

HEREFORD HIGH SCHOOL

STUDENT AND PARENT INFORMATION GUIDE



Welcome to Hereford High School

Hereford High School, a National and Maryland Blue Ribbon School for Excellence, offers students the opportunity to excel in academics, sports, and the performing arts. Hereford High continues to be ranked among the top scoring schools in the country. The teachers, staff and administration are committed to maintaining high expectations and improving the academic and extracurricular opportunities.

The administration, teachers, and staff here at Hereford High School look forward to supporting you as you navigate through your high school career. This student and parent guide along with the calendar planner is designed to provide you with information you will need to know throughout the school year. Keep it handy and use it as a reference guide. The calendar makes it easy to keep track of events you'll want to remember and provides you with a system to keep track of important due dates.

Your high school experience can be the most exciting, rewarding, and memorable four years of your life. I hope that you not only focus on having a strong academic experience, but also invest yourself in many of the clubs, activities, athletics, and honor societies that are offered at Hereford High School. Also, take the time to invest in relationships. Build connections with teachers, staff, community members, and other students. You are an important member of the "Hereford Family," and as such, it's important that you have people that you can turn to throughout your experience at Hereford High School. I hope you have an awesome experience at Hereford High School and remember that my door is always open if you ever need me.

Go Bulls!

Robert Covert,
Principal

Contact us:

Hereford High School is located at 17301 York Road, Parkton, MD, 21120.

Main Office 443-809-1905
Athletic Director 443-809-1910

School Counseling 443-809-1907
Nurse 443-809-1912

Please visit our website regularly for updated information:

www.herefordhs.bcps.org

HEREFORD HIGH SCHOOL

Mission and Beliefs of Hereford High School

The Mission and Beliefs of Hereford High School align with those of the Baltimore County Public Schools' Compass: Pathway to Excellence.

MISSION

Our mission at Hereford High School is to provide a rigorous and engaging learning environment which empowers students to develop the necessary skills, knowledge, and values to become globally competitive. Embracing its diversity, Hereford High School dedicates itself to educating all students to their fullest potential.

BUILDING HOURS

The school day hours are 7:45 a.m. to 2:30 p.m. The building will be open to students at 7:00 a.m., however, students will report to the auditorium or cafeteria until the first bell rings at 7:30. The building will remain open until 2:45 p.m. for those students involved in supervised activities. After 2:45 p.m. any student in the building **must** be under the direct supervision of a teacher or coach.

EDUCATIONAL PROGRAM

Hereford High School offers flexibility in choosing a program of study. The individual student, in conjunction with the family and counselors, may select courses suited to his or her needs, interests, and future plans.

Courses are offered by the following departments:

AgriScience
Aviation and Aerospace
Career Research/Development
Dance
Mathematics
Physical Education
Social Studies
World Languages

Art
Business Education
Computer Science
English Language Arts
Music
Science
Technology Education

ATTENDANCE PROCEDURES

Students need to attend school every day. Satisfactory progress cannot be made if the student does not attend regularly. In order for the student's progress to be maintained, the student must make up all work missed when

absent. ***Note: In accordance with Rule 5120, teachers are not required to provide students absent for unlawful reasons with make-up work.***

Hereford High will make every effort to notify parents of absences. School attendance is regulated by the laws of Maryland and students are required to attend until they have reached the age of 18. Absences not covered by a note from parents within three days are unexcused.

A student is present for a full day if the student is in attendance four or more hours of the school day. A student is counted present for a half day if the student is in attendance for two hours or more, but less than four hours of the school day.

Excused and unexcused absences are defined and coded below:

<u>Excused</u>	<u>Unexcused</u>
Death in Family	Indifference of Parent
Illness of Child	Indifference of Child
Court Summons	Uncertified Illness of Pupil
School Related or Approved Work	Illness in Family
Religious Holiday	Truancy
College Visitation (prior approval)	Vacation
Suspension	Car Problems/Missed Bus
	Traffic

After 5 unexcused absences, administration will send an official warning letter and referral to the Pupil Personnel Worker. Excessive unexcused absences are a violation of Superintendent's Rule 5550 and disciplinary consequences will be imposed according to the BCPS Student Handbook.

