

Manchester Valley High School 2011-2012 Student Handbook

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WELCOME

On behalf of the entire Manchester Valley High School family, we welcome you to the 2011-2012 school year. We wish you a successful year in both academics and extracurricular activities.

VISION

At Manchester Valley High School, the school and community unite to benefit the education and success of our students. We focus on nurturing personal and academic growth, building relationships and developing character. Our graduates are prepared to meet the challenges of life.

MISSION

Every member of the Manchester Valley High School community accepts responsibility for establishing an innovative, rigorous, and supportive learning environment that embraces student individuality and fosters a spirit of service. Together, we will ensure opportunities for the success of all students as they become productive members of a diverse and complex society.

Statements of Belief

At Manchester Valley High School, we believe that:

- a dynamic educational program advances the aspirations and abilities of every student.
- all members of the school and community are responsible for creating a welcoming environment.
- education is the shared responsibility of students, family, staff, and community.
- the ability to utilize technology effectively is an essential component to success in an innovative society.
- rigorous and relevant instruction is the foundation for student learning and future success.
- honest, respectful, and responsible behavior is expected of all members of our school community.
- a safe and secure environment is essential to learning.
- creating positive relationships inspires learning and growth.
- all students can succeed by assuming personal responsibility for their learning experiences.
- students demonstrate pride in themselves, their school, and their community through their behavior and actions.
- supportive partnerships, between both the school and its community, are vital to the success of each.
- a positive and supportive environment is the foundation for successful participation in academic and extracurricular endeavors.
- recognizing and accepting individuality fosters unity.
- lifelong learning is essential to productive citizenship.
- a spirit of service promotes character and personal growth.
- technology will be used by all students and staff as a learning and organizational tool.
- it is critical for our school to model and promote positive environmental practices.

This handbook is prepared for the students and parents of Manchester Valley High School. It is intended to both enrich school life and give students and parents a better understanding of their school. Included in this book is information about the day to day operation of the school, maps of the building, and rules and regulations. It is the responsibility of all students to read and become familiar with the information contained in this handbook. Two additional resources, the Carroll County Student/Parent Handbook and the Carroll County Public Schools Information Calendar for 2011-2012, are cited as references. These are distributed to all students and/or households in the Carroll County Public Schools. Parents are also encouraged to read and discuss the contents of these materials with their students. This handbook can also be found at <http://www.carrollk12.org>.

MANCHESTER VALLEY HIGH SCHOOL SIGNATURE PROGRAMS

SET

Student Enrichment Time (SET) is a separate, specified block of time embedded into the school day to provide students with support to meet the demands of increased academic rigor and to enrich their complete learning experience.

Academies

An academy is a small learning community of students and teachers within a larger high school that fosters a sense of belonging and provides opportunities for career exploration. Students are engaged in a rigorous curriculum with a career theme enabling them to see relationships among academic subjects and their application to careers. Academy graduates will be prepared for post-high school education in addition to acquiring work-related knowledge and skills. Partnerships with employers, the community, and local colleges will bring resources from outside the high school to improve student motivation and achievement.

Advisory Program

All students and teachers are involved in Manchester Valley High School's Student Advisory Program. Faculty members are advisors and role models for students as they advocate for student success in the areas of academics, attendance, and behavior. Teachers assist students in exploring their career interests and developing their individual program of studies. Regular meetings are held and topics crucial for student success in high school are explored. Communicating with parents and building a strong student/teacher/parent partnership are key aspects of this program.

Freshman Seminar

A course taken by 9th grade students new to Manchester Valley High School includes a curriculum developed to meet students where they are and provide them with the skills and resources needed for success during their high school experience.

PBIS

Positive Behavior Interventions and Supports (PBIS) provides a clear system for all expected behaviors at Manchester Valley High School. Our goal is to create a productive, safe environment to establish a foundation for student success. This proactive process will define, model, teach and support positive behavioral expectations school-wide.

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ADA COMPLIANCE

The Board of Education of Carroll County does not discriminate on the basis of disability in employment or provision of services, programs or activities. Information concerning the Americans with Disabilities Act is available from the Director of Facilities, 410-751-3177. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

ACADEMIC HONESTY CODE

Academic honesty is an essential part of any school community. Carroll County Public Schools seeks to promote the importance of honesty as a basis of respect and cooperation among all of its members. All parties – students, teachers, administrators, and staff have the obligation to act in a consistently honorable manner with one another.

Academic dishonesty/cheating, in any form on a graded assignment, will not be tolerated. Examples include, but are not limited to, turning in work as your own when someone else has done all or part of the assignment; knowingly giving or receiving information about answers to homework, quizzes, or tests; and plagiarism. Schools develop honor codes to encourage students to value personal integrity and to emphasize the responsibility that individuals have for their own honesty. All students need to be fully aware of definitions and expectations related to their specific school's honor code. Questions should be directed to school administrators.

The purpose of the Manchester Valley High School code is to encourage students to value PERSONAL INTEGRITY and to emphasize the responsibility that individuals have for their own honesty. ALL STUDENTS NEED TO BE FULLY AWARE of the following definition, expectations, and policies that make up the Manchester Valley High School's Code of Academic Honesty.

All parties have an obligation to act in a consistently honorable manner with one another in all cases. Academic dishonesty/cheating in any form on graded assignments will not be tolerated. Examples include: turning in work as your own when someone else has done all or part of the work, knowingly giving or receiving information about answers to homework, quizzes, or tests, and plagiarism. **Plagiarism is using someone else's words or ideas without giving them proper credit. This includes the use of Internet or other electronic sources.** If there is a question, the student should contact the teacher to be clear about the use of technology for a given assignment.

Manchester Valley High School prepares students to understand the importance of plagiarism prevention by utilizing a web-based tool, Turnitin® developed by iParadigms. By using this tool to submit their written work, students learn about plagiarism when material from another source is identified. The tool evaluates the paper, and the student is provided with an originality report. This originality report matches the text in the student's paper to other written text from various sources: Internet, previous student submissions to Turnitin®, and databases of journal articles and periodicals. In turn, instructors assist students with crediting sources appropriately, making Turnitin® a valuable instructional tool. In addition, this tool is another means of preparing students for coursework beyond high school. Turnitin® is frequently used by colleges and universities to prevent plagiarism.

To use this resource, students must enroll under their teacher's direction to submit written work. Each student receives a class ID number and a password in order to enter the Site. A student enrolls using their own email address, class ID number, and password.

