Welcome to the 2020-2021 School Year!

It is our hope that this year will be a successful one for each of you! This agenda book is being provided to help you develop and refine organizational and time-management skills that foster academic success.

Within the pages of this handbook are school policies and procedures that will help us work together to maintain a safe, friendly, and productive learning environment. They are based on respect for yourself, others, learning and property. The policies and procedures contained in this handbook are meant to guide you through a successful year. We know that you can distinguish between right and wrong, so, make good decisions and do the right thing; you'll be fulfilling a big part of your obligation as a member of the Mount Hebron community.

Carefully read the information in this handbook and discuss it with your parents.

Your administrative team and staff are here to serve you in any way that we can. Please feel free to talk to us, to offer suggestions, or to bring up questions or concerns that you may have about your education and your time here at Mount Hebron.

We truly care about you! Have a successful school year!

The Staff and Administrative Team

Mt. Hebron High School, 2020 -2021
410-313-2880

MHHS - http://mhhs.hcpss.org/

Twitter - https://twitter.com/hcpss_mhhs

School Lunch Prices: Prices for the 2020-2021 school year are: High School = $3.25; "Signature Lunch" = $4.00; "Coach's Corner" & "Super Lunch" = $4.75.

Mission and Vision

Vision:

The vision for all members of the Mount Hebron High School community is to demonstrate respect for the **G**rounds, **O**urselves, **L**earning, and **D**iversity.

Mission:

Mount Hebron High School will meaningfully engage all students in rigorous academic experiences and opportunities for personal growth to prepare students to act as responsible citizens, equipped to succeed in a 21st century global community. In striving for excellence, Mount Hebron will adhere to these principles:

- ensuring safety for all
- demonstrating ethics and personal accountability
- serving and contributing to the community
- appreciating and learning from a diverse community
- enriching the whole person
- respecting tradition while preparing for the future

Our Core Values

As Vikings, we will

- respect grounds, ourselves, learning and diversity
- be on time to school and to all of our classes
- be mentally and physically prepared to learn
- attend school regularly and provide an absence excuse note upon return
- wear appropriate attire
- carry a hall pass when not in class and travel only to authorized areas
- appropriately use electronic devices
- use appropriate language (in classrooms, in the hallways, in the stadium/gym, in the cafeteria)
- exhibit academic honesty and do our own work
- be engaged and involved in the school community

This is not intended to be an exhaustive list but rather the highlights of daily expectations. Be sure to reference the rest of your agenda book, the Howard County Student Code of Conduct, and Howard County policies for more information on these topics.

Viking Expectations: Going for the Gold

	Classroom	Cafeteria	Non-Classroom	Parking Lot/Buses	After School
Respect **Grounds**	Use computers appropriately; Maintain materials in condition given	Maintain a clean environment	Keep school free of graffiti Throw trash away properly Keep bathrooms neat and clean	Open car doors carefully Keep parking lot/buses clean	Eat and drink only in designated areas Throw trash away properly
Respect **Ourselves**	Be in class before bell rings; Dress appropriately; Come prepared & ready to learn; Be responsible for our own behavior	Keep it clean Be responsible for my behavior	Move to class within given time; Carry a visible pass when in the hallways; Stay in designated areas	Drive slowly and carefully Display parking permit Be responsible for our own behavior	Be on time and prepared for activities Stay in supervised areas Dress appropriately
Respect	Work quietly & stay focused on learning; Participate in class activities; Do my own work; Turn off and put away all electronic devices in the classroom during instructional time unless teacher permission is given	Leave cafeteria on time; Follow staff directions; Report to the cafeteria during designated times only	Use appropriate language and volume; Do not disturb other classes in session	Arrive with enough time to get to class; Follow bus rules	Keep voice volume low in classroom areas
Respect **Diversity**	Keep hands to myself; Speak positively with appropriate language; Respect others' personal space	Dispose of food properly; Use appropriate voice volume; Use good manners; Only touch and eat my own food	Keep school free of graffiti; Throw trash away properly; Keep bathroom neat and clean	Yield to pedestrians Park in designated student parking spots	- Cheer positively

3

Mt. Hebron High School Honor Code

Rationale

Mount Hebron High School is a place where learning and knowledge are based on the core values of honesty, integrity, and personal responsibility. We hold our students to the highest standards of performance and integrity and expect each student and staff member to maintain those standards as they strive for continuous improvement. We expect Mount Hebron students to take responsibility for their actions, maintaining academic honesty and a positive learning environment. We are faced with choices every day. The decisions we make define our character. At Mount Hebron High School, one of our goals is to encourage the development of positive character traits. Our Honor Code is designed to ensure that our students reach that goal.

