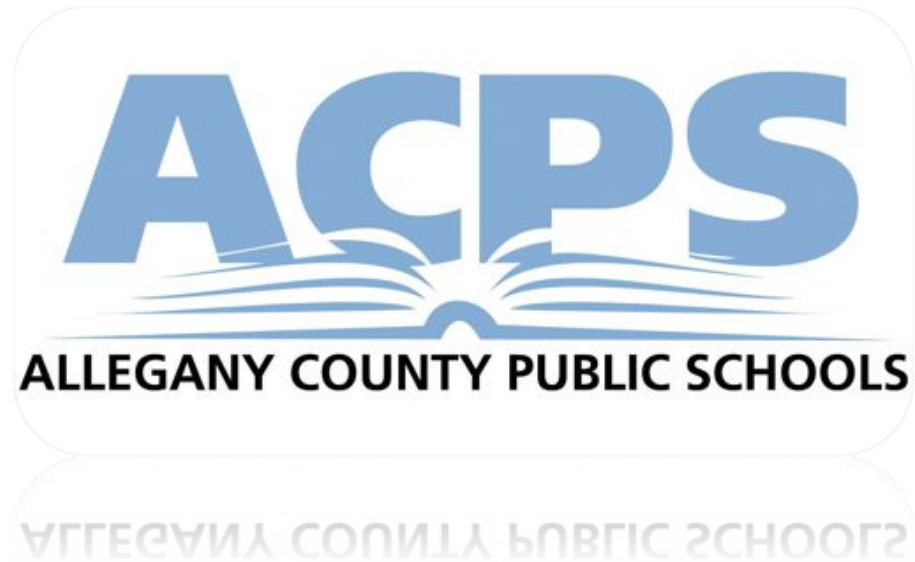


SCHOOL YEAR
2014-2015



Student Handbook

Allegheny County Public Schools

Great Teaching.
Great Learning.
Every Student.
Every Day.

WHAT'S INSIDE?

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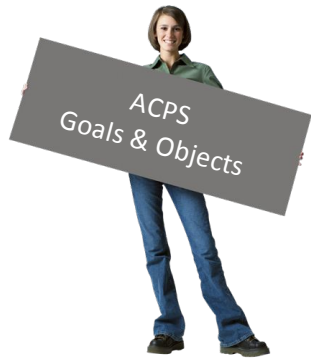
Introduction



This handbook serves as a guide to the rights and responsibilities students in Allegany County Public Schools enjoy. While the information in this handbook is guidelines for all schools, there is a recognized distinction among students with differing ages, maturity, and disabilities. Students and parents are encouraged to review this handbook so that they are aware of their rights and responsibilities as required by the Maryland State Department of Education.

This handbook is not a definitive statement of a student's rights and responsibilities. Visit the school system's website, www.acpsmd.org, under the "Policies" section to further review specific policies.

 FIND MORE ONLINE AT WWW.ACPSMD.ORG.



Mission Statement...

The mission of the Allegany County Public Schools is to ensure that students acquire the knowledge, skills and attitudes which enable them to be caring human beings and productive members of a democratic society.

Goal 1 To provide instructional programs and educational services that ensure accountability, academic success, and high expectations for all students.

- a. To increase student achievement through implementation of pre-k through 12 essential curriculums aligned with state standards;
- b. To expand early intervention programs, accelerated programs, and remedial programs for students;
- c. To provide support services and programs that enhance the academic success of all students;
- d. To expand partnerships with higher education by increasing options for early college and dual enrollment;
- e. To increase student achievement by infusing technology as a tool for instruction

Goal 2 To enhance and strengthen the roles and relationships of people in the school system and in the community.

- a. To recruit and retain highly qualified teachers;
- b. To provide high quality professional development opportunities to enhance the instructional program for all students;
- c. To educate the community of successful system activities through a variety of media;
- d. To strengthen the relationship of parents and community stakeholders with ACPS;
- e. To provide a competitive salary and benefits package for employees

Goal 3 To refine the rules and regulations which govern operations of the school system.

- a. To establish a safe and secure school environment in all schools;
- b. To provide a substance-free instructional environment that promotes learning and wellness;
- c. To propose and adopt an annual operating budget that endorses the continuing needs of the school system;
- d. To propose and adopt a CIP that reflects the continuing facilities needs of the school system

BOARD OF EDUCATION OPERATIONS

The Board of Education of Allegany County determines, subject to state laws, the educational policies of the county school system and maintains a quality educational program for all youth in Allegany County. The Board of Education holds a general public meeting on the second Tuesday of each month. The location and time of the meeting are announced in the media. Other public meetings are held at the Board's discretion and are announced in the media. Special public meetings are occasionally called to consider urgent matters. The Board, at any of its public meetings, may go into executive session for the purpose of discussing personnel matters, land acquisition, negotiations, or to confer with the Board Attorney. Board members, administrators, or citizens of the county for inclusion on the agenda may suggest agenda items. Proposed agenda items suggested by citizens of the county shall be submitted in writing and received in the office of the Superintendent of Schools to be considered for placement on a future meeting agenda. The Board may agree to place additional items on the agenda at the request of the superintendent, the Board President, or a Board member. The Board of Education consists of five members, who are elected for four-year terms, an ex-officio member from the Board of Commissioners of Allegany County, and the Superintendent of Schools, who serves as Secretary-Treasurer. Effective July 1, 1994, the Board includes a non-voting student member who serves one year. To qualify for the position of student member on the Board, a student must be a full-time senior in the Allegany County Public School System, be a bona fide resident of Allegany County for at least two years, be of good character and in good standing in an Allegany County public school, and be nominated and elected in his/her junior year by a method selected by the Allegany County Association of Student Councils. The student member will not attend Executive Sessions. The auditor for the Board is Huber, Michaels, and Company, PA. Mr. G. Gary Hanna serves as the Board's attorney.

2014-2015 ELECTED BOARD

President Mrs. Laurie Marchini – Term expires 12-31-14

Vice-President Mr. Nicholas Hadley – Term expires 12-31-16

Dr. Edward Root – Term expires 12-31-16

Ms. Sara-Beth James – Term expires 12-31-14

Mr. Michael Llewellyn – Term expires 12-31-14

Student Member Ms. Karli Hakala – Term expires 6-30-15

2014-2015 ACADEMIC CALENDAR

2014

Aug. 18	1 st Day for Teachers – School-Based PD
Aug. 19	Convocation/School-Based PD
Aug. 20	CCR Follow-Up/PM Teacher Work Time
Aug. 21	System Wide PD
Aug. 22	Teacher Work Day
Aug. 25	Schools Open – 3 Hr. Early Dismissal
Aug. 27	Pre-Kindergarten/Kindergarten Begin
Sept. 1	Schools & Offices Closed – Labor Day
Oct. 2	Schools Closed – Parent Conferences <i>Elementary 8-3:30; Secondary 10-5:30</i>
Oct. 16	2 Hr. Delayed Opening – PD
Oct. 28	Close of 1 st Marking Period
Oct. 29	3 Hr. Early Dismissal – PM Teacher Work Time
Nov. 4	Schools & Offices Closed – General Election Day
Nov. 10	Report Cards Distributed
Nov. 18	2 Hr. Delayed Opening – PD
Nov. 26	3 Hr. Early Dismissal – Thanksgiving Vacation <i>Offices Closed Nov. 27 & 28</i>
*Dec. 1	Schools Closed – Thanksgiving Holiday
Dec. 2	Schools Reopen
Dec. 23	3 Hr. Early Dismissal – Christmas Vacation <i>Offices Closed Dec. 24, 25, 31 and Jan. 1</i>

2015

Jan. 5	Schools Reopen
Jan. 15	End of 1 st Semester/Close of 2 nd Marking Period
Jan. 16	3 Hr. Early Dismissal – PM Teacher Work Time
*Jan. 19	Schools & Offices Closed – MLK Jr. Birthday
Jan. 28	Report Cards Distributed
*Jan. 29	Schools Closed – System Wide Supervisor PD
*Feb. 16	Schools & Offices Closed – Presidents’ Day
Feb. 26	3 Hr. Early Dismissal – Parent Conferences <i>Elementary & Secondary</i>
Feb. 27	3 Hr. Delayed Opening – Parent Conferences/PD
March 24	Close of 3 rd Marking Period
March 25	3 Hr. Early Dismissal – PM Teacher Work Time
*April 2	Schools Closed – Easter Vacation <i>*Offices Closed April 3 & 6</i>
April 8	Report Cards Distributed
April 9	2 Hr. Delayed Opening – PD
May 21	CCTE Certification Ceremony

May 22	Last Day for Seniors
*May 25	Schools & Offices Closed – Memorial Day
May 26	MR Graduation
May 27	FO Graduation
May 28	AL Graduation
June 8	Last Day for Students – 3 Hr. Early Dismissal <i>End of 2nd Semester/Close of 4th Marking Period</i>
June 9	Supervisors PD
June 10	Principals PD
June 11	Teacher Work Day – Last Day for Teachers
June 18	Report Cards Mailed

*Snow Make-Up Days

Snow make-up days will be determined at the April 2015 school board meeting. End-of-year professional development and teacher workdays will follow the designated snow make-up days. The Board of Education reserves the right to request the use of legal holidays due to emergency closings, if deemed necessary. Refer to COMAR 7-103, which states the following: The length of the school year shall be open a minimum of 180 days per year. In implementing Education Article, §7-103, Annotated Code of Maryland, a waiver of the 180-day requirement will be granted by the State Board of Education to local school systems only when 1) they demonstrate that sufficient effort has been made through calendar planning and modification; and 2) natural or civil disasters or severe weather conditions are sufficiently significant to warrant a waiver. The closing of individual schools does not require a waiver by the State Board of Education but may be granted by permission of the State Superintendent of Schools upon request of the local superintendent of schools. In the required written application for waiver of school days, it shall be determined that 1) the local school system developed a calendar which included days to be used as make up days lost. Depending upon past experience, this number could range from 3-10 days throughout the state. The local school system calendar shall have identified those potential make-up days which could have been used as student days when calendar modification becomes necessary; that is, make-up days, student vacation days, etc; 2) the local school system has modified its calendar by scheduling school on the make-up days provided in the original calendar and by extending the school year 5 days beyond the previously scheduled closing date. In considering a waiver application, the State Board of Education may waive the final day needed to complete the 180-day schedule if that day falls on a Monday, and additional days beyond those specified that would have to be added to the calendar to complete a 180-day schedule.

