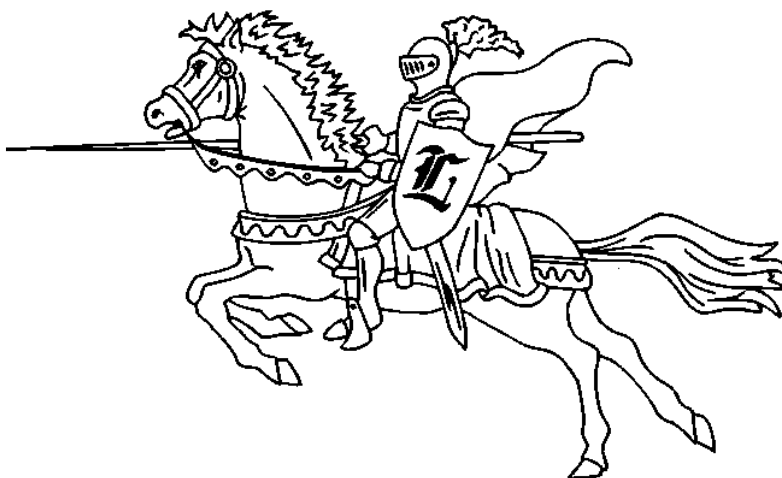


**HENRY E. LACKEY  
HIGH SCHOOL  
STUDENT HANDBOOK**  
*School Year 2009-2010*



*3000 Chicamuxen Road  
Indian Head, MD 20640  
301-753-1753 301-743-5431  
Fax: 301-743-9076*

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

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August 24, 2009

Dear Students:

The tradition and heritage of Henry E. Lackey is one that is full of pride. Charger Pride is the commitment to Life Long Learning, Honor and Respect and Success. Students who embrace Charger Pride create great expectations and settle only for success. This handbook has been prepared by the Administration in cooperation with Lackey's Student Government Association to help you become successful, contributing members of the Lackey community. I urge you to read through it carefully and completely and keep it as a source of reference throughout the school year.

Best wishes for a great year,

James V. Short  
Principal

# Henry E. Lackey High School

## James V. Short, Principal

### Administration

|                        |  |
|------------------------|--|
| Mrs. Kimberly Holmes   | Vice Principal, 12 <sup>th</sup> Grade |
| Mrs. Pauline Johnson   | Vice Principal, 11 <sup>th</sup> Grade |
| Mr. Glenn Jones        | Vice Principal, 10 <sup>th</sup> Grade |
| Mr. Richard Conley     | Vice Principal, 9 <sup>th</sup> Grade  |
| Mrs. Melissa Miesowitz | Administrative Assistant               |

### Guidance

|                     |                                     |
|---------------------|-------------------------------------|
| Mr. Edwin Hall      | Counselor – Last names A through Dq |
| Mr. Mark Caputi     | Counselor – Last names Dr through J |
| Mrs. Karen Prout    | Counselor – Last names K through Rn |
| Mrs. Courtney App   | Counselor – Last names Ro through Z |
| Mrs. Concitta Walls | College and Career Coordinator      |

Through the offering of a dynamic and continuously evolving curriculum, Henry E. Lackey High School will provide a safe learning environment that promotes success, encourages respect of individual differences, and enables students to achieve their highest potential. We challenge our students to academic excellence, responsible leadership, and community service, which in turn will allow them to obtain the lifelong learning skills necessary for success in the ever changing global society.

Henry E. Lackey High School guarantees equal opportunity to all students regardless of race, ethnic background, national origin, religion, sex, or disability. This includes access to all courses, special programs, activities and administration of school policies. Harassment of any kind will not be tolerated. Questions, concerns and requests for additional information should be addressed to a guidance counselor.

The Charles County Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in its programs, activities or employment practices. For inquiries, please contact Keith Grier, Title IX Coordinator/Section 504 Coordinator (employee/adults) or Dr. Patricia Vaira, Section 504 Coordinator (students), at Charles County Public Schools, Central Office Building, P. O. Box 2770, LaPlata, Maryland 20646. 301-932-6610/870-3814. For special accommodations call 301-934-7230 or TDD1-800-735-2258 two weeks prior to the event.

## **HENRY E. LACKEY MISSION STATEMENT**

The mission of the faculty and staff at Henry E. Lackey High School is to promote academic excellence in a safe environment where high expectations, critical thinking, and a rigorous curriculum will help to cultivate confidence, respect and success for every student.

## **SUPERINTENDENT'S RULE** **PARENT VISITATION/OBSERVATION**

Parents are encouraged to come to their child's school during normal operating hours. All visitors are asked to sign in at the main office and obtain a visitor's badge to ensure the safety and security of students and staff.

Parents may either visit the classroom at the teacher's/school's invitation or request to make a formal observation of a classroom. Making an appointment with the school at least two (2) days in advance of an observation is not only a courtesy and a requirement, but enables you to schedule the observation for the maximum benefit. Teachers cannot stop teaching to confer with parents who stop by without an appointment. Parents may schedule up to **two (2)** classroom observations of forty-five (45) minutes in duration each grading period. Staff will accompany visitors to the classroom. Siblings should not attend. Teachers will be happy to discuss the observation at a mutually convenient time. Parents are welcome to visit the cafeteria and eat lunch with their child.

Principals retain the authority to deny access to the school for any individual who has disrupted or who may disrupt or disturb the learning environment or who lacks a valid or legal purpose for entering the school. Our shared commitment and cooperation is essential for the safety of our students and staff.

## ACHIEVERS OF EXCELLENCE

Students are recognized through a variety of programs for their academic excellence.

**HONOR ROLL:** Students who have attained the following academic grade point average will be recognized during a special recognition program. Their names will be listed and displayed in the quarterly weeks Honor Roll showcase.

|                     |               |
|---------------------|---------------|
| Principal's Honors: | 4.0 and above |
| High Honors:        | 3.50 to 3.99  |
| Honors:             | 3.0 to 3.49   |

**NATIONAL HONOR SOCIETY:** Juniors and seniors who have at least a 3.5 academic average will be academically eligible for the National Honor Society.

