harassment of students by other students or by Board of Education employees.

Definition

Harassment exists when there is sufficiently severe action or persistent, pervasive pattern of actions or statements directed at an identifiable individual or group, that are intended to be, or which a reasonable person would perceive as ridiculing, demeaning or threatening. Harassment is defined as unwelcome and inappropriate verbal, written or physical conduct directed toward other persons based upon sex, religion, race, national origin, physical characteristics or disability that takes place under any of the following circumstances.

- When submission to such conduct is made explicitly or implicitly, a term or condition of educational development, academic status or participation in other school activities; or
- When such conduct has the effect of unreasonably interfering with the student's academic performance by creating an intimidating, hostile or offensive learning environment.

Forms of Harassment

Forms of harassment may include, but are not limited, to the following:

- Verbal harassment, such as derogatory or offensive comments, jokes, slurs or gossip; and
- Physical harassment, such as inappropriate or offensive touching, impeding or blocking movement; and

- Visual harassment, such as derogatory or offensive writing, posters, pictures, objects, cards, cartoons, graffiti, drawings, gestures or prolonged staring/leering; and
- Other forms of harassment, which may include hazing, bullying, teasing or cyber bullying by electronic communication. Electronic communication means a device, such as but not limited to, a phone, computer, or tablet.

X. Smoking/Tobacco Products/ Electronic Cigarettes

There is overwhelming evidence that the use of tobacco products is a serious health hazard. The use of tobacco products in the school building by anyone is prohibited at all times and on school grounds is prohibited between 7:15 a.m. and 4:15 p.m. Students may not use or possess tobacco products at any time. This includes e-cigarettes.

Students who have developed a dependence on using tobacco products may require assistance in complying with this policy. Arrangements have been made with the Worcester County Health Department to offer counseling for students who request it or for students who persist in possessing or using tobacco products in school.

Students who possess or use tobacco products on school grounds may be suspended from school for a first offense and will be required to attend counseling sessions at the Health Department.

Y. Student Transportation

Bus transportation is provided for students who live beyond 1 mile from school. While on the bus, students are expected to follow instructions given by the driver & obey the written rules that are distributed and explained at the beginning of each school year. Persistent misconduct on the bus will result in the privilege of riding the bus being denied.

In order to ride a bus other than the one assigned, a note from a parent must be turned in to the office prior to 8:02 a.m. to be signed by an administrator. Notes may be picked up during lunch period or after school from the office.

Students driving cars to school may park at the north end of the building. All cars must be parked on the hard surface areas designated for parking. Cars are to be locked in the morning and not visited at any time during the school day without permission of the principal or assistant principal. During the first week of school, student drivers must complete a form related to student driving (from the Board of Education). This form may be obtained from the office. **NO STUDENTS MAY DRIVE HOME FOR LUNCH.** Each car must have a parking permit to be placed on the rear view mirror. These may be obtained in the office.

As a part of our commitment to maintain a safe school environment free from alcohol and drugs, all vehicles parked on school grounds are subject to periodic searches by the school administration and local law enforcement agencies.

Z. Telephone Messages

Parents should not expect to have students called to the telephone during school hours. Messages will be delivered through the school office in cases of an emergency. Students may not be excused from class to use the phone.

AA. Valuables

For security reasons, you should not bring large amounts of money to school; when it is necessary to bring money to school to pay for items such as picture, etc., the payment should be taken to the proper person as soon as possible after arriving at school.

Purses and wallets containing money and other valuable papers should be properly secured at all times and not left lying on shelves or desks. During gym period and for after school athletic practices, these items should be locked in lockers with the combination locks secured. Valuable clothing items such as coats, sweaters, shoes, etc., should be properly cared for and secured in locked hall lockers when not being worn.

Textbooks and other assigned school materials should not be left unattended on shelves or in classrooms for long periods of time. You are responsible for returning all school materials in the condition in which they were issued. Materials damaged or not returned must be paid for by the end of the school year or a schedule of classes will not be issued for the next school year.

BB. Visitors

Parents/guardians are welcome to visit the school at any time. For security reasons, all visitors must report first to the administrative office. Visitors will be given a visitors pass and escorted to their destination. Unauthorized visitors who do not obtain proper permission may be prosecuted as trespassers.

Friends should not be brought to school without obtaining prior permission from an administrator. At no time should younger family members, especially babies, be brought to school. Please help prevent an embarrassing situation by complying with these requests.

V. ACADEMIC STANDARDS POLICY

A. Honor Roll/Scholastic Recognition Awards

Honor roll and scholastic achievement recognition will be based on a student's grade point average in all coursework. To be eligible for honor roll and scholastic achievement recognition, including the Scholastic Achievement Award, a student may not have a grade of D or F in any subject. A student must be enrolled in at least two major courses (English, Mathematics, Science, Social Studies, World Language, Technology/Business, Computer Science, or are enrolled in core courses of programs of study at Worcester Technical High School) each grading period.

To be eligible for the honor roll, a student must have a minimum weighted grade point average of 2.5. To be a candidate for the distinguished honor roll, a student must have a minimum weighted grade point average of 3.5 with no grade below a "B" in any course. A student with a "C" and a grade point average of 3.5 or higher will be moved to the honor roll. Computations for honor roll will be determined by marking period grades.

B. WeXL

Ninth grade students are eligible for the WeXL Banquet if they have maintained honor roll status for 3 consecutive terms. All other students must have maintained honor roll status for 4 consecutive terms. Students may not have any "D's" or "F's." Students in grades 10-12 who have earned honor roll status for four consecutive terms will be honored for their accomplishment at the annual S.H.H.S. banquet. The Paul M. Jones Award is given to those students who have maintained all A's for the qualifying marking terms.