Introduction

Our Honor Code defines academic dishonesty, plagiarism and computer misuse. It illustrates the types of actions that would negatively impact the core values of our community and it provides examples of violations. This list of examples is not a comprehensive list.

Offenses are cumulative and consequences increase for each offense committed throughout a student's career in the Howard County Public School System.

Additionally, a student's disciplinary record is considered during the application process for all honor societies. A violation of the Honor Code may impact a student's continued participation in any honor society and may impact a teacher's choice to complete recommendation letters for college, scholarships, and other programs.

Mt. Hebron High School Honor Code

Definitions and Examples

a) **Academic Dishonesty:**

   i) **Definition**:

   (1) Cheating - giving, receiving, or accepting assistance on any form of academic assignment or assessment, this includes helping or attempting to help another student violate any provision of the Honor Code

   (2) Assessment - include (but are not limited to) projects, quizzes, or tests

   ii) **Some Examples of Academic Dishonesty:**

   (1) Obtaining or providing information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz

   (2) Using non-verbal gestures or cues during an assessment to share information

   (3) Copying an assignment in whole or in part from another student and/or allowing another student to copy homework or classwork without the instructor's permission

   (4) Unauthorized use of study aides, notes, books, data, electronic devices (ex. calculator) or information during an assessment

   (5) Passing assessment information from one class to members of another class

   (6) Use of any electronic devices to compromise any assignment or assessment

   (7) Presenting collaborative work as independent work and independent work as collaborative

   (8) Fabricating data, information or sources in an attempt to pass off made-up material as the result of genuine efforts

Mt. Hebron High School Honor Code

b) **Plagiarism**
   i) *Definition:*

   Plagiarism is presenting the ideas, words or phrases of others as one's own without acknowledging the source along with proper in-text citation and use of quotation marks or indentation as appropriate (MLA or APA guidelines) as well as bibliography/works cited.

   ii) *Some Examples of Plagiarism:*
      (1) Copying and pasting directly from the Internet
      (2) Taking an idea from Spark Notes and using it as an original idea
      (3) Failing to include citations for information taken from research

c) **Computer Misuse**
   i) *Definition:*

   Computer Misuse is defined as any violation of HCPSS Policy 8080: Acceptable Use of Technology. HCPSS technology is intended for instructional use and school-related business.

   ii) *Some Examples of Computer Misuse:*
      (1) Accessing data for which users do not have privilege
      (2) Accessing information prohibited by the provisions of this policy procedures
      (3) Knowingly deploying computer viruses or software with malicious intent
      (4) Violating copyright laws or the privacy rights of others
      (5) Accessing technology via another user's account or facilitating unauthorized access
      (6) Using technology on the HCPSS network that is not in compliance with current HCPSS computer standards unless approved in writing by the Superintendent/Designee.
      (7) Bullying/harassment through social networking sites

Mt. Hebron High School Honor Code

Consequence for Violations

a) <u>First Offense</u>
   i. Zero on the assignment
   ii. Teacher contacts parent/guardian
   iii. Teacher informs administrator
   iv. Administrator adds violation to student record

b) <u>Second Offense</u>
   i. Zero on the assignment
   ii. Teacher contacts parent/guardian
   iii. Teacher informs administrator
   iv. Administrator adds second violation to student record
   v. Administrator and counselor meet with student
   vi. Saturday School assigned

c) <u>Third and Subsequent Offense</u>
   i. Zero on the assignment
   ii. Teacher contacts parent/guardian
   iii. Teacher informs administrator
   iv. Further action/consequence at the discretion of the administrator