Lateness

Any student late to school must bring a note explaining the cause of the lateness. Upon review, school officials will determine if the lateness will be excused (legal) or unexcused (illegal). Students who come to school late **MUST** report to the main lobby and speak with an administrator prior to being released to class. ***Repeated lateness in any marking period, excused or unexcused, will result in detention, parent conferences, in-school suspension, revoking of student privileges (including but not limited to participating on athletic teams, in school performances, and parking) and/or referral to the BCPS Pupil Personnel Worker.*** The school policy regarding unexcused lateness is as follows:

Stage I	1 st Lateness	Warning
Stage II	2 nd Lateness	Conference with Student- email home
Stage III	3 rd Lateness	½ hour Enrichment Detention
Stage IV	4 th Lateness	1 hour after school detention
Stage V	5 th Lateness/ more	Parent Conference / Admin intervention

Early Dismissal

If a student needs to leave school early, a note from a parent or guardian must be submitted to the homeroom teacher that day with the following information: ***student's full name, dismissal time, reason for dismissal, and a contact name and telephone number.*** If the note is left at home or lost, the

parent or legal guardian will be required to come to the school to sign the student out.

Due to security reasons, no early dismissal requests can be accepted via fax, email or phone call.

ID is required anytime that a note is not presented in advance.

IMPORTANT INFORMATION

Academic Dishonesty

Cheating, copying answers, plagiarizing, and academic dishonesty in any form, including inappropriate use or misuse of the school's computer network, will not be tolerated in the school environment. The teacher will confiscate all evidence, document the situation, and report it to the grade-level administrator. Depending upon the circumstances, the penalty may range from a parent conference to a loss of credit and/or suspension from school.

Assemblies

The total process of the school, including the work of various organizations within the school, requires the assembling together of large groups of students in the auditorium, cafeteria, and/or gymnasium. A mature and considerate attitude by students is indicative of the general quality and tone of a school.

Backpacks

Backpacks are to be kept in a student's hall locker throughout the school day. Failure to comply with this rule will result in disciplinary action.

Bus Procedures

Students who ride a bus should:

- **Remember** that school bus violation risk suspension and/or loss of the privilege of riding the bus.
- **Understand** that school rules about student conduct still apply while they are at bus stops or on the bus.
- **Follow** the directions and requests of their bus driver at all times.
- **Wait** for the bus in an orderly manner on the same side of the road where the bus stops.
- **Wait** for the bus to come to a stop before stepping forward to board the bus. Students should not be in the roadway at any time.
- **Not** cross the street to catch a bus. They must wait at their assigned bus stop.
- **Wait** 30 minutes for a late bus before returning home in the morning.
- **Be** ready to show their student identification cards at all times.
- **Board** the bus in an orderly fashion.
- Remain on the bus after boarding. Students who leave the bus may not return.
- Be seated at all times without placing hands, arms, or heads out of the windows of the bus. They should keep legs, feet, books, and musical instruments out of the aisle.
- **Not** carry tobacco products, or eat or drink on the bus.

- **Conduct** themselves in a quiet, orderly fashion so as not to distract the driver from driving.
- **Allow** the bus to pull away before crossing the road after leaving the bus.
- **Request** bus passes only for an **emergency situation**. A written note must be brought to the office for approval **by 9:20am**. The note must include the bus number, bus route name and stop address. A parent contact number must also be included. Since some buses may be at capacity, there is no guarantee that all requests will be approved.

Any student unable to follow these procedures will be referred to the assistant principal in charge of transportation. Students and their parents/guardians will be held financially responsible for acts of vandalism on the bus.

Cell Phones and Electronic Devices

Cell phones are permitted only for instructional purposes at the discretion of the classroom teacher. At no time should students make phone calls using their cell phones. Students can make phone calls from the main office or school counseling office. Photographs and video recordings of other students are strictly prohibited. See Hereford High Discipline Handbook on our website for complete cell phone policy.

Computer Network and Internet

The network and access to the internet is provided as a privilege for students to conduct research and to complete classroom assignments. Students must digitally sign the Telecommunications Policy distributed at the beginning of the year along with Student Behavior Handbook in order to use school computers. The BCPS Telecommunications Policy outlines expectations for student use of computers and the internet. By signing the policy, students agree to abide by the policies set forth by the Baltimore County Board of Education. Additionally, students and parents will be signing a policy for Device Distribution which will outline responsibilities associated with use.