- Juniors must have a cumulative 3.5 average at the end of two-and-one-half years. Seniors must have a 3.5 average after three-and-one-half years in order to be academically eligible for the National Honor Society.
- Students who meet the academic requirements must complete the Student Activity Form. Induction in the National Honor Society will take place in the fall and in the early spring. Other selection criteria are leadership, character, and service.

**STUDENT OF THE MONTH:** Each month a student from each department is recognized as "Student of the Month". Each student will be recognized over the PA system, photographed, and the photo will be displayed in the Showcase of Excellence.

**ACADEMIC EXCELLENCE LETTER:** Students who meet the following criteria will qualify for an academic excellence letter:

- 3.5 overall grade point average
- No D's or F's

**Procedures:**

- The average will be computed at the end of the 3<sup>rd</sup> marking period. The average may be computed by using the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> marking period grades or by using the 1<sup>st</sup> semester grades and the 3<sup>rd</sup> marking period grades. If the student has a 3.5 average by either method, he/she would be eligible.
- Students would be awarded letters at the final awards ceremony of the year the letter is earned.
- Any additional students who qualify based on final averages will be awarded the letter at the beginning of the next school year.
- Senior letters or pins will be awarded at the Senior Awards Night ceremony.
- The scholarship committee will act as the appeals committee.

## ATTENDANCE

**EARLY DISMISSAL:** Students are not permitted to leave the school grounds **at any time** during the day without a permit from the school office. If you must leave the building because of illness or any other emergency, **you must sign out** in the main office. Notes from home requesting an early dismissal should be brought to the main office before first period. All early dismissal requests must be verified by a parent/guardian phone call. Failure to follow the proper procedure will be considered an unexcused absence and appropriate disciplinary action will be taken. It is mandatory for all early release students, co-op, college waiver, and principal's waiver to sign out.

**LATE ARRIVALS:** Students who arrive to school between 7:20 A.M. and 7:25 A.M. must report directly to class. If students arrive to school after 7:30 A.M., they must sign in at the attendance office and receive a late arrival pass. **Failure to check-in at the attendance office will result in disciplinary action.** Notes from parents or guardians stating the reason for tardiness to school must be presented at the time the student signs in at the attendance office.

***Tardiness due to personal transportation delays is unexcused.***

### **DISCIPLINARY ACTION FOR LATE ARRIVALS WILL BE AS FOLLOWS:**

- 3 unexcused tardies to school (first period - 7:25 A.M.) will equal one unexcused absence for that class.
- 6 unexcused tardies to school (first period - 7:25 A.M.) in a quarter will result in failure of that class.
- 9 unexcused tardies to school will result in 1-day in school suspension.
- 12 unexcused tardies to school will result in an in-school suspension for three days.

### **STEPS TO FOLLOW WHEN ABSENT FROM SCHOOL:**

1. Have a parent, guardian, or doctor write an excused note giving name, date, day of absence and reason for the absence within three (3) school days after the absence. Failure to provide an excused note within three (3) days will result in the absence being coded unlawful (u-22).
2. Present the written excuse to your first period teacher and obtain an admission slip.
3. Show admission slip to all of your teachers.
4. Have immediate plans to complete all make-up work due to absence. Your grades will reflect your absences if you do not get the work made up.
5. If absence is due to an educational trip, a parent or guardian should notify the school prior to the absence. These absences will be excused and the student will have the right to make up work.
6. Parents will be notified by letters regarding absences from school:
  - After **5** absences of any kind, the school (at the principal's discretion) may notify parents/guardians through either a letter sent home or by phone.
  - After **10** absences, parents/guardians are contacted. A meeting may be set to develop an attendance plan.
  - After **15** absences, the student is referred to the school's pupil personnel worker.

- After **21** absences, the student is scheduled for a school attendance hearing.

7. If a student is out ill or for any other reason for 3 or more consecutive days, be sure to notify the counselor.

**MAKE-UP WORK REQUIREMENTS:** Any student who is lawfully absent from school may make up the work and/or tests missed while out of school. Passes must be shown to the teachers within 3 days in order for the students to get make-up work. Otherwise, it will be unexcused and the student will not be able to get make-up work. Students who are unlawfully absent from school may not make up work or tests in the class or classes missed. Students are responsible for getting their make-up work in to the teacher according to their deadlines/guidelines.

**GRADE CHANGE POLICY:** Any student, who requests a grade change once grades have been submitted, must have the approval from the teacher and must complete any missing assignments through the extended day after school program. The teacher will then complete and sign a change of grade form and give it to guidance for approval by the building principal. The signed and completed form is then placed in the student's cumulative file as part of their permanent record.

**GRADING PROCEDURES:** All grades and averages will be computed numerically and recorded in the form of percentages. Teachers will inform students, in writing, of how they will be evaluated.

**UNEXCUSED ABSENCES FROM CLASS:** Students who fail due to unexcused absences will receive a failing grade on his/her report card for the appropriate quarter. However, the teacher's grade book will reflect an arithmetic percentage not to exceed 59% if the actual grade earned is 60% or above. If the actual percentage earned is 0 – 59%, the student will receive the arithmetic percentage actually earned.

**CCPS COURSE ASSESSMENTS:** For the school year 2009-2010, quarterly and semester assessment grades will count as a portion of the student's report card grade as outlined in the course syllabus.

**MARYLAND SCHOOL ASSESSMENTS:** The MSDE requires all students to take and pass High School Assessments in LSN Government, Biology, English II, and Algebra I.