HCPSS 2020-2021 School Calendar

2020–21 School Year Calendar – Dates Only	
Date	**Calendar Event**
July 3, 2020	Independence Day Observed – **Schools and offices closed***
August 17, 2020	School staff returns
August 18–21, 2020 – TBD	Countywide Professional Learning Day TBD – will be held one day this week
August 25, 2020	First day of school for students
August 27, 2020	First day of school for Pre-K/RECC students
September 7, 2020	Labor Day – **Schools and offices closed***
September 28, 2020	**Schools and offices closed****
October 16, 2020	Professional Work Day – **Schools closed for students**
October 30, 2020	End of 1st marking period (46 days)
November 2, 2020	Professional Work Day – **Schools closed for students**
November 3, 2020	Election Day – **Schools and offices closed***
November 23, 2020	**Schools close 3 hours early.** No half-day Pre-K/RECC. ES/MS Parent/Teacher Conferences; HS Professional Learning
November 24, 2020	**Schools close 3 hours early.** No half-day Pre-K/RECC. Parent/Teacher Conferences
November 25, 2020	**Schools closed for students.** Parent/Teacher Conferences
November 26–27, 2020	Thanksgiving Holiday – **Schools and offices closed***
December 24–25, 2020	**Schools and offices closed***
December 24–31, 2020	WINTER BREAK – **Schools closed**
January 1, 2021	New Year's Day – **Schools and offices closed***
January 4, 2021	Schools reopen

January 18, 2021	Martin Luther King Jr. Day – **Schools and offices closed*****
January 20–22, 2021	**High schools (only) close 3 hours early.** No half-day Pre-K/RECC.
January 22, 2021	End of 2nd marking period (47 days)
January 25, 2021	Professional Work Day – **Schools closed for students**
February 10–11, 2021	**Elementary schools (only) close 3 hours early.** No half day Pre-K/RECC. Parent/teacher conferences.
February 12, 2021	Professional Learning Day – **Schools closed for students**
February 15, 2021	Presidents' Day – **Schools and offices closed*****
March 10, 2021	Professional Learning Day – **Schools closed for students**
April 1, 2021	**Schools close 3 hours early**. No half-day Pre-K/RECC. End of 3rd marking period (45 days)
April 2–11, 2021	SPRING BREAK – **Schools closed****
April 2 and 5, 2021	**Schools and offices closed*****
May 13, 2021	Professional Learning/Articulation Day – **Schools closed for students**
May 31, 2021	Memorial Day – **Schools and offices closed*****
June 7–10, 2021	**Schools close 3 hours early.** No half-day Pre-K/RECC. Professional Work Day and HS finals.
June 10, 2021	Last Day of School for Students (42 days)
June 11, 2021	*May be used as inclement weather makeup day #1*
June 14–18, 2021	*May be used as inclement weather makeup days #2, #3, #4, #5 and #6*

Mount Hebron Bell Schedule

Daily Schedule

7:25am – 8:15am	Period 1
8:20am – 9:10am	Period 2
9:15am – 10:10am	Period 3
10:15am – 12:15pm	Period 4
10:15 – 10:45 1st lunch	
10:45 – 11:15 2nd lunch	
11:15 – 11:45 3rd lunch	
11:45 – 12:15 4th lunch	
12:20pm – 1:10pm	Period 5
1:15pm – 2:10pm	Period 6

3-Hour Early Dismissal

7:25am – 7:55am	Period 1
8:00am – 8:30am	Period 2
8:35am – 9:10am	Period 3
9:10am – 9:25am	Brunch
9:30am – 10:00am	Period 4
10:05am – 10:35am	Period 5
10:40am – 11:10am	Period 6

2-Hour Delayed Opening

9:25am – 9:55am	Period 1
10:00am – 10:30am	Period 2
10:35am – 11:05am	Period 3
11:10am – 1:10pm	Period 4
11:10 – 11:40 1st lunch	
11:40 – 12:10 2nd lunch	
12:10 – 12:40 3rd lunch	
12:40 – 1:10 4th lunch	
1:15pm – 1:40pm	Period 5
1:45pm – 2:10pm	Period 6

Viking Time Schedule

7:25am – 8:10am	Period 1
8:15am – 9:00am	Period 2
9:00am – 9:30am	Viking Time
9:35am – 10:25am	Period 3
10:30am – 12:30pm	Period 4
10:30 – 11:00 1st lunch	
11:00 – 11:30 2nd lunch	
11:30 – 12:00 3rd lunch	
12:00 – 12:30 4th lunch	
12:35pm – 1:20pm	Period 5
1:25pm – 2:10pm	Period 6

Midterm & Final Exams 11:10 Dismissal

7:25am – 9:05am	Exam 1
9:05am – 9:25am	Brunch
9:30am – 11:10am	Exam 2

Mount Hebron High School Policies and Procedures

Attendance

All students are expected to attend school regularly in accordance with the public school laws of Maryland. Reasons for lawful (excused absences) from school include: death in the family, illness of the student, court summons, observance of an approved religious holiday, and suspension.