Students may have the teacher submit written work for them if a parent objects to their child having direct access to the program. Such requests should be submitted in writing directly to the teacher. Students may enroll independently in this program if they are eighteen (18) years of age or older.

Unless the assignment itself is designed to be a cooperative task or unless the teacher indicates specific conditions, academic dishonesty will include, but not be limited to, the following:

- Use of notes when not permitted.
- Copying work that is to be done independently.
- Submitting someone else's work for a grade. This includes classwork, homework, projects, and compositions.
- Plagiarism of another's work, including information taken from but not credited to Internet sources.
- Changing a grade or answers during or after the work has been graded.
- Stealing a quiz, test, or answer key.
- Allowing someone else to copy your work (i.e., test, composition, homework).
- Using a computer or other electronic device to complete work that is to be done by the student. If there is a question, the student should contact the teacher to be clear about the use of technology for a given assignment.
- Taking or using photographic images of a test will considered academic dishonesty.

Discipline for such offenses will range from the following actions depending on the severity of the offense:

1st Offense – Loss of credit for the activity in question and parent contact.

2nd Offense – Out-of-school suspension of up to three days, loss of credit for the activity in question, and parent conference.

3rd Offense – Out-of-school suspension of up to five days, removal from the class, and failure of the course.

ACADEMIC RECOGNITION

Academic Excellence Awards

The Academic Letter is a one-time award to recognize MVHS students who have stayed on the Honor Roll six (6) consecutive times or eight (8) total times. The Academic Gold Bar is a one-time award to recognize MVHS students who have been on the Honor Roll ten (10) consecutive times or twelve (12) times total.

*Eligibility for the academic letter and gold bar award will be determined at the end of the third marking period.

Principal's Recognition Award

Awarded to students who have earned five or more Advanced Placement credits prior to graduation. Seniors who earn this award will be given a medallion to wear at graduation.

Other forms of academic recognition will occur at the end of every school year.

ACCIDENT REPORTING

Every accident or injury on school grounds must be reported immediately to the person in charge and to administration. An accident report must be completed and filed by the supervising adult. School insurance will not cover unreported accidents.

AIDES

Only full-time students may serve as aides. Students must be academically eligible in order to be an aide. Consideration will be given to prior attendance and behavior. A student may only be a non-credited aide ONE (1) time per year with administrative approval. The parent, teacher, counselor, and an administrator must give approval for a student to serve as an aide.

ASSEMBLY PROCEDURES

Student attendance at assemblies is preferred; however, if a student chooses not to attend, he/she will report to an assigned area in lieu of the assembly. The procession order, route, auditorium entrance, and assigned seating will be

according to announced procedure. Rude behavior will NOT be tolerated. Students removed from an assembly may be denied attendance for subsequent assemblies during the remainder of the school year.

Students are reminded of the following rules of courtesy for behavior during an assembly or class meeting:

1. Move directly to your assigned seats and be seated.
2. When a person moves to the microphone to begin the program, you should give him/her your attention and be quiet.
3. Refrain from talking or making noise during the assembly.
4. Keep your feet on the floor, not on the chairs.
5. Exit the auditorium in a quiet and orderly manner when you are dismissed from the assembly.

ATHLETIC PARTICIPATION

Participation on an athletic team at MVHS is regarded as a privilege. Participants must pay a county-mandated fee (see CCPS Student/Parent Handbook). Students chosen for participation are subject to reasonable rules of conduct and training. Violation of these rules can result in disciplinary actions ranging from conferences among school officials and the student and his/her parents, to dismissal from participation. Rules for participation are effective at all times during the term of the activity. Each coach, in conjunction with the Athletic Director and Principal, will be responsible for the administration and enforcement of stated policy to the students under his/her direction. Disciplinary action of a punitive nature will be taken only after the student has an opportunity to answer charges of violations. Appeals may be made by the participant to the Principal or his/her designee. Violations include, but are not limited to:

1. Possession or use of alcohol, tobacco or controlled dangerous substances
2. Violation of school policies and procedures
3. Use of profanity
4. Insubordination to any staff member
5. Unexcused absence and/or tardiness from announced practice sessions
6. Scholastic eligibility as determined by the school
7. Non-observance of dress and appearance to and from contests as determined by the head coach

The standard uniform must be worn in order for students to travel or participate with their team. All travel to and from athletic contests will be on the team bus. Only when a written parent request is submitted to and approved by an administrator prior to the contest and the parent reports personally to the coach after the contest, will the coach excuse the student from returning with the team on the bus.

ATTENDANCE STATEMENT

Consistent attendance is a critical factor in academic success. All absences must be verified by a parent/guardian with a note, fax, phone call, or other form of official documentation such as a physician's note or a court summons. Any absence judged to be unlawful as established by the Maryland State Department of Education, will be subject to disciplinary action ranging from Saturday School to in-school suspension and/or out-of-school suspension. Students must be present in school to participate in classroom instructional activities that are vital to the educational program for all students. Local employers also place emphasis on attendance records of their employees. Preparing students for the world of work, which Carroll County Public Schools view as one of their roles, includes an expectation of regular attendance.

A student absent, excused or otherwise, will be required to satisfactorily complete all make-up work assigned because of the absences before the end of the marking period, including absences due to vacations. Failure to complete the make-up assignments may negatively impact a student's grade. (Appropriate modifications and accommodations will be made for students with disabilities under these regulations.)

ATTENDANCE PROCEDURES

Students who are absent from school must provide parental verification of absences. MVHS will accept a written note, fax, e-mail or phone call from the parent/guardian, explaining the reason for the absence. Upon return to school, students with absence notes should report to the attendance clerk in the cafeteria before 7:40 a.m. and will fill out an absence form. The attendance clerk will indicate on the student's form the absence code as defined by Maryland State Law.

The student must follow the procedures as outlined within two school days upon their return from an absence in order for their absence to be considered as excused. In addition, students who are absent three or more consecutive days are expected to provide documentation from a physician. Absences will be considered as unlawful if a lawful excuse is not provided and the student may be denied credit for any work missed. Failure to bring in a note may be considered truancy and may result in disciplinary action.