Network storage areas may be treated like school lockers. The school reserves the right to review files and communications without prior notice. Failure to comply with the county and school policies may result in a loss of computer access, disciplinary action by the school administration, and referral to law enforcement agencies.

Counseling Services

The Counseling Department at Hereford High School works with all students to provide a comprehensive school-counseling program that implements strategies and activities that support and enable students to experience academic success. School Counselors play a key role within the schools' support services by facilitating the proactive development of many competencies needed by students in the areas of school success, personal

decision making, career exploration, goal setting, self-esteem, and interpersonal relationship skills. Additionally, during the course of their development, a number of students experience problems which call for interventions of the School Counselors to prevent negative perceptions and inappropriate coping behaviors from becoming patterns which affect future growth.

The Professional School Counselor has another critical role within the school: that of student advocate. It falls to the school counselor to be a voice for student needs and as an agent for change. The role of the counselor as change agent includes conducting student needs assessments, collaborating in student support teams, community issues, addressing parental concerns, meeting school system goals for student achievement and safe and orderly school environments, and coordinating the school counseling program.

Disciplinary Policies

Certain behaviors will not be tolerated in the school and may be subject to suspension from school. Students and parents should refer to the BCPS Student Handbook for information consequences related to handbook violations. Note: Suspensions can be made effective the date of the violation at the discretion of the administration.

The current BCPS Student handbook is available here:

<http://www.bcps.org/system/handbooks/Student-Handbook.pdf>

Students should also be aware of Article 77-Section 96A of the Annotated Code of Maryland:

The principal, assistant principals, or authorized security officer of the public school may conduct a reasonable search of a student on the school premises if he/she has reason to believe that the student has in his/her possession an item, the possession of which constitutes a criminal offense under the laws of this state. The search must be made in the presence of a third party. The principal, assistant principals, or authorized security officer of a public school may conduct a search of the physical plant of the school and every appurtenance thereof, including student lockers. The right of the school official to search the lockers must be previously announced or published within the school.

Dress Code

The Board of Education has a strong commitment to the learning process. Therefore, the Board of Education has a legitimate interest in regulating student attire and appearance during the school day in an effort to avoid disruption, to promote self-discipline, to promote student health and safety, and to maintain an atmosphere conducive to learning. Board of Education Policy 5520 and Superintendent's Rule 5520 provide guidance on dress code expectations for all students.

BCPS students are required to groom themselves in a manner that is modest, clean, appropriate, decent, and not disruptive to the education process.

Students are expected to abide by this dress code from the arrival to the school building to the defined ending of the school day. The requirements include, but are not limited to:

- All undergarments must be covered.
- Clothing may not convey advertisements for condoms, birth control devices, messages that promote hatred, racial or ethnic violence, intimidation or harassment, such as but not limited to swastikas, the confederate flag, and nooses.
- Clothing may not convey establishments or products whose names can be directly interpreted or construed as carrying a “double meaning” involving sexual innuendo, alcohol, or drug use.
- Hats, sunglasses, or head coverings, including bandanas and visors, may not be worn or carried in the school building unless approved for religious or medical reasons.
- Skirts and shorts should not be excessively short. It is expected that skirts/shorts will provide coverage at all times.
- No bedroom slippers may be worn.
- No spiked clothing or accessories.
- Underwear should not be showing and should not be worn as outerwear.
- Chains as part of an outfit are not allowed, nor are chains attached to wallets.

A student found wearing inappropriate clothing will be asked to change or remove the item and will be given an opportunity to do so. Should the student not be able to change or remove the item, clothing will be provided by the school if necessary. Student failure to cooperate will be referred to an administrator. Any student not complying with the direction of the administrator may be considered insubordinate and subject to appropriate administrative action.

Emergency Drills

Students participate, periodically, in announced and unannounced drills. Directions are posted in each classroom showing the path to be followed from the room to the assigned place on the school grounds.

During the fire drills and evacuations, students should obey the following rules:

- Close all doors.
- Walk quietly in an orderly, single file to the assigned area without talking.
- Follow teachers' and administrators' directions fully.
- Remain in single file in the assigned place on the school grounds until the all-clear bell is rung.

- Return quickly and quietly to the classroom.

Students will leave their books in the room in which they are having a class; however, they will take their purses and other valuables with them.

During lockdowns or lockout status, students:

- Must clear the halls immediately and report to the nearest room.
- Stay away from all windows and doors if directed.
- Wait for further instructions.