When students return to school after an absence, they must bring a written note signed by a parent/guardian citing the date and reason for the absence. The student must present the parental note to the Attendance Office within 2 school days of the absence or the absence will be recorded as unexcused. If an absence is unexcused, the student may not be able to make up missed assignments. A student has the same number of days as the number of days absent to make up work. For example, if a student has an excused absence for 2 class periods, he/she may use 2 class periods to make up the work.

The Howard County Public School System's Attendance Policy allows for the denial of credit for 5%+ absences. The policy states, "Any student with absences constituting five percent in a semester (4.5 days) or yearlong (9 days) course will be considered for denial of credit."

Discretionary Absences:

A student's parent/guardian must request a "Discretionary Absence Form" at least two weeks prior to the absence. This form may be obtained from the Attendance Office and must be completed by teachers, signed by a parent and returned to the Attendance Office.

Discretionary absences include travel, college visits and athletic events not sponsored by the school.

Students/parents may be granted up to 3 days of excused absences per year when the absence is pre-arranged. Students are required to make-up missed work within the same number of days absent. Pre-arranged absences for religious purposes require a specific form available from the Attendance Office.

Summer plans should be made understanding (1) the possibility of an extended school year due to inclement weather and (2) the practice of not giving final exams early. Students missing final exams will take them over the summer.

Mount Hebron High School Policies and Procedures

Lateness to School/Early Dismissal:

Students arriving after 7:25 a.m. must report to the attendance office immediately upon arrival. Students should have a written note from their parent/guardian with the date, telephone number, the time of arrival, and the reason for lateness if the absence is excused. The following excuses for lateness to school will be considered **unexcused**: missed the bus, overslept, car trouble, traffic, friend forgot to pick me up or was late picking me up, and the alarm didn't go off.

Consequences for unexcused lateness to school are:

1st and 2nd Day Late	Warning
3rd Day Late	30 minutes Detention & Phone Call Home
4th Day Late	Saturday School and Parent Contact
Additional Late: Loss of Parking Privileges at Administrator's Discretion	

Students who require an early dismissal pass must report to the attendance office before school begins with a request note signed by the parent/guardian. The note should include the student's first and last name, time of departure, reason for leaving and a contact number for the parent. Please make sure that you **print** your child's first and last name clearly. The student drops the note off to the attendance office in the morning to receive a pass. This pass will indicate to the teachers when the student should leave class. At the designated time the student will leave class quietly and meet you outside the building. There is no need for you to come into the building. This is the preferred procedure for early dismissals.

We do understand that there are times when a situation arises that this procedure cannot be followed. In the case of an emergency, the custodial parent/guardian should come to the Attendance Window with identification in order to dismiss the student. Please give yourself enough time since it takes a few minutes to get your child from their classroom. If your child leaves from the health room, please sign them out from the Attendance Window, and your child will be called down. No student will be allowed to leave if the person signing them out does not have identification or if a person other than the custodial parent/guardian is picking up and they are not on the emergency card.

Late to class:

In Periods 2-6, a student who reports more than 20 minutes late to class with an unexcused reason is considered absent for that class period. Teachers will handle lateness to class as established by their individual classroom policies. Interventions may include:

-student-teacher conference
-parent phone call/parent conference
-after-school detention with the teacher
-office referral to an administrator

Mount Hebron High School Policies and Procedures

Health room:

Students who feel ill should request permission from their teacher and have his/her Student Agenda Book signed prior to going to the health room. Students should not go to the restroom if they do not feel well; the health assistant must be aware of all student illnesses.

Mount Hebron's Conduct Expectations:

Disciplinary consequences are given in the hope of changing unacceptable behavior. Although mediation and/or counseling may be a response to a behavior issue, they should not be seen as a punishment but rather as ways to help students eliminate unacceptable behaviors.

Disciplinary referrals are assigned and handled by the school administrators according to students' last names, with the exception of ninth grade students.