Students arriving late or leaving early must report to the main office attendance secretary. Students missing any part of the school day will be coded tardy or absent according to the county attendance policy. Students involved in extra-curricular activities who miss any part of the school day **must have administrative approval** in order to participate in practices, games, or events. *See County Eligibility Policy.*

Early Dismissal Procedures

If a student must leave school before the end of the day, a request (note, fax, email, phone call) from the parent or guardian is to be submitted to the attendance clerk in the cafeteria by 7:40 a.m. for that day. Students must report to the attendance secretary and follow the sign-in/sign-out procedures before leaving and/or returning to school. Students are not permitted to leave school property during the school day without following the above procedure. Students leaving school for reasons other than medical or approved appointment reasons are considered attendance-ineligible for that day.

MVA Requirements for Learner's Permit

Any student applying for a learner's permit who is under the age of 16 years must present to the Motor Vehicle Administration a certified copy of their school attendance record. The MVA will not issue a learner's permit if the school attendance record indicates more than ten (10) unexcused absences during the prior school semester. Students who need this documentation for MVA will submit to the attendance secretary a completed MVA form. (These forms must be obtained from the MVA.) The school will need 24 hours to verify and process the information required to complete the form.

College Visits

Students will be allowed two days (2) for college visits with no absence charged. Prior written notification from a parent is required. For each visit, the student must meet with his/her counselor to complete a college visitation form. The form must be signed by the student's teachers, a parent, and a college representative verifying the student's attendance at the college. Upon return to school, the visitation form, along with any other college verification (if any), should be presented to the Main Office.

Vacations

It is strongly recommended that parents plan vacation for times when school is not in regular session. It is recognized, however, that occasionally students are absent for necessary or important family activities. When this occurs, prior written notification from a parent is to be approved by an administrator, signed by your teachers, and returned to the Main Office before the vacation. Even though the absence may be excused, students are required to make up work missed during that time. Some schoolwork missed, such as class participation or laboratory experiments, does not lend itself to make up. Missing such assignments may also affect a student's grades. All absences will apply to the school's attendance policy and may result in the denial of a course credit. Parents are encouraged to consult the school calendar when planning vacations as **no exams will be given early.**

BEHAVIOR

Students are expected to conduct themselves properly and to be conscious of their responsibilities as school citizens. Students should display courtesy, honesty, and consideration for others at all times. Students are to demonstrate

appropriate respect for self and others by refraining from public displays of affection and the use of inappropriate language. **Students are required to wear shirts at all times, including athletic events and practices, both indoors and outside.**

The possession and/or use of certain items in school may be disruptive. Examples of these items include, but are not limited to:

Balls	Cameras	Laser Lights/Pointers	Playing Cards/Dice	Roller Blades/Shoes
Balloons/Flowers	Carnival Items	Lighters/Matches	Silly String	Skateboards/Skates

These items are not to be brought on to school property because they have little or no educational value for public school use. These items will be confiscated and returned to the parent only. Should the possession of any of these items be a problem as in vandalism or repeated possession, this may become a discipline matter and result in disciplinary consequences.

BOOK BAGS/BACK PACKS

Book bags/back packs may be used to bring books to school. Upon entering school, students must store book bags/back packs in their lockers, and leave the book bag/back pack in lockers until the end of the day. The only exception to this policy is for the purpose of transporting appropriate clothing to and from Physical Education class. Any bag big enough to carry a book is considered a book bag.

BUILDING AND GROUNDS ACCESS

Entrances to the school building will be locked during the school day except for the entrance by the main office. Entrances will be under surveillance. Students are not permitted outside the school building without a pass from an administrator during the school day. Students are not to remain on school property after buses depart unless they are under the direct supervision of a teacher or they are attending a school-sponsored activity in session. Students arriving late to school must enter the building through the doors by the main office.

Stairwells

Designated stairwells are currently unnecessary for the orderly flow of traffic within our building, therefore, designated stairwells will be considered “closed” and will be off-limits for student use during the school day and for evening activities. The stairwells may be used for emergency evacuations only. Signs will be posted as reminders to students.

Currently “closed” stairwells include the west stairwell in both the “A” and “C” areas, as well as both auditorium stairwells.

BUS TRANSPORTATION

Students are to ride only their regularly assigned bus. If there is an emergency situation which requires a student to ride a different bus or to get off at a different stop, prior administrative approval must be obtained. The parent must make this request in writing to the school to receive this approval.

The bus driver is in charge of the bus and will assign seats. From the time students get on the bus to come to school until they get off the bus to go home, it is expected that their behavior is acceptable and appropriate. All school rules apply on the bus. If a student’s behavior on the bus is not appropriate or the student does not cooperate with the driver, the bus driver may submit a Bus Referral to the Assistant Principal for administrative action. Depending upon the seriousness of the behavior, the referral may result in immediate removal from the bus. Serious or chronic offenses will result in denial of the privilege of riding the bus.

Students are expected to immediately enter the building upon arrival on school property. Students may not leave school grounds once they exit their bus or vehicle.

BUS PROCEDURES - CAREER AND TECHNOLOGY CENTER

Bus transportation is provided for all Tech Center students on a daily basis. All Tech Center students are to ride the bus to and from the Tech Center unless written permission is obtained. Students are responsible for boarding their bus on time. Students who miss the CCCTC bus will be held accountable. A Tech Center student who needs to drive to the Career and Tech Center must follow the procedures established by the Career and Technology Center, including having the proper parking permits from both schools. Students are not to transport other students to and from the Career and Tech Center.

CAFETERIA CONDUCT

Students are assigned to the cafeteria during their regularly scheduled lunches. Students are to remain seated unless they are purchasing lunch, returning their trays, involved in a school-related activity, or using the restroom. **Students are expected to report on time and are not permitted to leave the cafeteria without a valid pass.** The outside dining courtyard is available to seniors only, weather permitting.

CAMERAS

Security cameras are placed both inside and outside of our building and on buses in order to monitor the school and its surrounding areas. These cameras provide additional safety and security for individuals on school property.

CHANGE OF CLASSES

Classes are not automatically dismissed when the bell rings. Dismissal of the class is the prerogative of the teacher. Students are not to stand in the doorways or halls waiting for the signal to change classes.

CLASS CUTTING

In accordance with county high school policy, students are expected to attend all classes as assigned on their schedule and to be in the area of the school building assigned by their schedule or as directed by their instructors. Failure of students to report to class, or to be in areas where they are not assigned, will result in a determination of class cutting or being out of the assigned area. School administrators will make this determination and apply consequences including detention, Saturday School, in-school suspension, or out-of-school suspension. Students must personally obtain prior approval from their assigned teacher before missing a class for any reason. Class cutting may result in loss of credit for time missed.