Extracurricular Activities

Participation in extracurricular activities at Hereford High, i.e., athletics, theatre groups, musical groups, dance groups, robotics, etc. is considered a privilege and requires students to maintain academic eligibility (BCPS Superintendent's Policy/Rule 6702.) Additionally, in accordance with the BCPS Behavior Handbook, students may be suspended from extracurricular activities as a consequence of behavior violations.

Students are academically ineligible if they have less than a 2.0 grade point average (GPA) with no more than one failing, incomplete, or medical grade in the preceding quarter.
(1) A grade of Fail in a Pass/Fail class is considered a failing grade and will affect eligibility and GPA.
(2) Fall academic eligibility is determined by the fourth quarter grading period from the preceding year. This provision does not apply to incoming ninth grade students for initial fall eligibility.

Final Examinations

Examinations offer teachers an opportunity to assess student progress over an extended period of time. Studying for examinations also offers students a chance to integrate material into a meaningful whole. For these reasons, all students at Hereford High School are required to take a final exam in each subject. The final exam will count 15% of the course final grade. Students are responsible for attending each exam. **Only students with legal absences will be allowed to make up exams. BCPS policy states that exams may not be administered before the scheduled date.**

Financial Obligations

Financial obligations owed by the student for any reason (parking fine, lost textbook, library fine, etc.) will result in student records and diploma being delayed. Additionally, the administration will withhold parking passes, dance tickets, prom tickets, graduation tickets, etc. until all outstanding financial obligations are met.

Graduation Requirements

Parents will be notified if the student is in danger of failing a course. The counselors and administrators will meet with those students whose graduation is in question to assist them in their academic progress.

Hall Passes

Any student in the halls or other areas of the campus while classes are in session must have a valid teacher hall pass. **Students may not be in the parking lots at any time during the school day without a pass from an administrator.**

Health Suite

A full-time nurse, supervising the health suite, not only administers first aid, but also teaches the pupils the importance of good health habits.

For the safety of all concerned, any questions regarding student medications should be directed to the school nurse.

If a student is sick and feels that it is necessary to leave the school due to this illness, the student must first contact the nurse. It is the nurse's responsibility to contact parents who will give their permission for the student to return home. Under no circumstances should students leave school property without first going to the nurse.

Honor Roll

Qualifications for Honor Rolls:

- *BCPS*— B average, 1 C is permitted but no grade of D or E;
- *Faculty Merit*—No grade below B;
- *Principal's Distinguished Scholar Roll*—All A's

Interim Reports

Interim reports will be distributed to all students at the mid-way point of each marking period. Parents should refer to Focus and Schoology for up-to-date grade information.

Interscholastic Athletics

The criteria for eligibility are determined by the BCPS and Regulations governing interscholastic athletics. It is designed to develop in a student a proper sense of responsibility to academic work and to extra-curricular activities. Participation on athletics teams is a privilege, not a right.

Therefore, in accordance with the BCPS Behavior Handbook, students may be suspended from athletic teams as a consequence for behavior violations.

Of note:

- a. Athletic eligibility is determined at the end of each marking period.
- b. A student remains eligible until the report card is issued.
- c. Ineligibility means no participation of any kind.
- d. On "game day," athletes are required to attend school for the full day, unless excused by an administrator or athletic director.

Library Media Center

The Hereford High LMC provides a collection of books and media for student and staff use. This collection consists of print materials which are all available for circulation, as well as electronic resources including internet access and fee-based databases. Information and directions for accessing fee-based databases may be obtained from the Library Media Specialist. The LMC is open from 7:30 am until 2:45 pm daily; students may visit with permission from their teacher.

Lockers

Students are assigned a locker to be used throughout the school year. It is extremely important that students keep their locker combinations confidential. Sharing lockers is prohibited. **The school does not assume responsibility for loss of personal property; therefore, it is strongly suggested that students not bring items of value to school.**

Additionally, the Principal, Assistant Principals, or his designee may conduct a search of the school physical plant including student lockers.

National Honor Society

All tenth and eleventh grade students who have a 3.30 GPA (unweighted) are welcome to apply. Sophomore and Junior applicants must document a minimum number of hours of service to be considered for membership. Hours must be earned since completing 8th grade.