KEY CODES FOR SCHOOLS

- Allegany High School-**AL**
- Beall Elementary School-**BE**
- Bel Air Elementary School-**BL**
- Braddock Middle School-**BR**
- Cash Valley Elementary School-**CA**
- Center for Career & Technical Education—**CCTE**
- Cresaptown Elementary School-**CW**
- Eckhart School-**EK**
- Flintstone Elementary School-**FL**
- Fort Hill High School-**FO**
- Frost Elementary School-**FS**
- George’s Creek Elementary School-**GC**
- John Humbird Elementary School-**JD**
- Mt. Savage Elementary School-**MT**
- Mt. Savage Middle School—**MS**
- Mountain Ridge High School-**MR**
- Northeast Elementary School-**NE**
- Parkside Elementary School-**PA**
- South Penn Elementary School-**SP**
- Washington Middle School-**WA**
- West Side Elementary School-**WS**
- Westernport Elementary School-**WT**
- Westmar Middle School-**WM**
- Allegany County Association of Student Councils-**ACASC**
- Board of Education-**BOE**

STUDENT RECORDS

Students have a school record that is maintained by their school principal, and that record is housed at their school of enrollment. Student and their parents have the right to access, inspect, and review the contents of a student’s school record with reasonable notice. They also have the right to have any inaccuracies corrected. School records include cumulative records, health records, and discipline files. School records, for some students, may also include a confidential record if they received Special Education services or have a Section 504 Plan.

DIRECTORY INFORMATION

The purpose of the directory information policy (File: JRB) is to ensure distribution of directory information in accordance with existing laws. Allegany County Public Schools will disclose designated “directory information” without written consent, unless parents/guardians have advised the District to the contrary in writing by **September 30th** of each school year. The Allegany County Public School System will disclose personally identifiable information only on condition that the party to whom disclosure is made will not disclose the information to any other party without prior written consent of the parent or eligible student. Allegany County Public Schools will seek assurance that disclosed information will be destroyed after the use for which it was intended.



- ✓ Name
- ✓ Address
- ✓ Telephone Listing
- ✓ E-mail Address
- ✓ Photograph
- ✓ Date/Place of Birth
- ✓ Major Field of Study
- ✓ Dates of Attendance
- ✓ Grade Level
- ✓ Weight/Height of Members of Athletic Teams
- ✓ Degrees, Honors, Awards Received or Institutions Attended
- ✓ Most Recent Education Agency/Institution Attended
- ✓ Participation in Activities/Sports

FOOD & NUTRITION SERVICES



Each year all households that have students enrolled in ACPS will receive one of two very important letters. One letter may be an application to receive School Meal Benefits, which needs to be filled out and returned to school before the end of the **30-day carry over period**, which ends on **October 7, 2014**, in order to continue receiving meal benefits. The other possible letter may be a notification that your family is already approved for School Meal Benefits, in which case you do not have to submit a new meal benefit form for this school year.

Fill out the form completely and return it to school with the **youngest child in your family**. **Please make sure that all pre-printed information is correct and that all children that attend public schools are listed on the top of the application.** Please make any corrections necessary to ensure accurate information. If you have children in other schools, those schools will eventually be notified if your family qualifies for free or reduced meals.

Each year, foster children must have a new completed application submitted. Foster children are now included as household members. Please be aware that children who were enrolled in school last year and qualified for free or reduced meals will **automatically be eligible for a 30-day carry over period** this year to receive free or reduced meals until your new application is processed. If your application is processed prior to the end of the 30-day carry over period, your free or reduced status will be based on the calculations of the new application. **The 30-day carry over period will end on October 7, 2014.** All new students will be automatically designated as full price status until a household application is completed and returned. **Faxed applications will not be accepted due to poor legibility.**

If you received free meal benefits last year because you were receiving either food stamps or temporary cash assistance from the State of Maryland, and you are no longer receiving those benefits, then you **MUST** complete an application this year. Be aware that if an application is not completed and returned, **your family will be automatically charged full price for meals until your application is processed.**

Students who qualify for free or reduced meals will start receiving this benefit by way of the computerized Point of Service system as soon as the application

is processed and approved. You will be notified of this household approval by way of a letter to be sent home with your child(ren). There may be a few days difference between the approval date and the notification date. Be aware that you may **submit an application at any time** if financial conditions change with your family. Applications may be picked up in the main office of your child's school. If you have any questions or are unsure how to complete the application, you may call Linda Kalbaugh at the Food and Nutrition Services Office at 301-722-0637.

COLLECTION OF MONEY FROM STUDENTS

The ACPS recognize that school nutrition is a vital part of a student's learning environment. The school system will maintain a food service program that complies with federal and state guidelines. Part of the food service program will be to maintain a free and reduced lunch program as set by federal and state authorities. When students incur charges for the meals they purchase, payment is expected. The school system has a five-meal limit charging policy in place for the Food Service program.

PAYPAMS PARENT ACCOUNT MANAGEMENT SYSTEM

PayPAMS is the Allegany County Public School System's online parent account management system. PayPAMS allows parents to pay online 24/7; view meal account balances; transfer money; receive low balance email reminders; make automatic payments; and view cafeteria purchases and online statements. The system accepts Visa, MasterCard, Discover, direct withdrawal, and PayPal. Users pay a \$1.95 per student transaction fee with PayPAMS. The school system, however, makes no money off of the system. PayPAMS works in the following way:

1. A parent pays online and receives a receipt
2. Payment information is transferred within minutes to the school district's POS system
3. Payments are deposited directly into the school district's bank account within two business days
4. Financial reports are available for district administrators

The Board of Education of Allegany County also accepts electronic payments through PayPAMS for use of facilities, school bus rentals, and employee badges, summer school, dual enrollment tuition, and employee fingerprinting fees, and student activity fees.

CAFETERIA ACCOUNT

It is highly recommended that parents take advantage of the ability to deposit money in a student's cafeteria account at the school or online at www.paypams.com and maintain a positive balance. This money could be used for purchasing extra food items. This could range from a few dollars to cover one day to enough to cover the entire week or month. Please be sure to discuss with your child what they are/are not allowed to buy. Cafeteria workers are not responsible for monitoring purchases in the school cafeteria.

At any time during the year, any student who owes the cafeteria any amount of money will not be permitted to purchase any snack or dessert items, including milk, until the debt is cleared. During the last week of school, students will not be permitted to charge meals or extra items so that the cafeteria can submit obligations of all outstanding debts to the school's main office.

Parents should be aware that any balances or debts to the cafeteria will transfer with your child from year to year and from school to school and may result in obligations to the school office.

FARMS

The Allegany County Public School System receives \$3,327 for every student that qualifies for a free or reduced lunch. This money can be used for any cost that the school system incurs, from purchasing textbooks to hiring teachers. The number of students qualifying for free and reduced lunches can be a factor in federal funding and grants that can be awarded to the school system. In order for the school system to receive the funding for free and reduced lunch students, a **Meal Benefit Application must be completed and returned no later than October 7, 2014**. School system personnel process the applications according to federal guidelines. **Not** filling out the application could have negative consequences for the school system! If you are eligible, or even **THINK** you may be eligible for your student to receive free or reduced priced lunches, it is **EXTREMELY IMPORTANT** for you to complete the application even if your student does not intend to participate in the school lunch program.

Applications are available on the school system's website at www.acpsmd.org. For more information call 301-722-0637.

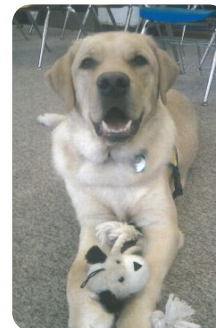
The money that the school system receives can be used for all sorts of things:

- ✓ To employ teachers
- ✓ To buy textbooks
- ✓ To purchase computers
- ✓ To fund after school programs
- ✓ To fund outdoor school programs
- ✓ To buy furniture or equipment
- ✓ To buy art and music supplies

Interesting Facts... Did you know that 56.5% of ACPS students meet federal guidelines for free and reduced meals? This percentage is 7th in the state among all 24 jurisdictions. 62.74% of elementary school students qualify for the benefit; 54.38% of middle school students qualify; and 47.44% of high school students qualify for free and reduced meals.