Ms. Cherilyn Brown	A-F
Mr. Clovis Thomas	G-N
Ms. Kathleen Clark	O-Z
Ms. Jacquie Sica	Administrative Intern

Mount Hebron High School Policies and Procedures

Discipline

"Discretion of Administrator" means that consequences for unacceptable behavior may include but are not limited to: conference with student, and/or parent and/or staff, loss of privileges, removal from the classroom, detention, student behavior contract, Saturday school, and suspension. The administrators will consider many factors when determining an appropriate consequence for each student and specific action. The following are the suggested guidelines the administrator will consider when assigning consequences for the listed offenses.

OffenseConsequence

	Offense	Consequence
1)	Being in an unauthorized area at any time, including lunch (Unauthorized areas include but are not limited to: the parking lot, behind the school, front of the school grounds, roof, auditorium, gyms, or any other area of the building or campus to <u>which you are not assigned or</u> <u>where you are not supervised</u>.)	Saturday School and subject to being searched.
2)	Cheating/Academic Dishonesty/Forgery (copying another person's work, sharing your work with others, signing another person's signature, etc.)	See Honor Code
3)	Computer Code of Ethics Violations	Student/Parent Conference, Detention, Loss of Computer Privileges, Change of Schedule, or Suspension
4)	Insubordination toward any adult in the building	Discretion of administrator
5)	Fighting - "Willingly and knowingly participates in or contributes to a fight." This is a <u>cumulative</u> policy.	1st Offense - Suspension (potentially suspension to superintendent), Possible police arrest Additional Offenses - Suspension potentially a suspension to superintendent), possible police arrest

Mount Hebron High School Policies and Procedures

OffenseConsequence

6) Leaving school grounds without permission

1st Offense - Saturday School and Loss of driving privileges

Additional Offenses - Discretion of administrator

7) Profanity directed at any staff member, used in class, in the hallways, at events, etc. Being insubordinate: repeatedly or persistently disrespectful in defiance of authority.

Possible removal from class/activity Discretion of Administrator; Possible Suspension

8) Textbook Defacing

Text replacement at cost of a new textbook

9) Theft or possession of stolen property

Suspension, Possible restitution, Possible police arrest

10) Vandalism

Restitution, Discretion of Administrator

11) Unauthorized Parking - This is a <u>cumulative</u> policy.

1st Violation - Warning

Additional Violations - Discretion of Administrator

12)   Cutting Class - Missing <u>more than 20 minutes</u> class without teacher permission.
This is a <u>cumulative</u> policy.

1st offense – Teacher makes parent from contact and writes an office referral; Detention

2nd offense – Administrator makes parent contact & Saturday School assignment

Additional offenses - Discretion of Administrator

Mount Hebron High School Policies and Procedures

	Offense	*Consequence*
13)	Tobacco Possession*	1st offense - Saturday smoking program
		2nd offense - Suspension up to 10 days
		3rd offense - Suspension up to 30 days
		Additional offenses - Possible expulsion
14)	Drug/Alcohol Possession*	1st offense - Suspension up to 30 days No activities for 30 school days
		2nd offense - Suspension up to 45 days No activities for remainder of semester and the next semester
		3rd offense - Expulsion
15)	Drug/Alcohol Distribution*	1st offense - Suspension for at least 45 days (possible expulsion) No activities for remainder of semester and the next semester
		2nd offense - Expulsion

* Offenses that will be handled as defined in the county's Code of Conduct include but are not limited to: assaulting a staff member, assaulting a student, drugs/alcohol possession and/or distribution, gambling, setting off a fire alarm, setting a fire, tobacco possession, trespassing, vandalism and destruction of school property, weapon possession and/or use. The School Resource Officer will be notified of all law violations. Citations or arrests may result.

Mount Hebron High School Policies and Procedures

Student Searches:
School officials (principal, assistant principal, police officer, or security personnel) upon reasonable suspicion may at any time conduct searches that are essential to the security, safety, discipline, and sound administration of the school. School officials will conduct searches for such items as cigarettes, pornography, drugs, alcohol, weapons, stolen property, and any other item which is against school board rules or policy to possess, but which are not necessarily criminally illegal. Being in an unauthorized area will raise the suspicion of the administration that may very probably result in a search. A school official or the **Howard County Police Canine Drug Unit** may conduct periodic searches of students, purses, backpacks, lockers, cars, and the school premises. This action is being done in an effort to ensure safe, drug-free, and crime-free schools. This notice is being given to inform you of this practice.