CELL PHONES AND ELECTRONIC DEVICES

Cellular telephones and other electronic devices are prohibited during the school day as addressed in the County Student Handbook. Examples of items, but not limited to, include: cell phones, camera phones, digital cameras, iPod/MP3/CD players, etc. Cell phones are to be turned off and put away out of sight upon entering the building through the dismissal of the last class.

Students are permitted to listen to their iPod/MP3 players (with headphones) prior to the start of the school day in hallways and the cafeteria only. These items are totally the responsibility of the student. The school will in no way be responsible for their loss or theft.

CONFLICT RESOLUTION, BULLYING, OR HARASSMENT

It is our goal that every student can attend Manchester Valley High School without the fear of conflict, bullying, or harassment.

In a school, workplace, or home, conflict is a part of everyday life. The emotions associated with conflict are normal, but often difficult to deal with appropriately. In dealing with personal or peer conflict, Manchester Valley High School has an extensive system of support and resources to assist students.

Individual crisis counseling, peer-to-peer mediation, meetings with staff and students, and parental involvement are some of the methods that staff and students can use to deal with conflict at MVHS. To get help with conflict resolution, specifically peer relationship problems, family issues, dating issues, or teacher/student issues, students are encouraged to contact their school counselor.

In addition, Manchester Valley High School Administration, faculty, staff and students do not tolerate bullying or harassment. To get help with bullying or harassment issues, specifically if you are a victim of any form of physical assault, name-calling, cyber bullying, or inappropriate sexual advances, contact any staff member.

CRISIS/EMERGENCY PROCEDURES

An announcement will be made on the public address system designating an emergency. All students and staff are to follow established procedures.

No student will be dismissed to parents/guardians until such time dismissal is determined to be safe. The school will remain in an emergency status until notified by an administrator. Any parent may ask to review a copy of the entire Crisis Management Plan through a school administrator.

DANCES

1. All school policies are in effect for all students and their guests attending extracurricular activities or dances both on and off of school property.
2. Non-MVHS students must have **prior approval from an administrator** in order to attend any school dance. Additional paperwork may be required. Non-school guests age 21 or over may not attend the Homecoming and Winter Formal dances. Students currently in middle school or younger may not attend the dances.
3. Semi-Formal and Formal Attire may be required. See guidelines below.
 - Ladies: Dresses that reveal too much of the body around the midriff are not appropriate.
 - Gentlemen: Dressed in formal attire; suit or tuxedo when appropriate (Prom)
Dress pants or Khakis; No jeans, sweats, or shorts
Button down shirts; No tee shirts, muscle shirts, tank tops
 - Clothing must be modest.
 - Shoes must be dress shoes only. No flip flops/sandals or tennis shoes.
 - Hats are only permitted as part of acceptable formal attire.

Any student who does not meet this standard of dress will be denied admission to the dance.

4. Dancing that has clear sexual overtones is prohibited. **Students who participate in this kind of dancing will be asked to leave the dance and may be denied the privilege of attending future dances.**
5. The following rules and regulations will apply to all dances:
 - Students must be dressed in appropriate attire in order to be admitted
 - Students and guests must provide a valid picture ID, if requested.
 - No admittance one hour after the dance begins.
 - Students not attending Manchester Valley must have their names on a guest list before being admitted to the dance. MVHS reserves the right to deny any student or non-student admission to a school dance.
 - Guests must enter and leave the dance with their host student. The host student will be responsible for the conduct of their guests.
 - Students leaving the school building must promptly leave the school property. There will be no re-entry.
 - Students removed from or asked to leave a dance for violation of school policy may be barred from future school activities.
 - The administration reserves the right to limit the content/lyrics of the music presented.

- Students must meet eligibility requirements which include, but are not limited to: attendance, behavioral issues, and obligations.

DETENTION

School-sponsored afternoon detention will be from 2:45 to 3:45 p.m. on assigned days. Student's assignment of afternoon detention will include a parent contact that will describe the incident resulting in the detention, the date, and location assigned to serve. Parents will be responsible for student transportation.

DRESS CODE

The student dress code is defined by the Board of Education with consistent expectations in all schools. Please refer to the CCPS Student/Parent Handbook for specific details.

Violations - A student found wearing inappropriate clothing will be asked to change or remove the item, and will be given an opportunity to do so. Should the student not be able to change or remove the item, clothing may be provided by the individual school. Students found to be in violation of the county dress code will be removed from the student population until the dress code violation is corrected. Student failure to cooperate will be referred to an administrator. Repeated violations or any student not complying with the direction of staff shall be considered insubordinate and subject to appropriate disciplinary action.

Requests for Exceptions - Exceptions to the dress code for the purpose of school spirit activities by clubs or organizations will occur at the discretion of the school administration.

DRIVING TO SCHOOL

Driving to school and parking on the student lot is a privilege. Students who drive to school must have a valid Manchester Valley Parking Permit displayed in order to park on school property. Students who drive must maintain academic eligibility (no F's previous report card) and good attendance in order to receive and keep a parking permit. County standards require a parking permit fee of \$20 per student.

Students should not assume that they can get a permit to drive to school just because they have made arrangements with an employer to get to work earlier.

1. The permit must be appropriately displayed when the car is parked on school property. Students will be required to provide a copy of their driver's license and registration card when purchasing a permit.
2. The student driver will abide by the school regulations and policies. Reckless/inappropriate, etc., driving will be grounds for the driving privilege to be denied, suspended, or revoked. Types of behavior include, but are not limited to, excessive speed, squealing tires (wheels), not obeying traffic signs, and failure to obey staff directing traffic.
3. Good attendance and being on time are necessary. Unlawful absence, chronic absenteeism, or chronic lateness will be grounds for the driving privilege to be denied, suspended or revoked.
4. The student driver will park his/her car in the assigned lot immediately upon arrival at school. Students will vacate their vehicles immediately upon parking and enter the school building.
5. The student driver will park only in designated student spaces. Students may not park in designated faculty, staff, or visitor parking.
6. The student drivers are not to go to their vehicles during the school day. An administrator must approve extenuating circumstances to visit the car during the school day in writing.
7. The permit that is issued is for the assigned vehicle only. It is not to be traded or shared with other drivers. The student driver will immediately notify the school of any change of vehicles and/or license plate number.
8. Disciplinary action and/or parking fines will be assessed for students who drive without a valid school permit.
9. The school assumes no responsibility for vehicles on Board of Education property.
10. Student driving privileges will be revoked for transporting unauthorized students.