If at **ANY TIME** during the school year you become eligible for the free and reduced lunch program, **PLEASE** take a few minutes to complete an application. There are so many ways participation in the program can affect school funding decisions for Allegany County Public Schools!

SERVICE ANIMALS



It is the policy of the Allegany County Board of Education to permit students and/or adults with disabilities to be accompanied by a service animal in its buildings, schools, and classrooms, and at Board of Education functions.

INCLEMENT WEATHER & SCHOOL CLOSING POLICY

Parents can access the latest information regarding their child's school from a variety of media sources. Announcements concerning delays or closures are distributed to the media by 6:00 a.m. Two-hour delays are utilized to extend the time needed to evaluate road and weather conditions. In this situation, parents should plan for appropriate childcare in the event that schools on a two-hour delay eventually close. Announcements to close schools during the two-hour delay are distributed to the media by 8:00 a.m. **In addition, morning pre-kindergarten classes are cancelled when an elementary school is on a two-hour delay.** Early dismissal, during the school day, will be announced by 11:00 a.m. Afternoon sessions of pre-kindergarten are cancelled when an early dismissal is announced. Parents are reminded not to call their child's school or the transportation department regarding the emergency closing of schools as this interferes with telephone communications that are vital to the cancellation procedure.

Official announcements of school delays or closings will be made via the following radio and/or television stations, websites, and social media sites, **but for the most accurate and up-to-date information on the status of Allegany County Public Schools, visit the school system's website at www.acpsmd.org.**

- ✓ WFRB 105.3 FM
- ✓ WKGO 106.1 FM
- ✓ MAGIC 100.5 FM
- ✓ WCBC 1270 AM
- ✓ WTBO 1450 AM
- ✓ Your4State.com/NBC25
- ✓ 9 News Now
- ✓ Fox 5
- ✓ ABC 7 and News Channel 8
- ✓ Schoolsout.com
- ✓ Atlantic Broadband Channel 97
- ✓ Facebook
- ✓ Twitter



SCHOOL MESSENGER 301-759-2438

School Messenger is an automated message delivery system providing near instant distribution of important messages from your child's school and school district. Delivery can be customized to multiple destinations in any combination of phone, email, and SMS text messages. This service is FREE; however, standard text message rates apply. Contact Manager, www.contactme.schoolmessenger.com, is your portal to School Messenger. On this website you can update and modify message delivery preferences to best fit your lifestyle. Once you create your account and add your children, you may change the message delivery options for each type of message and each type of delivery. **Note: Any changes made to your listing for Phone #1 or #2 should be reported to the appropriate school office to update your emergency contact card.** School Messenger creates a direct path from educators to families, students, and staff, and is an essential tool to increase efficiency so that parents, staff and students feel well informed and connected. It also helps drive improvement in the areas of parent involvement, attendance, food service and emergency notifications. For more information or assistance using School Messenger, please call the automated ACPS helpline at the number listed above.



STUDENT SAFETY HOTLINE

The Allegany County Public School System maintains and operates an anonymous, toll-free Student Safety Hotline. The hotline is active 24 hours a day for reporting both school-related as well as community-related incidents and gives students a confidential way to voice their concerns. 24-hour dispatchers monitor the hotline; however, if students have an **EMERGENCY** they should call 911. For more information contact Robert Farrell at 301-759-2063 or via email at robert.farrell@acps.k12.md.us.

“If you see it or if you hear it, pick up the phone and call 1-866-547-0907 today.”

ASPEN



The Aspen parent/student portal provides a way to view student progress by reviewing attendance, assignments and grades that a student is receiving in his or her classes. This portal is available for all students. Teachers are exclusively using Aspen for grade book entries to include benchmarks and then posting grades to the report card and transcript electronically.

A Fitness Rubric as well as published report cards will also be available for viewing on the parent/student portal. Under the transcript side tab, a filter can be changed to include all high school data and all middle school data beginning with the 2009-2010 school year. Transcript information includes courses taken, grades received, and credits earned. Also available under the transcript side tab is credit summary, grade point summary (shows high school students' up-to-date GPA), and graduation summary (shows a break-down of courses taken towards graduation and how they count towards graduation requirements.) Each year, Aspen provides an online method for students to make their course selections. Middle school students select their creative arts classes, and high school students select all courses. The Aspen parent/student portal provides information under the requests side tab. Other items that are available in Aspen include student assessments, attendance history, student photos, current schedules, contact information, and student demographics. Parents and students should note that if contact or demographic information needs updated they should contact the school to make the appropriate changes. For more information or questions concerning the Aspen parent/student portal, contact your child's school counselor or visit the school system's website at www.acpsmd.org. To log on to Aspen visit <https://md-allegany.myfollett.com>.

GRADUATION REQUIREMENTS



Maryland High School Diploma

A Maryland High School Diploma is awarded in recognition of the fulfillment of the minimum enrollment, credit and competency prerequisite, requirements to those students entering Grade 9 for the first time for earning a minimum of 22 credits consisting of 16.5 core credits and three electives at the completion of grade 12. In addition, a student shall earn two (2) credits in a foreign language or two (2) credits in advanced technology education or successfully complete a State-approved career and technology program (4-6 credits). During the 2007-2008 school year, the school board added a required half credit (.5) course, Personal Financial Literacy, for the graduating class of 2012 and beyond. In addition to earning a Maryland High School Diploma, students may be awarded the Allegany County Honor Certificate by obtaining a cumulative grade point average of 3.5 – 4.0 and earn at least 12 of the high school credits in honors, dual enrollment, or advanced placement classes. Students must successfully complete the Student Service requirement; pass the Maryland High School Assessments; and participate in approved programs in the arts, physical education, survival skills and world of work.

Maryland High School Certificate

A Maryland High School Certificate shall be awarded to students with disabilities who cannot meet the requirements for a diploma but who meet one of the following standards:

- The student is enrolled in an educational program for at least four years beyond grade eight or its age equivalent and is determined by an IEP Team, with the agreement of the parent of the students with disabilities, to have developed appropriate skills for the individual to enter the world of work, act responsibly as a citizen, and enjoy a fulfilling life. World of work shall include but not be limited to gainful employment, work activity centers, sheltered workshops, and supported employment.
- The student has been enrolled in an educational program for four years beyond grade eight or its age equivalent and has reached age 21.

COLLEGE INFORMATION: EARLY ADMISSION/PLACEMENT EXAMS

Most colleges are now requiring prospective students to take some type of entrance exam. The two most common are the Scholastic Aptitude Test (SAT) and the American College Testing Program (ACT). Students should contact the college or institution that they want to attend to determine which exam they need to take. It is suggested that students take the test at least twice because they colleges accept the composite of the higher grades. Test dates and deadlines for the 2014-2015 school year on the chart shown.

Applications for the SAT 2014-2015 must be submitted five weeks prior to the test date. Information and registration forms for the College Boards may be obtained from each high school's guidance office or at www.collegeboard.com. This test will be administered at Allegany High School center number 1516. The PSAT/NMSQT will be administered on October 15, 2014. All tenth grade students will be taking the PSAT on those dates. Students in other grades may elect to take the PSAT on those dates as well.

The ACT 2014-2015 will be administered at Allegany College of Maryland center number 1679. Test dates and deadlines are on the chart shown.

Early college admission helps students enter an accredited college and/or an approved vocational or technical school prior to high school graduation on a part-time or full-time basis. Students attend college classes related to their career interest and future needs. They receive instruction and are graded the same as other college students. These young people must meet all requirements necessary for high school graduation and successfully complete the college courses. Students should contact their school counselor to determine eligibility. For more information on dual enrollment courses, see the 2014-2015 Programs of Study book available on the school system's website at www.acpsmd.org.

2014-2015 SAT AND ACT TEST INFORMATION

SAT TEST DATE	REGISTRATION DEADLINE	TESTS OFFERED
October 11, 2014	September 12, 2014	SAT/Subject Areas
November 8, 2014	October 9, 2014	SAT/Subject Areas
December 6, 2014	November 6, 2014	SAT/Subject Areas
January 24, 2015	December 29, 2014	SAT/Subject Areas
March 14, 2015	February 13, 2015	SAT Only
May 2, 2015	April 6, 2015	SAT/Subject Areas
June 6, 2015	May 8, 2015	SAT/Subject Areas

ACT TEST DATE	REGISTRATION DEADLINE	LATE REGISTRATION
September 13, 2014	August 8, 2014	August 9-22, 2014
October 25, 2014	September 19, 2014	September 20-October 3, 2014
December 13, 2014	November 7, 2014	November 8-21, 2014
February 7, 2015	January 9, 2015	January 10-16, 2015
April 18, 2015	March 13, 2015	March 14-27, 2015
June 13, 2015	May 8, 2015	May 9-22, 2015

PORTABLE COMMUNICATION DEVICES IN SCHOOL

Allegany County Public Schools prohibits student use (not possession) of portable pagers, cell phones, and portable communication devices, and/or messaging software including personal digital assistant systems during scheduled instructional time unless authorized by school-based administration. Limited exceptions include: students with disabilities who require an electronic device for medical reasons and designated student members of emergency services as verified by the chief of the volunteer fire department, ambulance company, rescue squad, and the school principal.