Mount Hebron High School Policies and Procedures

<u>Standards of Dress:</u>
It is a violation of the Howard County Board of Education Policy students are not permitted to wear attire, including wearable technology that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health or safety of that student or others during school hours and school-related activities. Prohibited attire includes, but is not limited to:

1. Attire that depicts profanity, hate speech, obscenity, the use of weapons, or violence
2. Attire that promotes use of tobacco, drugs, alcohol, or other illegal or harmful products
3. Attire that promotes, implies or contains sexually suggestive messages
4. Attire that exposes or reveals the chest, midriff, pelvic/groin area, and buttocks; Clothes must be worn in a way such that the chest, midriff, pelvic/groin area, and buttocks are covered with opaque material.
5. Visible underwear or bathing suits (Visible waistbands or straps on undergarments worn under other clothing are not a violation.)
6. Helmets or headgear that obscure the face, except as a religious obligation, observation of a religious holiday, or for a school-related activity
7. Attire that depicts gang affiliation
8. Attire that contains language or symbols that demean an identifiable person or group or otherwise infringes on the rights of others
9. Attire that causes or is likely to cause a material disruption, a substantial disorder to school activities or the orderly operation of the school, or an invasion of the rights of others
10. May damage school property
11. Wearable technology and other attire when it interferes with instruction or student safety.

Policy implementation should minimize interruption to instruction. If a student is in violation of this student dress code policy, a staff member will discreetly and respectfully request that the student rectify their attire to align with the policy. This communication should avoid drawing undue attention to the student. In the event that the student is unable to rectify their attire immediately, and the attire is not disruptive, the student should be permitted to remain in the instructional setting and address their attire at a time that will have minimal impact on their learning.

> In the event that the student refuses to rectify their attire, that staff member will refer the student to an administrator who will follow disciplinary action in accordance with the provisions of Policy 9200 Student Discipline and the HCPSS Code of Conduct.

> In the event that a student's violation of this student dress code policy simultaneously violates any other Board policy, the administrator will follow the implementation procedures of both policies.

Mount Hebron High School Policies and Procedures

General Conduct Expectations:

Student conduct at school events should reflect the respect, honor, and dignity expected of Mt. Hebron students whether they are at their home school or representing Mt. Hebron at another school.   All school rules apply at all school and school district events. Students are expected to treat school facilities with respect and to keep hallways, classrooms, and restrooms clean and free of trash. Students are expected to leave school grounds immediately after school unless they are staying at school for educational or extracurricular reasons. **Any student in the building after 2:25 pm must be under the direct supervision of a staff member.**

Cafeteria and Lunch Conduct:

All students are expected to behave appropriately in the cafeteria. Students should wait patiently in line, sit at the patio or at the tables in the senior courtyard if they go outside, and throw away their trash when they are finished eating. Students may not throw food or drinks at staff, fellow students, vehicles or other personal property, or school property. No food is to be removed from the cafeteria, and there is to be no loitering or eating in the hallway. **Students are to remain in the cafeteria, on the patio, or in the senior courtyard throughout their lunch shift**. **Only seniors are allowed into the Senior Courtyard during their lunch period.** No students are allowed in other areas of the building at lunch unless they have a signed agenda book. **Students are not permitted in the cafeteria when it is not their assigned lunch time.** A violation of these expectations may result in a disciplinary referral and consequence.

Bus Regulations and Conduct:

Students must ride the assigned bus to and from school. Any exceptions for riding a bus other than the one assigned will be with the approval of the administrator or Supervisor of Transportation.   Students must always be seated in a seat when the bus is in motion. Students are not to ride with hands or arms extended out of the bus windows. Students will not participate in rough play, vulgar behavior, or the use of foul language while riding the bus. Students must stand at least 3 feet from moving buses. Students must respectfully obey the driver's directions concerning methods of boarding and discharging, seating assignments, and other regulations intended to ensure the safety of all. Students should not eat on the bus or litter in the buses. Students should go directly home after being discharged at their stop. Students may not talk to the bus driver while the bus is in motion.

At the discretion of the administrator, students will be given consequences for violations of any of the above-mentioned rules/regulations. Consequences include: detention, Saturday School, Contract Room, suspension from the bus, and suspension from school. Students will be held financially responsible for any damage they cause to the interior or exterior of the bus. To ensure safety on buses, the school system reserves the right to install surveillance cameras on school buses.