11. Parents are encouraged to refrain from allowing their child to drive to school on days when inclement weather is forecasted or road conditions are potentially unsafe.
12. **School buses have the right-of-way over student drivers in all circumstances on school property. Students must yield to school bus traffic at all times. Failure to do so may result in revocation of driving privileges.**

DRUG AND ALCOHOL POLICIES

Reference the *Carroll County Public Schools Student/Parent Handbook*. Additional information regarding laws and guidelines for dealing with substance abuse, substance users, and other related information will be included in the Pupil Services Handbook and made available to appropriate staff, students and citizens.

ELIGIBILITY

Refer to *Carroll County Public Schools Student//Parent Handbook*.

EMERGENCY PROCEDURE FORM

Students must have a completed emergency form on file in the Main Office. It is extremely important that parents notify the school in writing whenever there is a change of information on the emergency form.

EYE PROTECTIVE DEVICES

State law requires the wearing of goggles, safety glasses, or other eye protective devices in shop and science areas. Teachers in shop and science laboratories will require that appropriate eye protection is used and will see that they are issued and appropriately used. Students will be denied participation in the classroom for failure to wear appropriate protective devices.

FINAL EXAMINATIONS

All students will be given a final examination in all courses. This examination will count for 10% of the final grade for the course. It is the student's responsibility to make up examinations missed for an excused absence. **Students will not be permitted to take final exams early.** Students with an unexcused absence may not receive credit for make-up exams, contingent upon the individual teacher's grading policy.

FIRE AND SECURITY DRILL

Fire and security drills at regular intervals are required by law and are an important safety precaution. It is essential that, when the first signal is given, everyone exits the building by the prescribed route as quickly as possible in a quiet and orderly manner. The teacher in each classroom may give the students additional instructions.

FOOD AND DRINKS

Food and drink may be consumed only in the cafeteria during the student's lunch period, or as part of the educational experience of a regularly scheduled class. The contents of open containers in a student's possession other than in the cafeteria will be confiscated or discarded. Students shall purchase food from the cafeteria only on their assigned lunch period. **Clear plastic water bottles are allowed, but may be restricted in certain areas of the building.** Students may not bring glass bottles of any kind into the building. No food may be delivered or brought to school to share with others. Exceptions to policies will be considered only upon receipt of written documentation from a medical doctor.

FUNDRAISING

Profit-making projects are used by various school organizations to generate funds for their activities. An administrator must approve all projects. All students are to encourage their consumers to pay for products by check. These checks should be made out to Manchester Valley High School. Students are not to purchase items for any

organization without following the school system's purchasing procedures. Selling will not be done during the school day. Students are not to solicit door to door for fundraising projects.

GRADING - GRADE OF INCOMPLETE

Sometimes students are faced with situations where, as a result of excessive absences or the timing of their absences, they are not prepared to submit work or take an exam by the established deadline. In such an instance, students may request permission to take an incomplete and finish their work at a later time.

Incomplete grades will only be considered upon formal written request to the principal, or his/her designee, initiated by any of the following: student, parent, teacher, counselor, PPW, or school administrator and/or upon review of the principal based upon multiple "lawful" absences. Written requests must be made prior to the close of the marking period (per course) where an incomplete grade is sought.

Should the principal approve the request for a grade of "I", a deadline for the completion of all missed work will be established. A grade of incomplete "I" is considered an "F" until the work is satisfactorily completed, unless the principal, due to extenuating circumstances such as an extended illness, makes an exception. An "incomplete" will also make a student academically ineligible. If the missed work is not satisfactorily completed prior to the established deadline, the grade of "I" will return to the grade as originally calculated. *See County Student/Parent Handbook for more information.*

GRADUATION REQUIREMENTS

Seniors must complete all graduation requirements before participating in commencement exercises. All financial obligations are to be fulfilled before graduation. A specific list of graduation requirements is found in the Program of Studies. This document is available through the School Counselor's Office.

HALL PASSES

Students are not permitted in the halls during class periods for personal reasons unless they have a valid need authorized by a staff member. Other specific hall passes for the office, school counseling, media center, and the learning center may be provided separately. Students will use only the rest rooms in the area of the class from which they are excused. Teacher aides must carry a valid aide's pass when in the halls. Passes to the parking lot during the school day will require an administrator's signature.

HEALTH SUITE PROCEDURES

The Health Suite is provided for emergency care and keeping students until transportation arrangements can be made if it is deemed necessary for a student to go home. If a student becomes ill, the student should obtain a pass from their classroom teacher permitting them to report to the Health Suite. The time the student leaves the Health Suite and the signature of the nurse will be put on the pass. If the Health Suite is unattended, the student should go to the School Counselors Office and report to one of the secretaries.

Students may remain in the Health Suite for a maximum of 30 minutes if deemed necessary. If the school nurse determines that the student is not able to return to class, parents will be notified. Parents will pick up their son or daughter, authorize another person to pick them up, or authorize the student to drive home. Students must sign out in the main office and may not leave school on their own.

Chronic use of the Health Suite will require a doctor's note. Chronic abuse of the Health Suite will result in written communication to the parents and referral to administration. Any and all students that are injured in any way must report immediately to the nurse who will administer first aid.

Students are reminded that established procedures for carrying and using medications are outlined in the *CCPS Student/Parent Handbook* and are to be followed.

HONOR ROLL

Students may achieve Honor Roll Status when a 3.0 weighted grade point average is attained:

1. Only a full-time student, a student enrolled in two (2) or more credits each semester, is eligible for the Honor Roll.
2. A student who receives a "D" or "F" is not eligible for the Honor Roll.
3. The Honor Roll will be determined at the end of each marking period using quarter grades.
4. A student may earn an academic letter by achieving Honor Roll status for six consecutive marking periods **or** a total of eight marking periods on the Honor Roll.

The Academic Letter is a one-time award to recognize MVHS students who have stayed on the Honor Roll six (6) consecutive times or eight (8) total times. The Academic Gold Bar is a one-time award to recognize MVHS students who have been on the Honor Roll ten (10) consecutive times or twelve (12) times total.

*Eligibility for the academic letter and gold bar award will be determined at the end of the third marking period.