## EXTRACURRICULAR ACTIVITIES

Each student is encouraged to participate in one or more of the extracurricular activities that we offer. The following are offered at Henry E. Lackey High School:

|                                    |                        |
|------------------------------------|------------------------|
| AFJROTC                            | Key Club               |
| All County Choir/Band              | Lacrosse Team          |
| Art Honor Society                  | Marching Band          |
| Baseball/Softball                  | Math Team              |
| Basketball                         | Mock Trial Team        |
| Best Buddies                       | National Honor Society |
| Cheerleading                       | Newspaper              |
| Cross Country                      | SADD                   |
| Dance Team                         | Soccer                 |
| Destination Imagination            | Step Team              |
| Drama                              | Student Government     |
| Environmental Club                 | Swimming               |
| First Priority                     | Tennis                 |
| Field Hockey                       | Track (Indoor/Outdoor) |
| Football                           | Unified Track Team     |
| Future Business Leaders of America | Wrestling              |
| Future Educators Association       | Yearbook               |
| It's Academic                      |                        |

### ELIGIBILITY STANDARDS FOR STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES

The following eligibility requirements shall apply to all students participating in extracurricular activities:

1. A student receiving an "F" in more than one subject will be ineligible for a minimum of 5 weeks.
2. A student must have an overall "C" (2.00 grade point average) for the nine week marking period.
3. A student with five (5) or more days of absence in a 9-week period with the exception of a medical certificate, court appearance, a victim of special circumstances, shall not be eligible to participate in any practice, contest, or performance until they have been in attendance for a total of 23 school days following the fifth day of absence. Students absent an entire day due to illness, may not practice, compete or perform in any activity that school day.
4. Student debt is paid in full.

**PROM AND HOMECOMING COURTS:** Students must meet the same eligibility standards as students participating in extracurricular activities. If you are selected for the homecoming court, you will not be eligible for prom court.

**HAZING:** Hazing in any form is prohibited. Hazing is any act or causing any situation in which someone recklessly or intentionally subjects a student to the risk of serious bodily injury for the purpose of initiation into a student organization of a school. Hazing is a form of abuse and violation of human dignity.

**CHARLES COUNTY PUBLIC SCHOOLS REINSTATEMENT OF SUSPENDED STUDENT-ATHLETES**

1. Once the student is suspended for violation of school rules and regulations, he/she is automatically suspended from participation in all school activities pending reinstatement.
2. The student will serve the length of the suspension as determined by the Principal.
3. After the suspension has been served, the student will be reinstated to school by the administrator who issued the suspension, if all conditions have been met.
4. **Prior to return** to his/her sport's team, the student will then meet with the Principal (or his designee) and the Athletic Director. The purpose of the meeting will be to decide whether or not to reinstate the student for athletic participation. The parent and coach could also be included in this meeting.

## **CLASS OFFICER REQUIREMENTS**

### **See Eligibility Standards for Students Participating in Extracurricular Activities**

Candidates for class office or Student Government Association Office must exhibit acceptable, mature behavior, respect teachers and fellow students. Candidates must avoid physical or verbal confrontations.

### **MANDATORY ACTIVITIES/REQUIREMENTS**

- Three favorable teacher recommendations
- Attend all officer meetings
- Participate in all fund-raisers including, but not limited to:
- Participate in all Homecoming Activities including, but not limited to:
- Participate on Prom Committee (Juniors Only)

**EXPECTATION OF EXECUTIVE OFFICERS:** Duties of the Executive Officers (President, Vice President, Secretary, Treasurer, Parliamentarian, and Historian) will simulate the description as described in Robert's Rules of Order.

- Attend all required meetings unless participating in another school related activity that requires being away or absent due to other legal reasons.
- Exhibit acceptable-mature behavior.
- Respect teachers, sponsors and fellow students.
- Participate in all class activities and fund-raisers.
- Open to suggestions from administrators, sponsors, teachers, Executive Council and students in the class.
- Work together to plan and lead the class toward its goals and expectations.
- Executive Officer(s) and parent(s) will sign contracts, acknowledging awareness of duties, responsibilities and expectations.

### **EXPECTATION OF EXECUTIVE COUNCIL MEMBERS:**

- Duties of the Executive Council include working members (non-elected ballot candidates and homeroom representatives) work together with the Executive Board in assisting, supporting, and achieving the class goals and objectives.
- Attend all required meetings unless participating in another school related activity that requires being away or absence due to legal reasons.
- Exhibit acceptable, mature behavior.
- Respect teachers, sponsors, and fellow students.
- Participate in all class activities and fund-raisers.
- Open to suggestions from administrators, sponsors, teachers, Executive Board and the student body at large.
- Executive Council member(s) and parent(s) will sign contracts acknowledging awareness of duties, responsibilities and expectations.

**DEMERIT PROCESS:** When an officer has neglected his/her duties, he/she will be given a demerit. Once an officer receives a total of four (4) demerits, he/she shall be permanently removed from office.

Failure to participate in class sponsored events or attend any and all meetings will result in a demerit for each occurrence. The demerit system will occur in three stages:

- 2 demerits – verbal notification by sponsor of possible removal from office.
- 3 demerits – written warning of impending removal
- 4 demerits – removal from class office.

**DISMISSAL PROCEDURES:** Failure to participate in class events, including meetings, without an approved written excuse at least one week before the scheduled event will result in receiving a demerit. Excused absences from class events include, but are not limited to: medical, school sponsored field trips, school/class exams/tests, and permission denied by teacher/administrator. Sponsor must be notified immediately of any emergencies.

A class officer may be removed from office or position in one of three (3) methods:

- Loss of eligibility (as defined above)
- Demerit accumulation
- Automatic Removal

**AUTOMATIC REMOVAL FROM OFFICE:** Class officers represent their class, therefore, their behavior should be exemplary. Inappropriate behavior will not be tolerated. Sponsors, in agreement with administration, may remove a student from office without issuing demerits in the following instances, but not limited to:

- abuse of power
- hazing
- violent or aggressive acts toward students and/or adults
- insubordination
- two suspensions

### **ELECTION PROCESS:**

- Obtain Election Nomination Form from class sponsor. Return form(s) to sponsor by the designated time. Late nomination forms will NOT be accepted.
- Nomination form must be signed by both student and parent before the student will be considered an official candidate.
- Students must prepare campaign speeches
- All campaign material, i.e. posters, must have administrative/sponsor approval.
- Students must respect the posters of their opponents.
- Destruction of opponent's materials/posters will disqualify a candidate from running.
- No smear campaign (students may not put anyone else down who is running for office)
- Students are to run as individuals, no group ballots are allowed.