GRADING POLICY

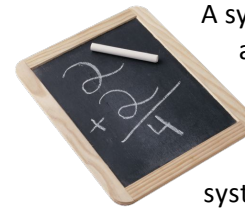
It is the philosophy of Allegany County Public Schools that grading promotes learning, achievement, and academic growth in a climate of encouragement and high expectations. ACPS strives for all students to be prepared for college and/or careers. Learning experiences, assignments, and assessments provide challenge, growth, and feedback for improvement in order to foster opportunities for students to demonstrate mastery of curricular expectations. Grades reflect the extent to which the student has achieved the learning outcomes specified by ACPS and the Maryland Common Core State Curriculum. The grading and reporting system will support the learning process and student success. In consideration of this philosophy, the Board of Education is committed to maintaining rigorous performance and achievement standards for all students and to providing a fair process for evaluating and reporting student progress that is understandable to students and parents. Grades are an essential way to communicate student progress and reflect what students know and are able to do in relation to curricular expectations.

Therefore, grading and reporting practices must:

1. Provide meaningful feedback on student achievement to students, parents, teachers, administrators, and the school system. This feedback should provide relevant information for enhancing performance and achievement.
2. Be aligned with the State Curriculum (SC), Core Learning Goals (CLG), Essential Learner Outcomes (ELO) and the Common Core State Curriculum (CCSC).
3. Achieve consistency within content areas and among schools.
4. Be an accurate reflection of student achievement compared to curricular expectations outlined in the SC, CLG, ELO and the CCSC.
5. Be a fair and accurate representation of a student's performance throughout the course on a variety of measures as written in the syllabus for secondary schools and in the Elementary School Progress Report Teachers Guidelines.
6. Provide clear communication at the beginning of each school year or course to parents and students as to the grading criteria.
7. Reflect a commitment to school attendance as an essential component of a quality learning experience.
8. Include formative and summative assessments.

9. Provide opportunities for students to demonstrate progress toward mastery of grade level curricular expectations through a variety of methods.
10. Make current information available to students and parents about the student's academic performance.
11. Hold high expectations of all students across all courses and programs.
12. Include professional development for teachers to achieve consistent and comprehensive grading practices in accordance with this policy and accompanying regulations.

CLASS RANKING/GRADE POINT AVERAGE



A system of grading, including weighted grades for advanced placement courses, early college on-site and honors, will be applied to all school system courses and will be utilized for purposes of eligibility for participation in extracurricular activities. This grading system will be designated on all student transcripts. The

student transcript will reflect a **cumulative grade point average (GPA)**. Cumulative GPA is calculated by dividing the total number of quality points a student has earned by the total number of credits attempted (quality points for half credit courses are worth 0.5 of the letter grade weight). Cumulative GPA is calculated and posted to the student transcript at the conclusion of each semester.

REPORTING PUPIL PROGRESS

Teachers and administrative school personnel developed the Allegany County System of reporting pupil progress. K-12 Pupil progress is available to parents via the online grading program. Pre-K progress reports are not electronic. Pupil Progress Reports are sent to parents and/or guardians when a student's progress falls below satisfactory or upon parent request. They are designed to give the teacher's assessment of a pupil's progress toward mastery of standards set by the Maryland State Department of Education. Grades 1 & 2 identify progress toward indicators for each subject area. In grades 3 through 5, the indicators listed under the subject areas are indicators of skills and objectives. Grades 3 through 12 are graded in terms of the pupil's mastery of identified standards for each subject area. On the elementary report, social skills and work habits are reported as Satisfactory, Needs Improvement, or Unsatisfactory. On the secondary reports, work and social habits are reported as numbers 1 through 16 which describes student behaviors.

PARENT CONFERENCES

Conferences between parents and teachers are scheduled on the school calendar as Parent Conference Days. Parent-teacher conferences may be scheduled at other times as well. Conferences have the following objectives: to explain to the parent the basis of the teacher's judgment of the pupil's expectancies; to exchange additional pertinent information concerning the pupil; to share ideas for improvement of the child's educational experiences; and to clarify any misunderstandings that may exist. The Interim Progress Report is to be used by the teacher to inform the parent and the student of any marked changes in accomplishments before the issuance of the pupil progress report. All teachers post their grade books online and update grades periodically. Online grades replace the printed copy of interim reports. Parents without Internet access may request a printed copy from the guidance office. Report cards are distributed at the end of each nine-week period. At all times, the process of evaluating and reporting pupil progress will preserve the dignity of the pupil and will enhance the learning situation. The pupil and the teacher will use this process to identify both the student's accomplishments and needs.



Indicator/Performance Code	Elementary Grades	Secondary Grades
3=Consistently Evident	Pre-k, K	N/A
2=Developing	Pre-k, K	N/A
1=Not Evident	Pre-k, K	N/A
O=Outstanding Progress	1, 2	N/A
S=Satisfactory Progress	1,2	N/A
N=Needs Improvement	1,2	N/A
U=Unsatisfactory Progress	1,2	N/A
A=Outstanding Mastery is Evident	3-5	6-12
B=Above Satisfactory Mastery is Evident	3-5	6-12
C=Satisfactory Mastery is Evident	3-5	6-12
D=Partial Mastery is Evident	3-5	6-12
F=Minimal or No Evidence of Mastery	3-5	6-12
I=Incomplete Evidence of Mastery	N/A	6-12
P=Pass	NA	6-12
Numbers 1-7=outstanding progress, positive attitude/effort, shows improvement, exceptional contribution to class, leadership, class participation/enthusiasm	N/A	6-12
Numbers 8-16=poor performance, failure to complete assignments, unprepared, failure to stay on task, failure to follow instructions, excessive absence/tardiness to class, disrespectful, disruptive	N/A	6-12

SAFE SCHOOLS: A TOP PRIORITY

The Allegany County Public School System would like to stress to parents, students, faculty and staff, and community members that all schools currently have very stringent policies and procedures in place to help maintain school security. Any threats or alleged incidents that occur in our public school system are thoroughly investigated by law enforcement officers and school administrators in the interest of protecting the safety of students and staff. Additionally, the elected Board takes school security very seriously. It is their duty to provide the most appropriate security measures possible to protect all students. All visitors are required to sign-in at the main office upon entering any public school as well as wear a visitor's badge during their stay in the building. All Board of Education employees receive ongoing annual training in school safety. There is an emergency planning team in place at every school as well as a countywide planning team at the central office. These individuals receive many hours of special training at the National Fire Training Academy, provided by the Federal Emergency Management Association, in order to have the ability to write comprehensive emergency plans. These teams consist of principals, assistant principals, custodians, school nurses, school counselors, and teachers. Every principal is required to update their school's emergency plan to be certain that it meets all of Maryland's regulations as well as the school safety planning requirements mandated by the U.S. Department of Education. Additionally, principals are also required to perform drills for every posture response including, but not limited to, lockdowns, lock-ins, evacuations and reverse evacuations.

School Visitation Parents are encouraged to visit the schools and to become knowledgeable about the programs of study offered in Allegany County Public Schools. Visitors are required to sign-in at the school's main office before entering classrooms. All schools and Board of Education facilities are under video surveillance.

School Safety Officers The Board of Education desires to provide safe, orderly and caring learning environments in which all students feel comfortable. All members of the educational community share the responsibility for maintaining a positive and secure school setting. To this end, the Board of Education of Allegany County is

authorized and empowered to employ School Safety Officers to work in cooperation with system administrators, and in conjunction with the existing School Resource Officers, employed through other local law enforcement agencies, to enhance the day-to-day safety and security of all school facilities, faculty, staff, and students.

SCHOOL BUS SAFETY

Everyone plays a role in school bus safety. School buses are a very safe form of transportation, but it takes everyone's help to keep them that way. Approximately 6,000 children are transported to schools in Allegany County on 127 school buses traveling over 1.7 million miles annually.



Students need to make sure that they leave home in plenty of time to make it to the bus stop promptly and wait for the bus to arrive off of the roadway and out of the path of passing motorists. Once on the bus, students are expected to observe all school bus regulations, which include remaining in seats while the bus is moving, keeping all aisles clear, and being courteous to the bus driver and fellow passengers. **STUDENT BEHAVIOR ON THE BUS MAY BE RECORDED WITH AUDIO-VISUAL CAMERAS.** Infractions of any rules may result in the denial of the privilege of riding the school bus. Students who live within their established home school district and live outside the designated non-transport area are eligible for school bus transportation. Elementary students living more than one (1) mile from the school or bus stop are eligible for transportation services. Secondary (middle and high) students living more than one and a half (1.5) miles from the school or bus stop are eligible for transportation services.

Parents should have their children at the bus stop five minutes prior to the pick-up time and wait for up to ten minutes after the scheduled pick-up time. If the bus does not arrive within this fifteen minute time period, they should return home and contact their child's school or the transportation office at 301-729-3773. Parents are responsible for their child's behavior while waiting for the bus. Parents are also responsible for ensuring safe transportation to those students who live within a non-transport area as well as those students who are attending school on an out-of-district permit. Parents should not board the bus with their children.

Motorists should slow when approaching a bus with yellow lights activated. Drivers must stop when the red lights are on no closer than 20 feet from the bus. Motorists are encouraged to report unsafe school bus driving.