INTERIM REPORTS

Interim reports will be issued at the mid-point of each marking period as an effective means of communication to update students and parents of academic progress. Distribution dates are listed on the MVHS school calendar.

INELIGIBILITY POLICY

Quarter grades determine academic eligibility. A student must be enrolled in two or more classes for credit per quarter to be eligible for extracurricular activities. In addition, students are required to be on time to school and attend all classes for a full day on the day of the extracurricular activity in order to meet the county's attendance eligibility policy.

At the end of each quarter, those students who earn one or more F's (failures), WF's (withdrawn failing), or I's (incompletes) on their report cards for the marking period will be declared academically ineligible to participate in extracurricular and other school activities. High school students who earn an "F", "WF", or "I" in quarter four are ineligible to participate during the first quarter of the next school year. A student may regain eligibility with all passing grades of a "C" or better on an interim report card.

LATE TO SCHOOL

School begins with the bell to first mod at 7:45 a.m. A warning bell will sound at 7:40 indicating that students should move to their assigned classroom area. A second warning bell will sound at 7:44 indicating that students are expected to move into their assigned classroom. **The 7:45 late bell indicates that we expect all students to be seated in their classrooms and prepared for instruction to begin.** Students entering after the 7:45 a.m. late bell will be considered late to school. Students who report to class after the pledge must report to the attendance clerk in the main office for an admission pass. First mod teachers will not admit a student after the pledge without a pass. Students must have a prior approved excuse to be late or written notification for an appointment approved by an administrator in order to be attendance eligible for that day.

LEAVING SCHOOL PROPERTY DURING SCHOOL DAY

In accordance with county high school policy, students are not allowed to leave school grounds during the school day without official authorization. Any student in violation will be subject to disciplinary action. The Carroll County Public Schools recognize that it may be necessary for a student to leave school during the school day for the purpose of attending county or school-related activities. For all such events, parental permission must first be obtained in writing before a student is authorized to leave school property. Furnishing transportation for such events shall, in all cases, be the responsibility of the parent/guardian.

LOCKERS

Student lockers are the property of the Board of Education of Carroll County, Maryland and are subject to search and inspection at any time. Periodic inspections may be made by the advisory teacher and administrators to see that lockers are kept neat and orderly. Students are to use only the locker assigned to them and are to keep it locked at all times. Do not tamper with another locker or give away combinations to others. Students are accountable for the contents of their lockers and will be held criminally responsible should their locker be found to contain weapons, alcohol, controlled dangerous substances, or other contraband items. Should the locker need repair or malfunction, the student is responsible for reporting the problem to an administrator immediately.

LOST BOOKS

Each student is responsible for the textbooks he/she is assigned. Students will be held financially liable for lost or damaged books. Failure to pay the established replacement fee will result in a listed student obligation and will deny the student participation in some school activities. In addition, according to the Board of Education guidelines, students with a financial obligation may not be issued additional school-owned materials, including textbooks and uniforms.

LUNCHES

Our cafeteria staff provides a school lunch program. A wide variety of choices exist on the daily menu. All food and drink will be consumed inside the cafeteria or outside dining courtyard (seniors only). Students are responsible for returning all dishes and trays to the dishwashing window and removing all trash from their table.

Lunch tickets may be purchased in the cafeteria daily before school. The prices of the tickets are the same as the regular school lunch whether purchased for a single or for more than one day. Students must keep track of their ticket. Lost tickets will not be replaced.

Students and parents are not permitted to bring food to share with other individuals or groups.

Lunch Charges

It is the position of the Carroll County Public Schools Food Service department that there are no lunch charges for high school students. Manchester Valley High School will allow a student, in an emergency situation, to charge one lunch. Students will be expected to repay their charge the next school day.

MAKE-UP WORK COLLECTION POLICY

If students are absent for less than two days, they are advised to contact other students in their classes to obtain work. If their absence is pre-approved, students should notify their teachers before the first day of the absence. If students anticipate being absent for three or more days, we urge parents to follow these guidelines to obtain homework by calling our School Counseling Office Secretary:

1. Parents should contact the school counselor's office and make requests for homework collection.
2. A twenty-four (24) hour notice must be given before homework can be picked up.
3. The School Counselor's Secretary will coordinate requests to and collection of homework from teachers. Parents are responsible for arranging the pickup of the materials.

MEDIA CENTER

The Media Center is open to all students and staff to serve the school's learning community through reading, research, and information. The hours of operation are 7:15AM – 3:30PM. Loan periods for print materials is three weeks, reference materials overnight unless permission is obtained otherwise from the media specialist. Each high school subscribes to a number of electronic databases with home and school access. See the Media Specialist for usernames and passwords. Fines for late books and magazines are established at 10 cents per day; reference materials at 25 cents per day. Limited copy requests are available at 10 cents per page.

MESSAGES FOR STUDENTS

Parents should not attempt to contact their student during the school day through the student's cell phone. This will cause the student to be in violation of the County Electronic Devices policy and subject to disciplinary measures. Students who have emergency telephone needs should seek the help of any staff member.

NATIONAL HONOR SOCIETY

Goals and General Membership Information

The official National Honor Society Handbook establishes the following goals: "The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools." In addition, the Handbook identifies general principles governing membership eligibility and selection. "Students may not apply for membership in the National Honor Society. Membership is granted to only those students selected by the Faculty Council in each school." Students meeting eligibility requirements are further considered "on the basis of service, leadership, and character." Students who meet eligibility requirements and who submit supporting information "should understand that such surveys are not applications for membership, and that a review of information gathered does not guarantee selection." Finally, "membership in the National Honor Society is both an honor and a responsibility" and "parents and students must understand that no student has a right to be selected for membership in a chapter of the National Honor Society."

Membership Eligibility Requirements

Student academic eligibility is determined on the following bases. Students must:

- be at least a sophomore who has attended any Carroll County High School for one or more semesters.
- have a cumulative weighted GPA of 3.75

For additional information contact the NHS advisor(s).

OBLIGATIONS

Students are expected to fulfill financial obligations to the school in a prompt and timely manner. School materials and activities may be withheld or denied for students who have outstanding obligations. Students will be informed of any outstanding obligations on a regular basis. Any payments for lost or damaged materials should be made to the Media Center for media obligations or to the school financial secretary for all other obligations.