- Candidates will refrain from passing out candy or any type of food or gift products.

**FILLING A VACANT POSITION:**

- First opportunity will be given to the Executive Board and Executive Council members.
- If no one desires the position, then a call for qualified applicants from the class will be made.
- Voting will be done by the sponsors, Executive Board, and Executive Council members.

**HEALTH AND FIRST AID SERVICES**

***All injuries must immediately be reported to your teacher, sponsor or coach***

**STUDENT ACCIDENT INSURANCE:** The Charles County Board of Education affords students the opportunity to purchase insurance. Information can be obtained through the homeroom teacher or guidance counselor.

**HEALTH SERVICES:** If a student becomes ill in school, he/she should consult the teacher and report to the school nurse in the health room. **Students must not leave the building because of illness without authorization.**

Parents/guardians will be contacted to pick up the student, if necessary. If you do not have a telephone or if both parents/guardians are working, we must have someone to call in case of an emergency. **The person must be listed on the emergency card.**

**MEDICATIONS:** Prescriptive medicines will be kept in the nurse's office in a labeled (drug store) container with written instructions by the physician concerning the dosage and special instructions. **No medication will be given without a written request from the parent or guardian, and the doctor (see the school nurse to obtain medication form).** The following information must be clearly labeled on the medicine container: doctor's name, name of the medicine, amount to be taken, specific times it is to be taken, and possible reaction to the medication (this includes over-the-counter medications). ***Carrying prescription/over-the-counter drugs without permission could result in an out of school suspension.***

## COUNSELING SERVICES

The Guidance Department is deeply concerned with developing the student's greatest potential. Those of you interested in educational opportunities, information on colleges, business and vocational schools, should discuss it with your counselor. If you desire career information, the Guidance Department is also prepared to provide you with this through the services of the Career Center.

The department is very interested in helping you with any personal problems you might have. We will provide information and counseling on drug abuse, alcoholism, sexually transmitted diseases, peer relationships or any other problem you would like to discuss in confidence.

### COUNSELOR ASSIGNMENTS

|            |                                     |
|------------|-------------------------------------|
| Mr. Hall   | Counselor – Last names A through Dq |
| Mr. Caputi | Counselor – Last names Dr through J |
| Mrs. Prout | Counselor – Last names K through Rn |
| Mrs. App   | Counselor – Last names Ro through Z |

**SCHEDULE CHANGES AND AUTHORIZATION TO DROP A CLASS:** Written request for schedule changes will be accepted in the Guidance Office for the first ten days of school. Signatures of the student and parent/guardian are required. Requests will be considered, prioritized and completed by the guidance counselor as quickly as possible.

Requests for schedule changes will be considered if at least one of the following circumstances applies:

- A. Scheduling error
- B. Course needed for graduation
- C. Inappropriate academic placement
- D. Recommendation by administration
- E. Written request for withdrawal from a course

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

All appeals must be made in writing to the appropriate school level administrator. Signatures of the student and parent/guardian are required.

**SUMMER SCHOOL COURSES:** A student must be enrolled until March 1 for a year course and the second interim for a semester course to be eligible to take a course for make-up in summer school. Specific summer school requirements will be posted on Charles County's website.

## GUIDELINES TO SUCCESS

### HALL PASSES: HALL PASSES ARE ONLY GIVEN IN CASES OF EMERGENCIES!!!

No student will be issued a pass the first and last ten minutes of the class period.

### CORRIDOR COURTESY

- Keep corridors open to traffic by walking to the right. Do not block traffic by standing in groups.
- Pass through corridors quietly. Be considerate of others in the halls and classrooms.
- Discard trash in the containers provided. Keep the school clean by picking up paper from the floors.

**CARE OF SCHOOL PROPERTY:** Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school property or equipment will be required to pay for the damage done or replace the item.

**CAFETERIA CONDUCT:** *Students who fail to return trays or silverware or who create any type of disturbance during Charger Time will face disciplinary action.*

**LOCKERS:** Students will be assigned a locker once all required forms are submitted at the beginning of the school year. **Lockers are not to be shared.** All personal items and books, when not in use, must be kept in your assigned locker. Do not tamper with another locker or give your combination to another person. These lockers are public property under the control of the Board of Education and as such are liable for search in an emergency, for just cause, or randomly.

**TELEPHONES:** The office telephone is a business phone. Telephones are accessible to students **FOR EMERGENCY USE ONLY.** Parents/guardians should not call the school except in cases of real emergencies to talk to the student.

**LOST AND FOUND:** Students who find lost articles are asked to take them to the main office before or after school. Lost articles which are not claimed within a reasonable time will be given to the Goodwill Industries or similar agency at the end of each semester.

**ASSEMBLIES:** At all times the student's behavior should be refined and courteous. An indication of the cultural level of the school is the conduct of its student body at assemblies. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct would include whistling, uncalled for clapping, boisterousness, and talking during a program. Admission to assemblies may require administrative approval.

## General Policies

1. Students should be active learners in the classrooms and should always be prepared.
2. Public displays of affection, kissing, extended embraces, etc. are prohibited.
3. Deliveries- Food/Flowers/Balloons, etc. **Balloons, cakes & flowers delivered or bought to school will be stored in the main office until the end of the day.** Food orders to be delivered are prohibited by students unless approved by the administration.
4. Sitting in cars in the parking lot during any time during the school day is prohibited. Students must have a pass from an administrator to go to the parking lot during the school day.
5. Students are not to use the Main Office/Guidance Office as a walkway to and from the cafeteria. Students reporting to Guidance are to walk around to Guidance using the entrance located by the Cafeteria and not use the Main Office as a walkway.