STEM PROGRAMS



Every K-12 student in Allegany County Public Schools is aware and excited about the broad spectrum of Science, Technology, Engineering, and Math careers as viable and attainable career options; educating the community regarding career opportunities in STEM fields; engaging STEM professionals in job shadowing/mentoring; providing internship experiences; and providing the rigorous coursework needed to go on to higher education in STEM fields. At the elementary level, the focus is on career awareness. At the middle school level, the focus is on career exploration. And at the high school level, the focus is on career preparation. For more information, contact the STEM Coordinator,

Katie James, at 301-777-5360 or via email at katie.james@acps.k12.md.us.

6TH GRADE OUTDOOR SCHOOL EXPERIENCE

ACPS students will have a meaningful environmental Chesapeake Bay experience right here in Allegany County. Two days (10 hours) will be spent at Rocky Gap State Park where students will participate in Bridging the Watershed (BTW) instructional activities. One half day (2.5 hours) will be spent at the C&O Canal National Historic Park where students will explore the western terminus of the 184.5 mile long shipping waterway that served as the beginning point of much of the heavy shipping and major boat building. They will discover it was here where most of the George's Creek coal was transferred to canal boats for shipment to Washington, D.C. As students tour the Visitor Center they will enter the portal of the Paw Paw Tunnel where they will step back in time to the

days of the Chesapeake and Ohio Canal where they will participate in several interactive exhibits. BTW is a partnership between the Alice Ferguson Foundation (AFF), the National Park Service (NPS), and ACPS that promotes student achievement, personal connections with the real world, lifelong civic engagement, and environmental stewardship through hands-on curriculum based outdoor activities. The curriculum is designed so students can observe problems in the watershed of Allegany County from a historical perspective, from the human perspective, and from the perspective of an environmental scientist. Students will work in groups, and at times individually, on activities that include engaging questions and situations. They are guided through field and laboratory explorations that invite them to hypothesize about what will happen, to interact with natural phenomena, to observe, and to collect data about their observations. Students will complete the following Core Modules: Alien Invaders: Assessing Exotic Invasive Species; Don't Get Sedimental: Runoff and Sediment in the River; Water Canaries: Assessing Benthic Macroinvertebrates; and Watershed Watchdogs: Assessing Water Quality. The pre and post Outdoor School experiences that teachers conduct, in addition to active participation at Outdoor School, will fulfill the thirty-four (34) hours of service-learning required for sixth grade students to meet the 75 service-learning hours required for high school graduation.

The **mobile solar house** is an instructional resource for all pre-k through grade twelve teachers. The house is transported to each school based on a rotation schedule to educate students about alternative energies. What started as just a solar powered house has now evolved to include wind power. The Mobile Solar House is a model of how solar energy can be used as an alternative energy source. The house was built using recyclable materials by students at the Center for Career and Technical Education.



PRE-KINDERGARTEN PROGRAM FOR 4 YEAR OLDS



The Allegany County Public School System supports pre-kindergarten for all age eligible children. Pre-kindergarten programs are offered at all fourteen elementary schools in the Allegany County Public School System. Eligible children must meet the age requirements established by COMAR for pre-kindergarten programs and must meet the selection criteria described below. The Allegany County Public School System will determine

eligibility of four year old children born on or before September 1, 2009, in accordance with the following student selection criteria: **Income Criteria**-The school system must first enroll children whose family meets the income guidelines that would qualify them for free and reduced price meals; **Other Needs-Based Criteria**-The school system will next give priority to children for whom any of the following applies: prior participation in preschool, special education, the Judy Center, or Head Start; emergency and health situations; special home and family circumstances. A physician or agency gives consideration to students with a referral. The Allegany County Public School System encourages all age-eligible children to apply for pre-kindergarten, regardless of economic status. There are an adequate number of classrooms to satisfy the COMAR regulations and to serve the four year old population, in general, all families are encouraged to register their children.

PROCEDURES

Application/Registration Period The period of application will be in the spring (March or April) as determined by the school calendar. At the time of application, the parent will complete a registration form (PMF-1) and a Pre-Kindergarten Selection Criteria Checklist. The checklist will ascertain information that will determine the child's eligibility for the program.

Student Selection Children from families that meet the income requirement will be enrolled first, with top priority given to those children who reside in the attendance area of the school, until the maximum of 20 students per session is reached. If the number of eligible students exceeds the number of pre-kindergarten spaces, eligible students will be selected for enrollment in order of application or registration number.

Notification of Enrollment Following the close of the Application/Registration period, the school will review all applications and identify those children who meet the eligibility criteria. Children who do not meet the income requirement will be placed on a waiting list. The school will notify parents of the enrollment decision, and at that time, the registration forms (PMF-1) for students who qualify will be forwarded to the information technology department for enrollment.

Late Applications Applications received after the designated application period will be reviewed within two weeks of receipt, using the aforementioned criteria. Every attempt will be made to achieve an enrollment of forty (40) students per site by the end of the school year in June. Applications for the current school year are accepted at any time. However, applications for the upcoming school year are not accepted prior to the spring registration period determined by the school calendar.

Exemptions If the pre-kindergarten capacity is not met by using the income requirement, the other needs-based criteria will be used to identify children for enrollment. If all vacancies have not been filled by late July, the school may fill the vacant spaces with age-appropriate children living in the school's attendance area on a first come, first served basis.

Maryland's Early Care and Education Committee has proposed a five-year action agenda entitled "Achieving School Readiness". This agenda identifies six goals for providing incoming kindergartners essential school readiness skills. This agenda can be viewed in detail at www.MdK12.org/instruction/ensure/readiness/lapreport.pdf.

SERVICE-LEARNING



Service-Learning has been incorporated into grades 6 through 9. The 75 hours of credit required for high school graduation will be counted when students successfully complete the Service Learning hours at those grade levels. High school Service-Learning coordinators and the Service-Learning Office will assist students transferring from out-of-county or from nonpublic Allegany County Schools in providing

opportunities to meet the Service-Learning requirements. Students who wish to advance their Service-Learning opportunities can do so through participation in additional approved events. These can be applied towards fulfillment of a graduation requirement and/or Service-Learning elective credit at time of graduation. In high school, students are encouraged to continue performing service for their school and community. If they complete a **total of 132 hours beyond the initial 75 required service-learning hours**, students will qualify for the Service-Learning elective credit and other awards of recognition. Students are required to document these hours by completing and submitting a reflection/verification form. Service-Learning is in-context learning that connects specific educational goals with meaningful community service. Service-learning projects include a dual focus: the goals of academic learning and the goals of authentic volunteer projects. Students learn course content as well as skills as they develop empathy, personal ethics, and the habit of helping communities. For more information please call the Service Learning Office at 301-759-2042.

SUMMER SCHOOL PROGRAMS

The Allegany County Public School System offers a variety of summer school options each year, including those listed below. Information and applications can be found on the school system's website at www.acpsmd.org or by contacting Marsha Miller at 301-759-2021.

ALLEGANY COUNTY ASSOCIATION OF STUDENT COUNCILS

ACASC is one of the hardest working and dedicated student groups in Allegany County. The group's mission is to strive to bring together the public schools of Allegany County in providing quality leadership, service, education, and friendship between the schools and the community. Every month students from one of the four high schools attend an ACASC meeting to discuss current events. These current events may include, but are not limited to, hosting the senior citizen dances, attending Maryland State Association of Schools events, sponsoring fundraisers at each school, organizing community projects, and discussing pending legislation on county or state levels. The students from each school discuss all of these different events; as a collective group it is decided what could be done to strengthen unity in the county. This clearly shows that an active member of ACASC must demonstrate dedication to the students and community of Allegany County. For more information of the ACASC program, contact Kara Kennell, Service Learning Coordinator, at 301-759-2042.



DRESS CODE

School personnel may advise you about appropriate dress and grooming for school, in accordance with the local school discipline policy. School attire worn by you may not disrupt the educational mission of the school. It is a violation of the rules of Allegany County Public Schools for you to dress in a manner that endangers the health or safety of yourself or other students. This includes not only the hours when school is in session, but also school activities. Some examples of violations of the dress code are:

1. Attire that could be used as a weapon (e.g. chains, hats/jewelry with spikes)
2. Attire that exposes or reveals skin or undergarments.
3. Attire that depicts gang affiliation.
4. Attire that depicts the use of weapons, or that is obscene, defamatory or contains profanity.

5. Attire that promotes the use of tobacco, drugs, alcohol or other illegal or harmful products.
6. Attire that contains sexually suggestive messages.

If the administration feels that you have violated the dress code policy, they will allow you to remove or change your clothing.

DISCIPLINE

The Board of Education expects students, parents and teachers to share in the responsibility of appropriate behavior in the ACPS system. Proper student behavior is expected in halls, classrooms, on campus, and while attending extracurricular activities. A discipline matrix is used as a guide to administer the progressive discipline policy. The policy will be implemented in conjunction with guidelines set forth by the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. Rules and practices incorporated in the progressive discipline policy have been established to allow for the efficient uninterrupted education of our students and the safe operation of schools. Schools have the responsibility of developing and reviewing individual school practice by utilizing the School Improvement and/or Pupil Services Team. School administrators have the ultimate responsibility for administering student discipline. Depending on the seriousness of the violation, administrators have the authority to determine the range of severity of the disciplinary action. Without effective discipline of students, the school cannot discharge its primary responsibility – education and the development of citizenship, and students cannot realize their greatest opportunities for educational growth.