Parent Drop-off and Pick Up

- Morning drop-off for students will be at the entrance to the cafeteria.
- Drivers should obey the administrator on duty or traffic personnel for direction and adhere to all traffic regulations regarding either a blinking light or solid light.

Promotion Policy

In high school, students are promoted by courses passed and credits earned.

Grade 10 – Minimum of 4 credits and pass grade 9 Social Studies or English.

Grade 11 – Minimum of 9 credits and pass grade 9 English and Social Studies and Grade 10 Social Studies or English.

Grade 12 – Minimum of 13 credits and schedule the required courses to complete the 21 required to graduate.

Public Display of Affection

Students should refrain from displays of affection while in school. After a warning, students will be subject to disciplinary actions.

Records and Transcripts

Parents transferring their children to another school must obtain the Maryland Student Transfer form and complete a Consent for Release of Records form. When Hereford High receives the request for records from the receiving school, the records are forwarded. Baltimore County policy prohibits the hand carrying or faxing of records to the next institution of learning.

Students with outstanding obligations are encouraged resolve the obligations so records will not be delayed. Seniors applying to colleges must

complete the Consent for Release of Records form at the time of applications. The first three transcripts will be sent free; however, there will be a charge of \$2.00 for each additional transcript. Once a parent consent form is signed and on file in the Guidance office, all transcript requests should be directed to the counseling office clerical staff.

Report Cards

Report Cards are issued four times each year and are available on Focus. These show the student and his/her parents the progress that is being made in each subject at that date. Absences for each class, as well as grades, are recorded on the report. Students and parents are encouraged to discuss their progress with teachers.

Student-to-Student Sexual Harassment

Sexual harassment is unwanted and unwelcomed behavior of a sexual nature which interferes with a student's right to learn, study, work, achieve, or participate in school activities in a comfortable and supportive atmosphere.

Under federal and state laws and policies, sexual harassment is illegal and is prohibited in school settings. Students are protected against sexual harassment by Title IX of the Education Amendment of 1972, a federal law prohibiting discrimination in schools on the basis of sex. Sexual assault is also covered under the Criminal Code of Maryland.

Students have a right to participate in all school and classroom activities in an atmosphere free from sexual harassment and a responsibility not to engage in behaviors of a sexual nature that are unwelcomed or offensive to others. Therefore, student-to-student sexual harassment will not be tolerated in BCPS.

Student Parking

All numbered spots in front of the building and along York Road are reserved for faculty and visitors and may not be occupied by any student. Students must obey the following:

- Register in the office, purchase a parking pass, and display the pass as instructed. ***A student must go to the office to notify administration any time he/she is temporarily driving an unregistered vehicle.***
- Student parking areas include the senior lot, lower lot, and stadium lot.
- Exercise caution while entering or leaving the parking area.
- Obey all traffic signs and markings.
- Keep driveways clear at all times for emergency vehicles.
- Observe the speed limit of 10 miles per hour in the parking area and driveways.
- Lock car as a safety precaution.
- Do not sit in cars or loiter on the parking lots between 7:15 and 2:40.
- **Cars parked illegally on the lot or without a valid sticker displayed may be fined by the administration.**
- **Any student with an outstanding parking violation is prohibited from parking on the student lot.**
- **Students who violate these parking rules will have their parking permit suspended or revoked. Administration reserves the right to**

suspend parking privileges for students with repeated violations of school rules and regulation.

STAGES	ADMINISTRATIVE PROCESS FOR PARKING VIOLATIONS
1 st Violation	Conference with Student; possible \$10 fine
2 nd Violation	\$10 fine
3 rd Violation	\$10 fine; after-school detention; Parent Notification; Loss of Parking Privileges for 5 days
4 th Violation	Administrative Conference, Parent Notification, Loss of Parking Privileges at the administration's discretion

Textbooks

Students must write their name, grade, and the name of the issuing teacher in the space provided inside textbook covers. A lost book must be paid for before another book is issued. Student records and diploma will be delayed if obligations for damaged or lost books and financial obligations are not met.

Tobacco/Smoking Policy

Students who possess or use tobacco, electronic cigarettes (Juil, Blu, etc.), and/or related paraphernalia (pods, juice, chargers) on school property will be disciplined in accordance with the BCPS student handbook.

Visitors

All visitors to Hereford High School **must** report to the main office to request a visitor pass. Social visits by outside individuals, including former students are prohibited.