## Library Media Center

The Library is available for students during Charger Time on a first come first served basis; and during the school day with prior arrangements by the teacher and library staff.

### **NO FOOD OR DRINK (INCLUDING WATER) IS ALLOWED IN THE LIBRARY.**

You may check out five books at a time and keep them for three weeks. You may renew a book once. All items returned should be placed in the book return slot (under the flag) in the circulation desk. Fines are 10 cents per day on each book. No additional materials may be checked out if you have overdue books or fines. Penalties will be imposed for students having overdue books and unpaid fines.

## Computer usage

- You must have signed the Internet contract found in the Student Code of Conduct.
- The computers in the Library and Lab are to be used for school assignment use **ONLY**. No checking or sending personal e-mails.
- No games.
- Misuse of computers may result in losing the privilege to use them when you are in the library or lab.
- Printing cost 10 cents per page.

## **TRANSPORTATION GUIDELINES**

**BUS MISCONDUCT:** Bus transportation to and from school is a privilege and not a right. The public school system is not required to transport students to and from school, and students may be denied transportation if they violate the rules set forth by the school and the transportation service. Inappropriate behavior on the school bus is considered serious misconduct. Infractions are handled at the school level. In addition to being subjected to discipline, a student may have his bus riding privileges suspended for a period of time or for the remainder of the school year. Parents are normally notified if there is a bus infraction and of the disciplinary action taken. Charles County Public Schools reserves the right to randomly videotape students on school buses. This might include both audio and video recording. The use of the videotapes helps to monitor student behavior and evaluate bus drivers. The school bus ride is an extension of the school day and the consequences of student misbehavior will result in school disciplinary measures being taken that might include suspension from school.

**In order to be provided with bus transportation to and from school, students must:**

- Be at the assigned bus stop five minutes prior to the arrival of the bus.
- Be seated in an assigned seat facing forward when the bus is in route.
- Keep all parts of their body inside the bus and to themselves.
- Avoid throwing objects in the bus or out the windows.
- Speak quietly and avoid excessive noise which distracts the driver's attention.
- Refrain from using inappropriate language, including profanity, and avoid speaking in a way that teases, hurts or harasses others.
- Avoid eating, drinking, chewing gum or using personal electronic devices without the permission of the driver.
- Avoid using cell phones at any time on the bus (cell phones must be concealed and turned off at all times).
- Always follow the bus driver's directions at all times as soon as they are issued.

***Failure to follow the rules may result in suspension of bus privileges for a period of time or complete long-term removal from the bus.***

Students will be referred to an administrator by the bus driver for the following reasons:

1. Eating or drinking on the bus
2. Throwing or shooting objects on the bus
3. Smoking or lighting matches on the bus
4. Placing head, arms, or legs out of a window
5. Fighting on the bus
6. Using profane or foul language on the bus
7. Not remaining in assigned seat
8. Refusing to follow instructions of the bus driver
9. Consistent tardiness to the bus stop
10. Horseplay
11. Disrespect toward the bus driver
12. Carrying weapons on the bus

## **VIOLATION OF BUS RULES**

Violation of bus rules will result in disciplinary measures that may include:

1. Warning and written report with parent notification.
2. Suspension of bus riding privilege pending a satisfactory conference.
3. Suspension of bus riding privilege for a specified period of time.
4. Suspension of bus riding privilege for the remainder of the school year.

**STUDENT DRIVERS:** Parking is a privilege and is limited. Parking permits will be issued at the discretion of the administration. The following rules/regulations will apply to those students who drive to school. Violations of any policy could result in loss of parking privileges.

- On the third tardy to school, the parking permit will be revoked for five days. Parents will be notified.
- On the sixth tardy to school, the parking permit will be revoked for 10 school days. Parents will be notified.
- On the ninth tardy to school, the parking permit will be revoked for 30 school days. Parents will be notified.
- On the twelfth tardy to school, loss of driving privileges for the remainder of the school year will be enforced.
- Students are not permitted to go to their car or be in the parking areas for any reason without Administrative permission.
- Administration has the authority to search vehicles if they have reason to believe drugs, weapons or anything else that might be deemed illegal, are in the car.

**Student Automobiles and Parking Permits:** Students with a valid driver's license may drive to and from school after complying with the school requirements to obtain a permit. Violations of driving regulations may result in withdrawal of the permit to drive to school. Notification by police of driving violations by students going to or from school may also result in the loss of school driving privileges.

Student parking is a privilege. Students will be required to park in their assigned parking space in the student parking lot. All cars should be locked after arriving in the morning. Each student who drives a car to school must have a registered parking pass. Tardiness to school by student drivers will result in the revoking of the driving privilege.

***Students who attend Stethem Educational Center are required to travel to and from Stethem on transportation provided by the school.***

The Board of Education charges \$25 per year for student parking permits. A special pre-approved, one-day parking permit may be obtained from the administration for special or emergency situations. Parking spaces are limited.

All cars on school grounds must display the parking pass. If a student drives to school and does not have a parking pass are subjected to be towed at the owner's expense.

## **SCHOOL SPONSORED ACTIVITIES**

Transportation to and from school sponsored activities must be provided by the school. Students are not permitted to drive to such events.

**FIELD TRIPS:** Field trips are an extension of the school program and learning process for classes. All students **must** turn in a parental permission slip, signed and dated with an appropriate phone number, before participating in any field trip.

Inappropriate behavior on field trips may result in disciplinary action by the administration and loss of field trip participation for the remainder of the school year. On field trips, school policies, rules and regulations will be enforced.

## **EMERGENCY PROCEDURES**

**EVACUATION DRILLS:** The administration is required to conduct evacuation drills during the school year. As soon as the fire alarm sounds, the cooperation of all students is required and expected. All activity and talking must cease. Follow the teacher quickly and silently out of the room and building. **DO NOT RUN!**

When the assigned evacuation area is reached, turn and face the building. Classes will be called back to the building by the same bell which sounds for change of classes.