Mount Hebron High School Policies and Procedures

Personal Communication Device Guidelines:
The instructional and administrative guidelines below apply to students who opt to bring their personal device(s) to HCPSS schools and school sanctioned/sponsored events.

Students must comply with class and school rules and all relevant HCPSS Board Policies, including but not limited to HCPSS Responsible Use of Technology and Social Media (Policy 8080) and Technology Security (3040) policies, while using technology devices.

Staff may request at any time that students turn off and put away devices. Failure to do so may result in disciplinary action and/or revocation of privileges. Individuals assume full responsibility for their devices, including safety, security and maintenance. When not in use, all devices must be in silent mode. Schools may designate use locations and/or times. Devices may not be used in locker rooms or bathrooms at any time. Students must obtain consent from staff and participants before taking, uploading or sharing photos, recording audio, or capturing video during school sanctioned activities. Any disruption to class or other educational activity may result in disciplinary action. **The placing and answering of personal phone calls, personal texts, or personal emails and the use of non-instructional applications or websites during instructional time are prohibited.** Students are not required to use their data plans to access instructional materials. If approved, students may connect to a HCPSS network.

Portable electronic devices are vulnerable to loss or theft. We highly encourage students and parents to engrave or permanently mark their devices with owner information. Students and parents must assume total responsibility for any privately-owned technology used at HCPSS schools and school sanctioned/sponsored events. If a privately-owned device is stolen, the victim must immediately report the incident to a school administrator; however, HCPSS will not accept responsibility for any lost or stolen privately owned electronic device. School staff cannot attempt to repair, correct, troubleshoot, or be responsible for malfunctioning privately owned technology.

HCPSS is not responsible for any possible device charges to your account that might be incurred during approved school-related use.

Evacuation and Fire Drills:
When the bell sounds for a fire drill or when an announcement is made for an evacuation, students must move quickly and quietly in an orderly manner to the designated area for that classroom. Should a substitute teacher be present, students are asked to assist the substitute in locating the red emergency folder and finding the route out of the classroom. Students and teachers should make sure all the windows are closed, the door is shut and lights are turned out. Attendance will be taken once students are outside. Once outside, students must remain orderly and quiet to hear their name being called and to hear directions from staff. People who are assigned to students in wheelchairs should move students away from the building once outside. Students will return to the building once instructions are given over the public-address system or once a lengthy bell rings.

Mount Hebron High School Policies and Procedures

Driving & Parking Regulations:
Student parking on school grounds is a PRIVILEGE. Part of the application process to earn a parking pass is to attend a required evening meeting, accompanied by a parent. Any student vehicle without a displayed permit displayed will be in violation. Because of space limitations, **only seniors with parking permits** are allowed to park on school grounds. The fee for a parking permit is a non-refundable **$15.00.** Permits must be displayed in the windshield of the car when the car is parked on school property.

To maintain a parking permit, the student driver will:
- abide by Mt. Hebron and Howard County Public School policies.
- arrive at school on time, remain at school until his/her dismissal time and maintain good
- attendance all year.
- drive carefully and only park in a spot designated for students.
- not park in fire zones denoted by red curbs or where a sign says, "No Parking at Any Time."
- not park in staff or visitor parking spaces.
- not go to his/her vehicle during the school day without permission from an administrator.
- secure a new permit for $15.00 if the first one is lost.
- not lend, trade, or sell his/her permit to other students.
- immediately notify the school of any changes in vehicles being driven to school.
- provide the tag number for all vehicles which will be parked on school property
- lock vehicle doors and not return to the vehicle until the end of the school day, without permission.

Loitering in the parking lot is prohibited.

Forged permits may result in parking permit privileges being revoked for any student involved.

Violation of these regulations will result in disciplinary action including parking permit revocation and or additional consequences. The school assumes no responsibility for vehicles on Board of Education property.

Lockers:
Each student will be offered a locker. Emergency procedure cards must be returned before a student will be assigned a locker. Students should not give their combinations to friends or any other students; the student assigned to a locker is responsible for everything in the locker. When not in use, personal items should be kept in the student's locker.