Suspension of 10 Days or Less School principals have the right to suspend you for up to 10 school days for cause as described in the ACPS discipline policy. If you are suspended, you cannot go to classes or take part in school activities for a specified length of time. If you are suspended, you may only return to the school premises during the regular school hours if you need to attend a previously scheduled appointment, or if your parent or guardian accompanies you. School principals may suspend a student for cause for not more than ten (10) days. At the time

of the suspension, the principal must allow you the opportunity to learn what you are accused of doing and be given the chance to offer your explanation for those actions. In addition, the school must notify your parents of the suspension and promptly schedule a conference between the parents and the principal. (ED Subsection 7-305 (a))

Expulsions and Extended Suspensions of More Than 10 Days

School principals may recommend that you be suspended for more than 10 days and/or recommend expulsion to the superintendent. You are entitled to a thorough investigation by the superintendent or his/her designee. If the superintendent or his/her designee decides that an expulsion or extended suspension of more than 10 days is needed following a disciplinary hearing, you are entitled to an appeal to the Board of Education. This appeal must be in writing to the Board of Education within 10 days of the hearing officer's decision. There are additional rules for suspending students with disabilities.

WEAPONS

The presence of weapons in schools, on school grounds, and on school buses creates an atmosphere that disrupts the educational process and threatens the safety and well being of our students and staff. Possession or use of any rifle, handgun, shotgun, bomb, knife, look-alike gun or firearm, or the possession of any implement that could cause or is intended to cause bodily harm is strictly prohibited in ACPS. If you bring a firearm onto school property or to a school-sponsored activity or possess a firearm on school property or at a school-sponsored activity, you will be expelled for a minimum of 1 year in accordance with the Gun Free Schools Act of 1994. If you bring other weapons onto school property or to a school-sponsored activity, you can also be expelled for 1 year. The superintendent may specify, on a case-by-case basis, a shorter period of expulsion or an alternative educational setting. In all cases, school officials will involve appropriate law enforcement agencies when violations occur. You may be required to participate in a risk assessment by a school psychologist before returning to school. Appropriate state and federal regulations will be followed when dealing with weapons violations.

ATTENDANCE POLICY

Regular school attendance is expected of all students in Allegany County Public Schools. School attendance is directly related to student achievement. In order to maximize academic achievement, there must be a unified effort by all school staff, parents, students, and the community to improve overall school attendance. School administrators, teachers, and support staff are expected to make all reasonable attempts to assist students and parents in addressing those factors which cause students to be absent from school. A student may miss no more than twelve (12) days of school per school year. Allegany County Public Schools recognizes that there are many factors that contribute to student attendance and will make every effort to work with the student and his/her parent/guardian to ensure the student is in compliance with the attendance expectation. When a student accumulates a total of twenty absences, with at least five (5) of those absences being unlawful, or ten (10) consecutive unlawful absences, the student and his/her parent/guardian will face punitive action – up to and including, referral to the State’s Attorney and/or Juvenile Services for violation of compulsory attendance laws.

Lawful Absence Students presently enrolled in public schools are considered lawfully absent from school, including absence for any portion of the day, under the following conditions.

- ✓ Death in the immediate family. The local school system shall determine what relationships constitute the immediate family.
- ✓ Illness of the student. A parent may submit a note to document the illness of a child, for up to and including the twelfth (12th) cumulative day of absences for the current school year. The principal shall only require a physician’s certificate from the parent or guardian if the student accumulates more than twelve (12) absences during the current school year.
- ✓ 3. Illness of the student documented by a physician’s certificate
- ✓ Court summons
- ✓ College Visit
- ✓ Vacation approved by school administration
- ✓ Hazardous Weather Conditions. Hazardous weather conditions shall be interpreted to mean weather conditions that would endanger the health or safety of the student when in transit to

and from school.

- ✓ Work approved or sponsored by the school, the local school system, or the State Department of Education, accepted by the local superintendent of schools or the school principal or their designees, as reason for excusing students
- ✓ Observance of a religious holiday
- ✓ State emergency
- ✓ Other emergency or set of circumstances which, in the judgment of the superintendent or designee constitutes a good and sufficient cause for absence from school
- ✓ Health Exclusion
- ✓ Suspension
- ✓ Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons

Unlawful Absence An absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed as unlawful and may constitute truancy.

- ✓ Truancy – An absence without lawful cause for a school day or a portion thereof
- ✓ Habitual Truancy - A student is a habitual truant if the student has been in membership in a school for 91 or more days in a school year and is unlawfully absent from school for a number of days or portion of days in excess of 20% of the school days within any marking period, semester, or year. ACPS has the prerogative of defining a habitual truancy in a more but not less stringent manner (e.g., Unlawful absence in excess of 15% of school days).
- ✓ Other unlawful absence (No note from parent or physician)

SUBSTANCE ABUSE

The use, abuse, sale, possession or distribution of certain proscribed substances by students on school property, or at school related activities is strictly prohibited. The Board of Education supports strong and consistent disciplinary measures to ensure that students recognize that the possession, use, abuse, sale and/or distribution, of proscribed substances present health dangers and may constitute illegal acts. Violations of this policy will be treated as school disciplinary infractions and may be referred to law enforcement agencies. In all cases of suspension or expulsion, mandatory referral for an alcohol/drug assessment will be made to an appropriate mental health provider for assessment and/or treatment. Nothing in this policy is meant to prevent the proper use of medications prescribed for and taken by an individual.

GANGS AND DESTRUCTIVE/ILLEGAL GROUP BEHAVIOR

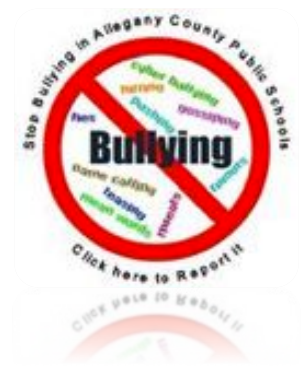
The Board of Education prohibits gang activity in schools or similar destructive or illegal group behavior. Furthermore, the Board of Education prohibits reprisals or retaliation against individuals who report suspected gang activity.

STUDENT SEARCHES AND SEIZURE

A principal and/or assistant principal may make a reasonable search of a student on school premises or on school-sponsored trips if the searcher has a reasonable belief that the student has in his/her possession an item, the possession of which is a criminal offense under the laws of the State or a violation of any other state law or a rule or regulation of the Board. Searches shall be made in the presence of a third party. Also, a principal and/or assistant principal may make a search of the physical plant of the school and its appurtenances including the lockers of students. The right of the school official to search the locker shall be announced or published at least annually in the school. All items that are the object of a search and unlawful items found during the search will be seized by the authorized school official. As required by law or school regulations, items will be turned over to the police.

HARASSMENT, BULLYING, INTIMIDATION AND VIOLENCE

ACPS will maintain a learning environment that is free from any type of harassment, bullying, violence, or hate crimes based on an individual's religion, race, ethnicity, region, language, gender, national origin, disability, socioeconomic status, sexual orientation, or age. ACPS will investigate all complaints - verbal or written. Appropriate disciplinary action will be taken against any student who engages in this type of behavior. This policy is enforced on school property, at school sponsored activities or events, and on school buses for incidents which substantially disrupt the orderly operation of the school.



Harassment, bullying, intimidation, and violence refer to any conduct, including verbal conduct, and/or electronic communications that create a hostile educational environment that substantially interfere with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well being. Electronic communication includes communication transmitted by means of an electronic device, such as telephone, cellular phone, computer, pager or other device with Internet access.

If any student believes that comments, gestures, or actions from any other individual violates the harassment, bullying, violence, and hate crime policy, the student should report the alleged act to a teacher, counselor, school nurse, or school administrator. Any student who is found to be responsible for harassment, bullying, violence, or a hate crime will be subject to disciplinary action.

No student will suffer reprisals for reporting any incidents of harassment and/or for participating in any investigation. In order to encourage reporting of any incidents of harassment, bullying or violence, confidentiality will be maintained throughout the complaint process. Maintaining confidentiality serves to both protect the student who files a complaint and the reputation of any student wrongfully charged with a violation of this policy.

STUDENT EXPRESSION, ASSEMBLY, PATRIOTISM, RELIGION

Freedom of expression, assembly, patriotism, and religion are rights of all students as long as the exercise of these rights does not substantially disrupt or materially interfere with schoolwork, school discipline, school activities, instruction, and/or invade the rights of others.

Expression

1. Speech

You have the right to talk about topics presented in class and give your opinions during class discussions. You must not interfere with the rights of others to give their views. In order to promote mutual respect, you must refrain from using vulgar and/or obscene language. You may not engage in speech (verbal, written, symbolic) that causes or is likely to cause a material disruption of school activities or that advocates dangerous or illegal behavior that is inconsistent with the mission of ACPS either at school or at a school-sponsored activity.