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

**FIRE REGULATIONS FOR OTHER EMERGENCY SITUATIONS:** Students in the cafeteria should exit immediately. The evacuation will be directed through the available doors by the administrator/teacher on duty. Students attending extracurricular activities must follow the same route of exit that a class would use from a given room. **NO ONE** is to reenter the building until after the **ALL CLEAR** signal.

Vehicles must pull into and stay in the nearest space clear of a roadway. No movement would be resumed until after the area is cleared of those students returning to class. Remember, fire vehicles appear suddenly and move swiftly. If the fire bell rings at a time when there is no organization such as change of classes, be guided by the following general rules:

- Stop talking.
- Leave by the nearest exit.
- Do not stop until you are away from the building and near one of the standard outside fire areas.
- Once outside, do not mill around. Listen to the instructions of the nearest teacher.

### **VIOLENT STORM PROCEDURES:**

- When the alarm is given over the PA system, everyone must report to their designated area. Teachers must take charge of their students and see that they are told where to report.
- Teachers should be last to leave the classroom, taking care that all classroom lights are turned off and doors are closed but not locked.
- Students should proceed to their designated area in a quick and orderly manner.
- Class roll must be taken by each teacher and held until the emergency is over. Fire drill forms will be used for this accounting. This accounting is for students who should be with the teacher, but do not report to the proper location. Do not list students who are absent from school that day. Lists should be sent to the designated staff member once the drill is concluded.
- If a student has been issued a pass to report to another teacher, librarian, counselor, administrator, etc., that person will become responsible for the student. If a student is given a pass to a place where there is no responsible adult, i.e., restroom, locker, water fountain, the student should return to the regular classroom immediately and follow the teacher's instructions.

- The signal for the return to regular class is: **THREE SHORT RINGS OF THE BELL.**

## STUDENT DRESS CODE

We take pride in our appearance. Student dress reflects the quality of the school, their conduct and school work. Students convey an image of personal cleanliness and neatness. The school administration has the authority to approve the appropriateness of student attire.

***Students are required by the state law to have footwear on at all times. Flip-flops, shower shoes or bedroom slippers are not permitted.***

Suggestive, provocative or excessively tight clothing is not allowed to be worn to school or to school-sponsored activities. Charles County Public Schools does not allow clothing which displays messages or images offensive in terms of their reference to sex, race, national origin or religion to be worn on the school property or school-sponsored activities. The school reserves the right to determine the appropriateness of clothing on a daily basis. The design of the manner in which clothing is worn may be determining factors. The school system dress code standards include the following:

**WEARING APPAREL:** The following is the Charles County Public Schools Dress Code Standards for students:

1. Shorts are permitted as long as the shorts reach the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh.
2. Skirts are permitted as long as the skirt reaches the middle of the thigh, defined as shoulders relaxed and arms straight down alongside the body where fingertips touch the thigh. Slits in the skirt may not rise more than two inches above fingertips.
3. Sleeveless shirts are permitted as long as at least two fingers' width of fabric covers both shoulders and the chest area for undergarments are not exposed.
4. Spaghetti straps are not permitted with the exception of formal wear.
5. Midriff area (front and back) must not be visible at any time, even while seated.
6. Undergarments must not be visible at any time.
7. Cleavage must not be visible at any time.
8. Pants must be secured no lower than mid hip and must not cover the front of the shoes while walking.
9. Backless and open-toed shoes with a hard sole are permitted as long as the shoes do not pose a safety hazard. Foam and similar soft-soled shoes such as flip-flops or beach footwear, are prohibited. **(AS STATED IN THE BOARD OF EDUCATION POLICY)**
10. Headwear is not permitted. This includes but is not limited to hats, visors, bandannas and hoods. (Exceptions may be granted based on religious and medical reasons with proper verification.)
11. Sunglasses are not permitted except during outdoor activities.
12. Sleepwear and sleepwear-type clothing are not permitted. (Exceptions are granted for certain activities, such as overnight field trips.)
13. Jewelry that poses a safety hazard to the student or other students is not permitted.

14. Sports uniforms that are worn during the school day must conform to the dress code.
15. Clothing that displays or symbolizes any language or material that is inappropriate for school or offensive to any groups is not permitted. This includes, but is not limited to material relating to drugs, alcohol, profanity, obscenity, racism, gang activity and violence.
16. Recreational and non-instructional swimsuit attire must not be disruptive or distracting. Female swimsuits must be one piece and fully cover the chest and buttocks. Male swimsuits must be mid thigh. All swimsuits must remain non-transparent when wet. Swimsuits may not be worn uncovered outside the pool area.
17. Formal attire must not be disruptive or distracting. Spaghetti straps and sleeveless or strapless formal dresses are acceptable as long as adequate coverage is maintained during activity. Slits in skirts or dresses may not rise more than a hand's width above the knee. Transparent attire is prohibited. Necklines may not fall below mid-sternum. Backless gowns may be permitted at the end-of-year prom, but are inappropriate for all other events including school dances, choral performances and in situations where a student or group of students officially represent the school system.
18. The dress code is in effect at all school-sponsored events on and off campus.

## CELL PHONE POLICY Superintendent's Rule 5157.8

*Except as provided in this rule, students may not possess or use cell phones, pagers, beepers, two-way radios, or any other portable electronic communication devices on school property, on school buses or school-chartered vehicles, or at any school-sponsored activity before, during or after the school day.*

**High school students may not possess or use cell phones on school property except under the following conditions:**

- Cell phones must not be visible and must be powered off at all times during the school day and either in the school building, or while aboard a school bus or other school-sponsored vehicle, or during after-school activities. A cell phone in the vibrate or other non-audible mode is not considered "off;"
- Cell phones may be used after school hours, but not during a time when the student is either attending a school-sponsored activity not open to the general public, or participating in a school-sponsored activity, whether on or off school grounds. A student may possess and use a cell phone while attending and not participating in any event held on school grounds after school hours and open to the general public;
- In order to briefly communicate with the student's parent/guardian/caregiver, a cell phone may be used while attending or traveling to or from a school-sponsored activity on a school bus or other school vehicle, as long as the supervising teacher/coach has granted the student permission. At no time will permission for cell phone use be granted for socializing or other non-essential purposes.
- A student may possess and use a cell phone if that student's parent or guardian receives approval from the school principal for a specific purpose. At no time will permission for cell phone possession or use be granted for socializing or other non-essential purposes.
- The possession or use of a cell phone must not cause any disruption to the school setting at any time.
- Cell phones with camera functions must not be used to take or transmit any image at any time, even if the use of the cell phone is otherwise permitted.