C. Senior Academic Recognition

A Three-Tiered Senior Recognition Program will be based on the cumulative, weighted grade point average in English, Mathematics, Social Studies, Science, and World Language, including all Advanced Placement/college level courses in Worcester County Public Schools' academic programs. The tier for which a senior may qualify will be determined at the end of the third marking period. The honor tiers are as follows:

- Summa Cum Laude – 4.05 GPA and above
- Magna Cum Laude – 3.9 – 4.04 GPA
- Cum Laude – 3.8 -3.89 GPA

GPA calculations will be carried out to three decimals (or thousandths) and rounded to two decimals (or hundredths). For example, a GPA of 4.045 will be rounded to 4.05.

If a senior qualifies for one of the honor tiers, the designation will be noted on the student's transcript.

D. Old Home Prize

The Old Home Prize recipient will be the senior who accumulates the highest point total using the scale outlined below. The recipient is required to write an essay.

- Activity Points: Awarded on a scale of 1 – 4 for all school-related activities
- Grade Points: Grade Points (according to course level)

<i>Letter Grade</i>	<i>Level I</i>	<i>Level II</i>
A	10	12
B	8	10
C	5	7
D	-5	-3
F	-10	-7

E. Academic Rigor

In an effort to maintain high standards of academic excellence, students are required to take a minimum of three academic courses as determined by administration during any semester- Participation in an employment experience, dual enrollment, or an approved internship is considered to be academic rigor.

F. Tutorial Internship

Tutorial Interns will work with a teacher and serve as a tutor for underclassmen in a specific content. Tutorial interns may be required to fill out an application and must be approved by the principal and meet the following eligibility requirements; minimum of a 2.5 simple GPA, successfully completed the course, 90% average daily attendance record during the previous school year, and receive no office referrals.

VI. NATIONAL HONOR SOCIETY

The National Honor Society was founded in 1921 to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. Those characteristics are scholarship, character, leadership, and service. Membership is both an honor and a commitment.

The Snow Hill High School National Honor Society will function within the framework of the operation of the National Council for the National Association of Secondary School Principals.

A. Eligibility will be determined after consideration in the following areas:

1. Scholarship: All courses taken by a student will count toward the scholarship characteristic. Students may become eligible following the completion of their sophomore year.

To be academically eligible, a candidate's **simple** cumulative grade point average (non-weighted/non-rounded) must be **3.5** or higher.

Honor Society calculations shall be made based on all final course averages, which include final exams.

2. Service, Leadership, and Character: Once scholastically eligible, service, leadership, and character are evaluated by the entire faculty. Given a list of character standards, teachers report behavior that would make a student ineligible for induction. Students' actions in the community are also taken into consideration when evaluating character.

To be eligible for the National Honor Society, a student must be active in the school/community. By volunteering their time and leadership to extracurricular activities, candidates must provide a wholesome influence on their school.

Once the faculty council determines who will be inducted based on all four NHS cornerstones, candidates not being granted membership will be met with individually. They will be advised on shortcomings in leadership, service, and/or character that need to improve if the student wants to be inducted in the future.

The faculty council will evaluate members at the end of each semester to certify that they are maintaining membership requirements. Once selected, members have the responsibility to continue to demonstrate these qualities.

B. Disciplinary Measures

A member is never automatically dismissed for failing to maintain standards. But members should understand fully that they are liable for dismissal if they do not maintain the standards of scholarship, leadership, service, and character that were used as the basis for their selection.

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the faculty council and given a reasonable amount of time to correct the deficiency; however, in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned. Other disciplinary measures are possible for minor offenses.

The Faculty Council may issue warning or probation letters. Students who receive a probation letter will be suspended from certain chapter privileges and/or activities for a specified length of time, and/or the faculty council may request that the student receive special counseling. The goal of disciplinary measures is to re-educate the student to more appropriate behavior.

The faculty council shall determine when an individual has exceeded a reasonable number of warnings. In all cases of impending dismissal, a member shall have a right to a hearing before the faculty council. A student who is dismissed or who resigns may never again become an Honor Society member.

VII. NATIONAL HONORARY BETA CLUB

The National Honorary Beta Club, founded in 1934, is the largest independent, non-profit youth organization. The mission of the Beta is to promote the ideals of academic achievement, character, service, and leadership among secondary school students.

A. Eligibility

Eligibility will be determined after consideration in the following areas:

1. Scholarship: All courses taken by a student will count toward the scholarship characteristic. Students may become eligible following the completion of their freshman year. To be academically eligible, a candidate's simple cumulative grade point average (non-weighted/non-rounded) must be 3.0 or higher. Beta Club calculations shall be made based on all final course averages, which include final exams.

2. Service, Leadership, and Character: Once scholastically eligible, service, leadership, and character are evaluated by the entire faculty. Given a list of character standards, teachers report behavior that would make a student ineligible for induction. Students' actions in the community are also taken into consideration when evaluating character. To be eligible for the National Honorary Beta Club, a student must be active in the school/community, promote the ideals of honesty, service, morality, ethical conduct, and leadership.

3. Once the faculty council determines who will be inducted based on the four components of leadership, candidates not being granted membership will be met with individually. They will be advised on shortcomings in leadership, service, and/or character that need to improve if the student wants to be inducted in the future. The faculty council will evaluate members at the end of each semester to certify that they are maintaining membership requirements. Once selected, members have the responsibility to continue to demonstrate these qualities.