2. School-Sponsored Publications, Productions and Other Media

School-sponsored publications such as newspapers, yearbooks, and literary magazines as well as school-sponsored productions such as school plays designed for use within or between schools are encouraged in the ACPS. School newspapers give students a chance to express their viewpoints, and generally, students have the right to decide on the content of these publications/productions as long as the contents meet specific guidelines. The final decision as to what will be published will rest with the staff, editors, and advisors. Publications, materials and productions may be disapproved if the content, style, or activity violates relevant law and/or ACPS policies or if they possess a potential threat to the health and/or safety of students, might reasonably be perceived to advocate illegal activities, illegal discrimination, or are inconsistent with the ACPS mission.

3. Non-School Sponsored Publications, Productions and Other Media

ACPS students have the right to create and distribute publications, productions and other media without school sponsorship. A publication, production or other media is distributed when it is given away, sold, or put out for people to read or view. ACPS administrators *may* control the

time, place, and manner in which the publications and/or productions will be distributed. Materials that encourage actions that threaten the health and safety of students, advocate illegal activities, are obscene and/or libelous (generally, the act of publishing anything false about someone that exposes him or her to public hatred or ridicule), or cause or are reasonably expected to cause substantial disruption of school activities will not be distributed.

4. Petitions

You have the right to circulate petitions at all times except during classes and assemblies. School administrators may stop the circulation of a petition if it violates relevant laws, ACPS policies, poses a potential threat to the health and safety of students, advocates illegal activity or discriminates, is obscene and/or libelous, or causes or is likely to cause a substantial disruption of school activities.

5. Internet/Online Expression/Activities

Students *may* be disciplined for Internet activities off school grounds if such online activities create a substantial disruption and material interference with school activities and/or harass or threaten others.

6. Assembly

You have the right to meet in groups with other students to discuss issues. ACPS may permit identified groups to meet for expressive activities not directly related to the course of study offered by a school.

7. Patriotism

You have the opportunity to participate in and/or watch patriotic exercises in school. Schools provide for a flag salute. All students and teachers stand and face the flag and recite in unison the pledge of allegiance to the flag of the United States of America. If you choose not to participate, no one will be permitted to intentionally embarrass you. You may not interrupt others who are participating in patriotic exercises.

8. Religion

You have the right to observe your own religious beliefs and practices in school as long as you do not violate the rights of others or interfere with school activities.

SCHOOL FACILITIES

School Buildings When determining the use of school facilities, first priority will be given to those activities that are part of the regular school schedule, and other activities that are directly school related. Otherwise, facilities will be available for any community, civic, educational, social, recreational, or religious purpose consistent with the Public School Laws of Maryland. ACPS has established administrative procedures to help with implementing this policy. You need to contact the school administrator if you or your organization wishes to inquire about using a school facility.

Lockers Use of a school locker is a privilege. In buildings where school lockers are provided, you are expected to keep your locker clean, neat and in a non-disruptive condition. In addition, lockers can be inspected periodically under the direction of the school administration. Any student can lose the privilege of using a school locker.



Textbooks You have the right to use appropriate textbooks, materials, and/or technology in each of your subject areas. You also have the responsibility to care for the textbooks, materials, and/or technology that have been provided to you. You and your parent/guardian shall be financially responsible for the cost of repair or replacement of any lost, damaged or destroyed materials.

Student Parking Procedures governing students parking on school property vary according to school. The local school is given authority to determine appropriate disciplinary action for parking violations. You are subject to all laws and local school rules regarding driving and parking vehicles on school grounds.

MEDICATION IN SCHOOL

Children may not take medication in school, except that which is dispensed through the school nurse on the recommendation of the child's physician. You should take medication for minor illness at home or it is permissible for your parent to come to school to administer it to you.

If your doctor deems that it is necessary for you to take medication during the school day, the school must have complete written instructions from the prescribing physician on the form provided for this purpose ("Physician's Authorization" form, revised 4/11/08). Medications must be delivered to the school by the parent and are kept in a locked space in a designated area in the school. **A student cannot bring medications to school.**

The Board of Education recognizes the importance of having auto-injectable epinephrine in the Allegany County Schools. The school nurse, or designee, is authorized to administer auto-injectable epinephrine using an EpiPen to a student who is determined to be or perceived to be in anaphylaxis. The school nurse will provide training to any school personnel acting as a designee.

STUDENT SERVICES

Student Services initiatives and programs foster students' personal, interpersonal, academic and career development. Student Services Staff assist students and families with a variety of services ranging from enrollment coordination, records review, custody and residency issues, and the coordination of suspension hearings to ensure due process. In addition, Student Services Staff act as consultants for all stakeholders with regard to Board of Education policies and procedures. Student Services Staff also provide training on topics such as abuse identification and prevention, bullying/harassment, conflict management, crisis intervention, parenting, and a variety of other topics. Students experiencing significant adjustment problems in school such as poor attendance, difficulties with academic achievement, and antisocial behavior may be referred to the Office of Student Services or to the Pupil Service Team in their school. With the assistance of Pupil Personnel Workers, School Psychologists, School Nurses, and other school based

personnel, the student's needs can be assessed and a coordinated plan of action can be used to meet the student's needs through appropriate school and community resources. For more information about Student Services initiatives and programs contact Dr. Ben Brauer at 301-759-2410 or Esther Greco at 301-759-2001.

STUDENT ASSISTANCE PROGRAM

The Allegany County Public School System recognizes that it is not isolated from the nationwide problems of alcohol and/or drug abuse, physical and sexual abuse, teen pregnancy, truancy, depression, and teen suicide. These behaviors have a profound impact on the learning process. The Student Assistance Program is committed to minimizing the effects of these harmful behaviors. The Student Assistance Program uses organized systematic procedures of early identification, intervention, referral, and follow-up of "at risk" students. These students are "at risk" of reducing their quality of life because of self-destructive behavior patterns which may or may not be tied to alcohol and/or drug abuse. There is a student assistance team in all middle and high schools. The teams are comprised of school administrators, teachers, counselors, nurses, psychologists, and pupil personnel workers. An addiction's counselor from the Allegany County Health Department also serves as a resource to each school's team. Upon referral, the team links the student and their family with the appropriate school or community program.



If you have a concern and would like confidential assistance, please call your school and ask to speak with a member of the Student

Assistance Team.

SCHOOL COUNSELING

School counseling is a function of every member of the educational team, but the responsibility for leadership is one of the primary functions of the school counselor. Counselors assist students with positive developing decision-making and in formulating future plans. The school counselor is the person on the staff who has special training for assessing the specific needs of each student and for planning an appropriate guidance program in the educational, vocational, and personal-social domains. The school counselors have developed and follow a monthly guidance calendar for each grade level to inform the students of necessary information for their progression. The school counseling program offers various services to students, teachers, and parents. School counselors offer individual counseling, small group counseling, classroom guidance, teacher in-service, parent consultation and workshops, implementation of intervention strategies for students, and curriculum development. Students are referred to counselors for problems concerning personal development, academic growth, peer relationships, changes in the family, self-concept, disabilities or serious illnesses, and grief counseling. Counselors often work together in a team approach with parents and school staff to develop and implement individual intervention plans. These plans, developed by the team, are written with positive individual goals and strategies to help students achieve success. In some instances, large group or classroom guidance and counseling sessions are conducted to meet the needs of larger numbers of students. Activities presented to large groups include decision-making, problem-solving, appropriate social skills, organization, test taking, study skills, and understanding differences between one another. Teacher in-service topics include classroom management techniques, youth suicide prevention, and effective classroom communication. School counselors also coordinate community outreach programs through outside agencies. These coordinated services provide additional supports and resources to students and families in an effort to increase overall school success.

STUDENT GOVERNMENT



Participation You have the right to participate in student government. The student government is accountable to students in the school. Any student legally enrolled in a school, academically eligible, and meeting any criteria set forth in the school constitution may run for and hold office in student government. (Allegany County Association of Student Councils: Constitution)

Faculty Support School staff will support your right to participate in

student government. The principal will ensure that the student government gives students a voice in school business. The student government will have a faculty advisor and school staff will help the student government get needed supplies and use of rooms. School staff also will excuse absences for students who miss class because of student government activities when those activities are approved.

Powers of Student Government One responsibility of the student government is to represent you within the school whenever issues arise that are related directly to student concerns and rights. The student government may give the school administration recommendations about issues of student interest. The principal will meet regularly with the student government faculty advisor and the executive committee to talk about student concerns. Individual schools determine which student government members will be on the executive committee.

STUDENT ORGANIZATIONS



You may decide to join one of the many student organizations available at your school. These activities are held on school property and are subject to the supervision of the school's administration and faculty. These organizations are open to all students who qualify to fill the objectives of the organization. Principals have the authority to place restrictions on participation in extracurricular activities for violations of disciplinary rules and regulations. Organizations that are secret, or limit who may become members may not conduct activities on school property.

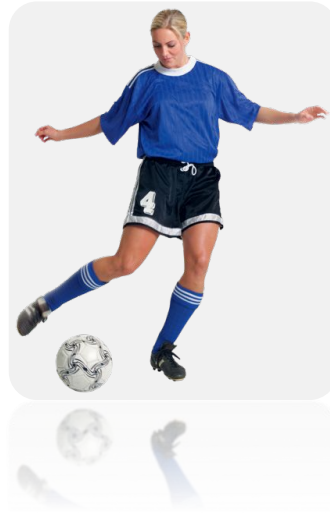
INTERSCHOLASTIC SPORTS/PARTICIPATION IN ATHLETICS

Participation in athletics is regarded as an important privilege for students. Participation in such activities supports student personal growth and achievement. It also gives students the opportunity to be representatives of their schools. Therefore, students who desire to participate in athletics shall be expected and required to meet minimum academic standards. Failure to meet minimum academic standards will result in a student losing the privilege of athletic participation.