It is the intent of the superintendent to ensure cell phone possession does not disrupt the learning environment, after-school activities, or the safe transportation of students. Therefore, students found to be in violation of this rule are subject to the following disciplinary action:

- **Upon the first offense for high school students**
  - The student shall be warned;
  - The student's parent or guardian shall be notified; and

- The cell phone or other portable electronic communication device shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the appropriate school administrator.
- **Upon the second offense for high school students**
  - The student shall be suspended out-of-school for three days;
  - The student's parent or guardian shall be notified; and
  - The cell phone or other portable electronic communication device shall be confiscated and returned to the parent or guardian, upon request, after a successful re-admittance conference with the appropriate school administrator.
- **Upon the third offense for high school students**
  - The student shall be suspended to the superintendent;
  - The student's parent or guardian shall be notified;
  - The cell phone or other portable electronic communication device shall be confiscated and returned to the parent or guardian, upon request, after a successful conference with the superintendent's hearing officer; and
  - The superintendent's hearing officer may remove the privilege of possession and use of cell phones or other portable electronic communication devices.

The superintendent's hearing officer may remove the privilege of possession and use of cell phones or other portable electronic communication devices.

**PLEASE NOTE:**

Although students are permitted to carry cell phones, they must comply with the CCPS Code of Student Conduct and may not use the cell phones at any time during the school day. iPods, MP3s, PSPs, and other portable electronic devices that cannot be used for communication to and from other electronic devices may be brought on school grounds and used during lunch, as long as they are not disruptive to the school setting. These items may be confiscated by the school administration if they are used at any other time or in any other location during the school day. The school administration may remove this privilege from any student or from all students at any time.

Henry E. Lackey High School, Charles County Public Schools, and employees and agents of the school system are not responsible for the loss, theft, damage, or destruction of any such electronic device, whether allowed or prohibited by this handbook.

## **DISTRIBUTION OF LITERATURE ON SCHOOL GROUNDS**

Any literature that students wish to distribute on campus must have prior approval from the principal. Any literature, in the opinion of the administration, that could potentially harm students, teachers and staff, will not be approved for distribution.

## **SEXUAL HARASSMENT POLICY FOR STUDENTS**

Sexual harassment in school is unwanted sexual attention from teachers, other adults, students or anyone else the students may deal with in school, at school-related activities or at work (co-op job or any other type of job after school hours). The range of behavior includes: leering, pinching, grabbing, suggestive verbal comments, and pressure for sexual activity. Attempted rape and rape are the most physically violent forms of sexual harassment. Sexual harassment may carry the message that if the victim does not comply with the harasser's demands, there may be retaliation. Incidents of sexual harassment may occur only once: sometimes they are repeated; often the situation gets worse if it is not stopped.

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

The following behaviors are not allowed:

- Spreading sexual gossip
- Unwanted physical contact of a sexual nature
- Unwanted sexual comments or sexual joke (verbal or written)
- Pressure for sexual activity

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

**Bullying:** Bullying, teasing, and verbal or physical harassment cannot be tolerated. The system goal is to provide a safe and comfortable environment in which all students can feel welcome and able to learn. No student should be made to feel disliked as a result of thoughtless or cruel treatment by others. Teasing and bullying behavior will be recognized and dealt with consistently through the school disciplinary process. Chronic infractions will be considered gross misconduct.

## **STUDENT DEBT**

Students who have outstanding debts to Henry E. Lackey High School due to lost or misplaced textbooks, materials from the school library, equipment, uniforms, as well as fees or monies owed for damaged equipment or materials, may be prohibited from participating in all extra-curricular activities including: Senior and underclassmen events, athletic activities, and all clubs and voluntary programs. Additionally, students may be prohibited from removing any books or materials from the school library, and may be prohibited from taking home any textbooks or materials temporarily loaned to them. Parking privileges may also be revoked or permits not given until the debt is settled.

## **INTERNET USE/CONTRACTS**

The internet is used to enhance learning and to provide students the use of resources from all over the world. Charles County Public Schools tries to prevent students from being exposed to objectionable or offensive materials. The staff does its best to guide and monitor student use of the Internet, but staff cannot be held liable if a student accidentally or willfully goes to an objectionable site.

All students who plan to take advantage of Internet connections at school must sign, together with their parents, the Charles County Public Schools Internet contract. Any student not returning a signed contract will not be allowed to access the Internet at school.

### **Internet contract for middle and high school students**

1. Acceptable uses of the Internet include:
  - Searching for information on school-related projects using approved search engines;
  - Accessing reference, newspaper or periodical services made available to students by subscription to Charles County Public School;
  - Downloading information related to schoolwork; and
  - Communicating via e-mail for school related purposes.
2. Students should abide by the following rules when using the Internet and school system networks:
  - The Internet is to be used only for school-related activities;
  - Students are responsible for their behavior on the Internet just as they are for their behavior in a classroom or on school property;
  - Students will use language acceptable to the workplace and school on the Internet;
  - Students will follow the same code of conduct as required by the *Charles County Public Schools Code of Student Conduct* and pay special attention to Section P. Offensive Language/Conduct;
  - Any harassment encountered on the Internet should not be responded to and should be reported to the teacher; and students will respect the privacy of others.
3. Students may not:
  - Use offensive, obscene, libelous, disruptive or inflammatory language, pictures or other material on any computer or network;
  - Install their personal service provider's software on school equipment and may not dial into their personal service provider using school equipment;
  - Reveal their home phone numbers, addresses or other personal information;

- Use someone else's password or account number;
- Copy or download materials in violation of copyright laws;
- Attempt to degrade or disrupt system performance or attempt to end and/or destroy computer systems and files;
- Repost personal communications without the author's prior consent; make personal purchase or unauthorized orders using the school system's name; and
- Download or copy information onto disks or hard drives without prior teacher approval.