ORGANIZATIONS

Manchester Valley High School encourages students to be involved by supporting various clubs and organizations. All student organizations desiring to conduct activities must follow the guidelines listed below:

1. In order to form a new club or organization, ten or more students must demonstrate an interest and have a staff member willing to serve as an advisor. Specific procedures and forms are in the MVHS Advisor Handbook, which is available in the main office.
2. The principal shall have the authority and responsibility for approving the organization, the meetings, and all activities of groups which may be organized within the school.
3. Every activity must have a sponsor from the professional staff of the school.
4. All organized classes or groups shall observe the financial policy guidelines as outlined in the advisor handbook.
5. All established school groups or organizations should hold their meetings in the school building at a time approved by the principal and/or advisor.
6. The type of organization as defined by the principal will determine student organizations' meeting times, use of school announcements and/or advertising, and exposure.

Manchester Valley student clubs and other school organizations will generally be permitted to use the school building and facilities after the school day under the following conditions:

1. Permission must be obtained from the supervising teacher in the area to be used.
2. To use areas or facilities other than a single classroom or to schedule any night activities, permission must be obtained from the Coordinator of Facilities, Athletics, and Transportation.

PEER FACILITATORS

Students are encouraged to meet with peer facilitators to resolve potential conflicts and/or personal problems. Any student may make an appointment to see a Peer Facilitator by filling out an appointment slip in School Counseling Office. Peer Facilitators are trained to help students with a variety of school and/or personal problems.

PERMISSION TO PHOTOGRAPH, VIDEOTAPE, OR AUDIOTAPE/PUBLISHED STUDENT MATERIALS

Throughout the school year, the Carroll County Public School System frequently covers school activities and may use your child's photograph, video image, or voice for educational, informational, or public relations purposes, with or without identification by name.

If you do not wish to have your child's voice reproduced on tape or to have his/her image appear in such things as a video, a photograph, or the school web site, please notify the school principal in writing. It is assumed that parents and guardians consent to their children being audiotaped, photographed, videotaped, or having their image placed on a school web site by the school system unless such notification is received.

There are also occasions when the media cover certain school events (such as when a government leader visits a school). If you do not wish to have your child's name or likeness published by the media, you should address your concerns directly to the school involved so that the media is so advised. Please be advised that the school system has no control over the media when they are covering activities such as sporting events and musical programs that are open to the public.

Use of Student Work on Web Sites or in Publications

There may be times throughout the year when the Carroll County Public School System wishes to display student work on school web sites or in publications. If you do not wish to have your child's art, poetry, writing, etc., appear on school web sites or in publications, please notify the school principal in writing. It is assumed that parents and guardians consent to their child's work being displayed on school web sites or in publications unless such notification is received.

PERSONAL CONDUCT

All MVHS staff members have authority over all students **whether or not they teach the students in class**. Staff members have been given designated professional responsibility to correct unacceptable behavior of any student in the hallways, the cafeteria, the classroom, or any other area on the school grounds. Understanding that this responsibility has been given to staff, students are urged to respond in a positive manner by stopping or avoiding those actions that are not acceptable. The student must identify himself to any staff member when asked. Violations for unacceptable student conduct or behavior will be addressed with disciplinary measures.

POSTING OF SIGNS

Students may not post signs without permission of an administrator or activity advisor. All signs posted should be in good taste and reflect high standards. Signs are not to be taped to any walls that are made of wallboard. Bulletin boards are available. Signs should be removed immediately after the event.

PROBLEM SOLVING /SUPPORT

Problems and concerns can most quickly be resolved if the matter is brought to the immediate attention of the proper authority. In the case of a teacher/classroom issue, the student and parent are first encouraged to contact the teacher

in an attempt to resolve the issue. If the issue cannot be resolved, then the appropriate assistant principal should be contacted. If the assistant principal cannot resolve the issue, then they will forward the concerns to the principal of the building.

In all other cases, the following people are available to help resolve your issues:

1. **Attendance Secretary**: Attendance-related questions, parental notes, and early dismissals.
2. **Financial Secretary**: Payment of bills, school finances, and insurance information.
3. **Coordinator of Facilities/Athletic Director**: All matters related to the interscholastic athletic program and the use of school facilities, and school calendar.
4. **School Counselors**: Testing programs, course selection, academic problems, career explorations, and school-related personal issues.
5. **Assistant Principals**: Discipline problems, student activities, attendance, excuses from school, and bus discipline problems.
6. **Principal**: General administrative matters, school climate issues, and emergencies.

PROMOTION POLICY

To be promoted, students in grades nine through twelve should meet the following requirements:

- 9th to 10th grade – completion of a minimum of 6 credits
- 10th to 11th grade – completion of a minimum of 12 credits
- 11th to 12th grade – completion of a minimum of 18 credits*

*Students must also have a minimum of 55 Service Learning Hours prior to the last day of school of the junior year. See Student Service Graduation Requirements in this handbook.

To review the Placement, Promotion, Intervention, and Retention Policy, please visit the school system web site at <http://www.carrollk12.org> and refer to the Online Policy Book.

RELEASE TIME

Release time from course work at MVHS is available to seniors for approved reasons. Students must have demonstrated at least 94% attendance prior to being considered for release activities such as employment-based activities or concurrent enrollment and all service hours should be completed. The Release Time Contract must be completed and approved prior to implementation. Students must be enrolled for two (2) or more class periods for credit per day in order to be eligible for extracurricular activities. Graduation requirements state that four (4) credits shall be earned after the completion of grade eleven.

SATURDAY SCHOOL

Saturday School may be assigned for attendance or behavior related offenses. If the requirements of the Saturday School are not satisfactorily met, out-of-school suspension may result. The objectives of Saturday School are to provide an alternative to out-of-school suspensions and to provide a program which will assist the student in modifying the behavior which has caused his/her difficulty in school.

SCHEDULE CHANGE PROCEDURE

Student schedules are developed and staff is hired or assigned based upon registration information. Every effort is made to accommodate all student requests; therefore, once a class has started, student schedule changes will be restricted and should be requested only for the following reasons:

1. to complete an incomplete schedule;
2. to correct a scheduling mistake;
3. as a direct result of failing a course;

4. a course prerequisite has not been completed;
5. to increase academic rigor.

Schedule change requests prior to a class starting must be submitted within the following deadlines:

1. First semester schedule changes must be requested at least two (2) weeks prior to the first day of school;
2. Second semester schedule changes must be requested at least one (1) week prior to the first day of the second semester.

Students withdrawing from a class must adhere to the course withdrawal policy listed in the Pupil Services Manual.