Student Eligibility State Regulations set standards that govern your eligibility to participate in high school athletics. The Maryland Public Secondary Schools Athletic Association (MPSSAA) and ACPS establish their own rules for participation in their athletic programs. These standards used during the regular season and state tournament play help ensure that, while you are playing on a sports team, you are also making satisfactory progress toward graduation.

Eligibility for participation shall be determined by the student's grades for the most recently completed marking period. Academic eligibility is determined by adding the number of quality points earned in the marking

period immediately prior to the given sports season and dividing by the number of courses attempted by the student. Students must achieve a minimum grade point average of 2.0. All new 9th grade students are eligible to participate in the first quarter of 9th grade. If you are declared academically ineligible, you cannot practice with the team. Additionally, students may be deemed ineligible for participation in athletics due to violations of the rules of conduct. When one or more of the rules of conduct are violated, the principal, in collaboration with the coach/advisor, shall make the decision on the disciplinary action based upon the best interests of the school, the school system, the perception of the school in the community, and the desire to promote high standards of discipline in the athletic program. If you wish to play a sport, you need to have a physical examination performed by a licensed physician, certified physician's assistant under the supervision of a licensed physician, or certified nurse practitioner. A form can be obtained at www.acpsmd.org. All athletes must follow the health and safety policies regarding concussions and skin infections.



Appeals for reinstatement in athletics may be made to the building principal with a further appeal to the Superintendent of Schools or designee. Students shall remain ineligible from participation in athletics through the conclusion of the due process.

You must be registered at the MPSSAA high school where you play and may participate three seasons in any one sport in grades 10, 11 and 12. You can participate for four seasons if you begin in the 9th grade. Students 19 years or older, as of August 31st, and high school graduates are ineligible.

If you decide to participate in extracurricular activities, you will receive a copy of "Rules Governing Participation on Athletic Teams and Extracurricular Activities". You and your parents will sign a contract with the school system saying that you recognize this agreement and will abide by these rules. If you don't uphold this contract and abide by these rules, you may not be allowed to participate.

COROLLARY PHYSICAL EDUCATION AND ATHLETICS

The Board of Education believes in the importance of offering physical education and athletic programs to all students. It is the policy of the Board of Education that all students with disabilities have equivalent opportunities for participation in mainstream physical education and interscholastic athletic programs. Appropriate and reasonable accommodations for students with disabilities shall be provided. The following administrative regulations set forth the procedures for providing adapted physical education programs and corollary athletic programs in Allegany County Public Schools.

COMPLAINT PROCEDURES

Inquiries and Complaints Responses to inquiries and complaints from the public should come from the local school or from the lowest possible administrative level. The first attempt at resolving a concern should be an informal process among the affected parties. A complainant who is not satisfied by the results of the informal approach should have the opportunity to pursue the matter through a formal complaint process.

Board Hearings and Appeals Parents, students, employees, and interested parties may have a right to ask the Board of Education to review certain decisions or recommendations of the superintendent. When provided by law, an aggrieved party may appeal to the superintendent or his designee, the local Board of Education or to the Maryland State Board of Education by following the appropriate laws and ACPS procedure. The Board of Education has authority to conduct appeals and hearings for controversies and disputes involving the rules and regulations and student suspension or expulsion for more than 10 days.

TELECOMMUNICATIONS

Telecommunications use in ACPS is for educational purposes, such as accessing curriculum-related information, sharing resources, and promoting innovation that enrich the curriculum and the instructional program. Telecommunications extend the classroom beyond the school building by providing access to information resources on the local, state, national, and international electronic networks such as the Internet. Use of the Internet for purposes of locating information and facilitating communication are critical literacy skills. While students publish information online, the personal opinion of students may not necessarily be the opinions or position of ACPS.

The use of the ACPS network provides a Children’s Information Protection Act (CIPA) compliant filter restricting access to non-compliant resources. This includes, but is not limited to ACPS-owned equipment. ACPS technology operations require back up and caching of data and communications, logging of activity, monitoring of general use patterns, and other such activities that are necessary to provide required service. Bring Your Own Device (BYOD) is an acceptable resource used in the ACPS system to connect to the network.

Telecommunications is a privilege, which can be revoked. Inappropriate use will be addressed by administrative disciplinary actions. There is no expectation of privacy while connected to the ACPS network.

Responsible use includes:

- ✓ Accessing ACPS technology and social media for instructional purposes and ACPS-sanctioned activities consistent with student roles and instructional requirements. The personal use of technology and social media may not interfere with student work, cause disruptions to the school or work environment, result in additional costs to ACPS or violate ACPS policies or applicable laws.
- ✓ Practicing responsible, ethical, and legal behavior, in compliance with federal, state, and applicable copyright and fair use laws.
- ✓ Exercising special care and vigilance with both ACPS-owned devices as well as personal electronic devices because information contained on portable computers or handheld

devices is especially vulnerable.

- ✓ Practicing good digital citizenship through safe, supportive, effective learning environments, which are dependent on students demonstrating, respect for themselves and others.
- ✓ Accessing telecommunications on the ACPS network for instructional purposes beyond the regular school day. In these cases, communication must be in accordance with the educational goals of the school system.
- ✓ Taking precautions with the intention to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet.
- ✓ Taking responsibility to safeguard usernames and passwords, which help protect personal and confidential data. The use of sound recordings, video recordings, photos, and personal observations in a supportive, positive educational environment in accordance with directory information and for approved educational purposes.
- ✓ Participating in the Internet Safety Instruction program provided by the school system at every grade level.

You can also visit,
write or call the
Board of
Education at

108 Washington
Street
P.O. Box 1724
Cumberland, MD
21502

301-759-2000



For more information...

The Board of Education’s Public Information Officer is available to assist with any questions or concerns regarding education-related information in the Allegany County Public School System. Please direct all inquiries or correspondence to Mia Cross, Public Information Officer, at 301-759-2092 or mia.cross@acps.k12.md.us.

SCHOOL DIRECTORY



Allegheny High School
616 Sedgwick Street
Cumberland, MD 21502
301-777-8110
Michael Calhoun, Principal



Beall Elementary School
E. College Avenue
Frostburg, MD 21532
301-689-3636
Robert Stevenson, Principal



Bel Air Elementary School
14401 Barton Boulevard
Cumberland, MD 21502
301-729-2992
Autumn Eirich, Principal



Braddock Middle School
909 Holland Street
Cumberland, MD 21502
301-777-7990
Danny Carter, Principal



Cash Valley Elementary School
10601 Cash Valley Road
Cumberland, MD 21502
301-724-6632
Jackie Enright, Principal



Career Center
14211 McMulle Highway
Cresaptown, MD 21502
301-729-6486
Candy Canan, Principal



Cresaptown Elementary School
13202 Sixth Avenue
Cresaptown, MD 21502
301-729-0212
Scott Llewellyn, Principal



Eckhart Alternative Program
17000 National Highway
Frostburg, MD 21532
301-689-3483
Tonya Detrick-Grove, Coordinator



Flintstone Elementary School
22000 National Pike
Flintstone, MD 21530
301-478-2434
Sharon Morgan, Principal



Fort Hill High School
500 Greenway Avenue
Cumberland, MD 21502
301-777-2570
Joe Carter, Interim Principal



Frost Elementary School
260 Shaw Street
Frostburg, MD 21532
301-689-5168
Kim Smith, Principal



George's Creek Elementary School
15600 Lower George's Creek Rd.
Lonaconing, MD 21539
301-463-6202
Tara Fazzenbaker, Principal



John Humbird Elementary School
120 Mary Street
Cumberland, MD 21502
301-724-8842
Frank Billard, Principal



Mountain Ridge High School
100 Dr. Grasmick Lane
Frostburg, MD 21532
301-689-3377
Gene Morgan, Principal



Mt. Savage School
13201 New School Road
Mt. Savage, MD 21545
301-264-3220
Marty Crump, Principal



Northeast Elementary School
11001 Forest Avenue
Cumberland, MD 21502
301-724-3285
Daniel Clark, Principal



Parkside Elementary School
50 Parkside Boulevard
LaVale, MD 21502
301-729-0085
Patti Stevenson, Principal



South Penn Elementary School
500 E. Second Street
Cumberland, MD 21502
301-777-1755
Scott Sisler, Principal



Washington Middle School
200 Massachusetts Avenue
Cumberland, MD 21502
301-777-5360
Kendra Kenney, Principal



West Side Elementary School
425 Paca Street
Cumberland, MD 21502
301-724-0340
Molly Stewart, Principal



Westernport Elementary School
172 Church Street
Westernport, MD 21562
301-359-0511
Alexa Fazzenbaker, Principal



Westmar Middle School
16915 Lower George's Creek Rd
Lonaconing, MD 21539
301-463-5751
Toby Eirich, Principal



Board of Education
108 Washington Street
Cumberland, MD 21502
301-759-2000
Dr. David Cox, Superintendent