# **Charger Time Rules and Regulations**

## **Henry E. Lackey High School**

*Charger Time is a privilege, not a right – let's make it work!*

Charger Time is an opportunity for students to participate in extra-curricular activities, get extra instructional help from teachers, socialize with teachers or peers, and eat lunch.

General expectations during Charger Time include:

- Be respectful and clean up your own trash and areas
- Act appropriately and responsibly at all times
- Students may not use cell phones (at any time between 7:25 and 2:15)
- Students are not permitted to eat outside or to leave campus for lunch

Students may eat lunch in:

- Cafeteria
- Front lobby area
- Academic wing hallways
- Main hallway
- Classrooms, with teacher permission and supervision
- Designated courtyard areas
- Gymnasium

Students may not eat lunch in:

- Media Center
- Computer Labs
- Auditorium (off-limits during entire lunch period)
- Stairways and ramp area
- Gym locker rooms
- Parking lots

Students are encouraged to:

- Visit teachers for extra help
- Make up tests or quizzes
- Work on school work or homework
- Use the media center
- Make necessary appointments
- Visit with school counselors or Career Center Coordinator
- Attend club meetings
- Attend peer mediation, if necessary
- Attend review and/or remediation sessions
- Participate in sports/activities in the gym/pool
- Socialize with friends

Compliance with all school rules and regulations will be strictly enforced during Charger Time. Failure to adhere to established school rules will result in the appropriate administrative consequences plus the loss of Charger Time privileges.

## Henry E. Lackey High School 2009-2010 Bell Schedules

| <b>Regular Bell Schedule</b> |               |                 |                                  |
|------------------------------|---------------|-----------------|----------------------------------|
| <b>Period</b>                | <b>Time</b>   | <b>Duration</b> | <b>Other Activities</b>          |
| 1st                          | 7:25 - 8:15   | 45 minutes      | Attendance (7:25-7:30)           |
| 2nd                          | 8:19 - 9:04   | 45 minutes      |                                  |
| 3rd                          | 9:08 - 9:54   | 46 minutes      |                                  |
| 4th                          | 9:58 - 10:44  | 46 minutes      | PM Explorer/ISR Lunch            |
| 5th                          | 10:48 - 11:35 | 47 minutes      |                                  |
| Lunch (6th)                  | 11:35 - 12:37 | 62 minutes      | Announcements/Warning Bell 12:32 |
| 7th                          | 12:37 - 1:24  | 47 minutes      |                                  |
| 8th                          | 1:28 - 2:15   | 47 minutes      |                                  |

### Two Hour Early Dismissal Bell Schedule

| <b>Period</b> | <b>Time</b>   | <b>Duration</b> | <b>Other Activities</b>          |
|---------------|---------------|-----------------|----------------------------------|
| 1st           | 7:25 - 7:58   | 28 minutes      | Attendance (7:25-7:30)           |
| 2nd           | 8:02 - 8:30   | 28 minutes      |                                  |
| 3rd           | 8:34 - 9:02   | 28 minutes      |                                  |
| 4th           | 9:06 - 9:35   | 29 minutes      | PM Explorer/ISR Lunch            |
| 5th           | 9:39 - 10:09  | 30 minutes      |                                  |
| Lunch (6th)   | 10:09 - 11:11 | 62 minutes      | Announcements/Warning Bell 11:06 |
| 7th           | 11:11 - 11:41 | 30 minutes      |                                  |
| 8th           | 11:45 - 12:15 | 30 minutes      |                                  |

### Two Hour Delay Bell Schedule

| <b>Period</b> | <b>Time</b>   | <b>Duration</b> | <b>Other Activities</b>         |
|---------------|---------------|-----------------|---------------------------------|
| 1st           | 9:25 - 9:58   | 28 minutes      | Attendance (9:25-9:30)          |
| 2nd           | 10:02 - 10:30 | 28 minutes      |                                 |
| 3rd           | 10:34 - 11:02 | 28 minutes      |                                 |
| 4th           | 11:06 - 11:35 | 29 minutes      | PM Explorer/ISR Lunch           |
| 5th           | 11:39 - 12:09 | 30 minutes      |                                 |
| Lunch (6th)   | 12:09 - 1:11  | 62 minutes      | Announcements/Warning Bell 1:06 |
| 7th           | 1:11 - 1:41   | 30 minutes      |                                 |
| 8th           | 1:45 - 2:15   | 30 minutes      |                                 |

### One Hour Delay Bell Schedule

| <b>Period</b> | <b>Time</b>   | <b>Duration</b> | <b>Other Activities</b>          |
|---------------|---------------|-----------------|----------------------------------|
| 1st           | 8:25 - 9:07   | 37 minutes      | Attendance (8:25 - 8:30)         |
| 2nd           | 9:11 - 9:48   | 37 minutes      |                                  |
| 3rd           | 9:52 - 10:29  | 37 minutes      |                                  |
| 4th           | 10:33 - 11:11 | 38 minutes      | PM Explorer/ISR Lunch            |
| 5th           | 11:15 - 11:53 | 38 minutes      |                                  |
| Lunch (6th)   | 11:53 - 12:55 | 62 minutes      | Announcements/Warning Bell 12:50 |
| 7th           | 12:55 - 1:33  | 38 minutes      |                                  |
| 8th           | 1:37 - 2:15   | 38 minutes      |                                  |