SCHOOL CLOSING - WEATHER

When weather conditions cause the closing of schools, such announcements will be made at the earliest possible time over the local radio and television stations, and CCPS AlertNow message to all households. Similar announcements will be made for changes to the school's starting time or early dismissal brought about by inclement weather. **Please do not call the school for this information.** We must keep the telephone lines open for emergency use. Your cooperation in this matter is greatly appreciated.

On days when schools are closed or there is an early dismissal because of inclement weather, all practices and activities, after-school programs, and Adult Evening classes will be canceled. Parents are encouraged to refrain from allowing their child to drive to school on days when inclement weather is forecast or road conditions are potentially unsafe.

SCHOOL COUNSELING SERVICES

School-related counseling services are available for every student in school. The School Counselor's Office provides assistance with educational planning, interpretation of test scores, career information, study help, emotional/social concerns, and/or school concerns.

Students wishing to visit a counselor should fill out an appointment slip in the School Counselor's Office before school, during their lunch period, or after school. Parents are also encouraged to contact the School Counselor's Office and are asked to call for an appointment to avoid delays.

SCHOOL DAY

The school day is defined as the time when students enter the school building until the last class is dismissed for the day.

SPORTS ADMISSION FEES

Ticket prices for sports admission are listed below. MVHS sports passes for 2011-2012 may be purchased from the Athletic Director. Tickets/passes are valid for Manchester Valley High School regular season home events only.

<u>Individual Sports Admission</u>		<u>2010-11 MVHS Sports Pass</u>	
Adults	\$5.00	Adults	\$50.00
Students (K-12)	\$2.00	Students (K-12)	\$30.00
Senior Citizens	\$2.00	Senior Citizens	\$30.00
		*Family	\$125.00

*Up to five passes per family. Fee for additional passes will apply.

SPORTSMANSHIP/ACTIVITY BEHAVIOR

In keeping with the Carroll County Athletics philosophy, spectators should respond in a positive supporting nature through their cheering and applause at all activities. Only authorized, uniformed cheerleaders may lead cheers.

Spectators should keep in mind the type of activity taking place and should respect the rights of others, both participants and other spectators.

STUDENT IDENTIFICATION

Students are expected to have in their possession their current picture ID card for all school activities.

STUDENT SERVICE GRADUATION REQUIREMENT

The Maryland State Board of Education passed the Student Service Graduation Requirement. (see Graduation Requirements in the Program of Studies). Students can earn service hours for both in-school and out-of-school service activities. Validation forms to document service hours are available in the Main Office or in the School Counseling Office. Completed forms should be returned WITHIN the same year that the service is completed. Student service opportunities will be communicated via morning announcements, bulletin boards, and through the Student Service Guide. Earned service hours will be included with the final report card of the year. Questions regarding student service hours should be directed to the School Counseling Office.

STUDENT SUPERVISION

In accordance with county high school policy, supervision of students extends to 30 minutes before the school day begins to 30 minutes after the school day ends as marked by the dismissal bell. At that time, students not under the direct supervision of an adult will exit the building. The same parameters apply to school events. Students will not be permitted in any area other than the designated area for their activity. Students leaving the building or activity must promptly leave school property. **For all after school/evening activities, please be aware that there will be no re-entry.** All students are to depart within 30 minutes after the activity concludes. Manchester Valley High School will not be responsible for supervision beyond the specified time frame.

TARDY TO CLASS

In accordance with county high school policy, excessive lateness or pattern of unexcused lateness will result in disciplinary action determined by the teacher and school administrator. Consequences may result in detention, Saturday School, in-school suspension, loss of parking permit, or out-of-school suspension.

TARDINESS TO SCHOOL

Students who arrive after the late bell will be recorded tardy to school and should follow procedures listed under attendance procedures. Students who participate in extracurricular activities must be present for the entire school day in order to be eligible for participation that evening. (Refer to "Eligibility Policy" in the *CCPS Student/Parent Handbook*.)

Tardiness resulting from a morning medical or dental appointment must be substantiated by a note from the physician or dentist's office. Tardiness resulting from a court summons must be substantiated by presenting a copy of the summons. Tardiness resulting from a recognized school activity must be verified by the appropriate school official.

Tardiness due to a late bus is excused. Students tardy for any other reason must provide documentation from a parent. Only excuses recognized as lawful by the State of Maryland will be excused. Failure to bring appropriate documentation when a student is late to school will result in the tardiness being designated as unexcused. **Oversleeping and car problems are not lawful reasons for tardiness to school.**

Consequences for unexcused or excessive tardiness to school will result in disciplinary action. **This discipline may include loss of driving privileges for those students who currently drive to school and could also jeopardize any future requests for a parking permit.**

TELECOMMUNICATIONS

See CCPS Student/Parent Handbook for complete policy.

TELEPHONE

Emergency telephone calls may be made to the school office between the hours of 7:30 AM and 4:00 PM. The office is not open on Saturdays, Sundays, or holidays. Messages for students of an urgent nature will be delivered to students during the school day.

TEXTBOOKS

Students will be assigned textbooks for many of their courses. Students will be responsible for the return of their assigned textbooks in good condition. All school issued textbooks must be covered. Students are encouraged to include their name and the name of their teacher on the outside of the textbook cover.

TRANSCRIPT REQUEST PROCEDURE

Seniors requesting transcripts should complete a form in School Counseling Office. A senior is allowed three (3) official transcripts and one (1) unofficial transcript. An addressed, stamped envelope to the college or place the transcript is to be mailed should be supplied. Additional transcripts and transcripts from previous students will be provided for a \$5.00 fee. Please allow at least 24 hours for transcript requests to be processed.

VALUABLES

Students are cautioned not to bring cameras, cell phones/pagers, radios, tape players, CD players, large amounts of money or other valuables to school. Students are responsible for their own personal property. Students should not share lockers or locker combinations. **It is the responsibility of the student to make sure that their valuables are secured in available lockers or storage bins. Valuables are never to be left unsecured. Unsecured valuables are not the responsibility of the school.**

VISITORS

All visitors must register immediately in the main office and wear a visitor's pass. Passes are to be returned upon signing out of the building. Students may not bring "guests" to school. Former students returning to visit with a teacher or student must do so before or after school with administrative permission. The administration of the school reserves the right to restrict the visitation privileges of anyone for educational reasons.

Parents are encouraged to visit during the school day; however, we request that prior arrangements be made with the administration.