Reporting Acts of Bullying, Harassment or Intimidation

The school system's commitment to safe school environments is outlined in Policy 1040. In addition, as a result of legislation passed in 2008, the Board of Education has developed Policy 1060, Bullying, Harassment or Intimidation, which establishes expectations for maintaining a safe and respectful school climate where bullying, harassment or intimidation are not tolerated. Policy 1060 requires compliance with the Maryland Safe Schools Reporting Act of 2005 which provides for any student, staff member, parent/guardian or close adult relative of a student to report any incident of bullying, harassment or intimidation that occurs on school property, on a school bus, or at a school-sponsored activity or event off school property. Reporting forms are available in all HCPSS front and guidance offices as well as on the website. See Policy 1060 for additional information. Visit www.hcpss.org for a reporting form and a copy of A Parents' guide to Reporting Acts of Harassment or Intimidation Against Students.

<u>Maryland Youth Crisis Hotline: 1-800-422-0009</u>

Grace's Law: Maryland's Anti-Bullying Law

Bullying is behavior that is both repeated and intended to hurt someone either physically, emotionally or both. It can take many forms like teasing, name calling, making threats, physical assaults, sexual assaults and cyberbullying.

Cyberbullying is bullying using electronic media such as computers, cell phones, and game systems. Our digital interconnectedness makes bullying different and more damaging than ever before, because hurtful gossip or photos can be shared widely in a matter of seconds.

Enacted in 2013 and strengthened in 2019 by Maryland advocates and legislators to address the ever-changing digital landscape, Grace's Law makes misuse of internet-based communications with the intent to intimidate or harass a minor, a criminal offense. The law prohibits electronic communications or conduct that may cause physical or emotional distress, including inducing a minor to commit suicide. It also prohibits electronic conduct that has malicious intent. A person who is found guilty of violating this law is subject to imprisonment and/or fines up to 10 years and $10,000.

DANGERS OF BULLYING

There are health risks related to depression for the victim, bully, and those who witness bullying, which may include:

- Irritability or anger
- Nightmares
- Headaches
- Stomachaches
- Inability to concentrate
- Multiple joint and muscle pains
- Weight gain or loss
- Depression
- Self injury (i.e., cutting)
- Difficulties in falling and/or staying asleep
- Impulsiveness
- Suicide attempts
- Homicidal thoughts

Continued…

HOW YOU CAN PROTECT YOURSELF AND OTHERS

In Maryland's public schools, if you feel you are being bullied, you have the right to report your concerns and the school has the responsibility to investigate those concerns.

- Ask your teacher, counselor, or administrator if you can speak privately about a personal problem. Tell the adult what is happening or making you feel uncomfortable and how long it has been going on.

- **Ask for a Bullying, Harassment or Intimidation Reporting Form.** Complete the form, return it to the administrator, and keep a copy. Feel free to call the Maryland State Department of Education if you have additional questions regarding the completion of the Bullying Form at 410-767-0031.

- Incidences of bullying may also be reported through HCPSS Sprigeo, an online reporting system, at: **http://report.sprigeo.com**.

- Ask the administrator to investigate allegations, develop a plan of support, and schedule a meeting. Tell your parents and ask them to attend.

- If you are being bullied on a social media site, **screen-shot and save** the content to share with parents, police and the school administration. Fill out a report as often as you need to.

- Change your password, use privacy settings, and block people who send negative messages, texts, tweets or photos.

- Ask your friends not to share negative media with you or pass it on to others.

Stand Up…when you hear or see hatred and meanness.

Speak Out…tell them it's not OK. Show support or befriend the mistreated.

Get Help – Report It…tell a responsible adult and fill out a bullying report.

Reporting bullying is not snitching or tattling, it is helping to keep you and others safe. For more information, visit **www.stopbullying.gov** .

If you or someone you know is thinking about suicide, take it seriously and get help. **Contact the American Foundation for Suicide Prevention at 1-888-333-AFSP.**

Mount Hebron High School Academic Information

Formula for Computing Final Grades:
1. Only the final grade and/or code will be retained on the transcript.
2. For a year-long course, compute the quality point equivalents for the four marking periods and multiply by two. Equivalents: A=4, B=3, C=2, D=1, E=0
3.   Add the quality point value of the midterm and final examination grades.
       Equivalents: A=4, B=3, C=2, D=1, E=0
4. For a full year course, compute the sum and divide by 10. For a semester course (half credit course), compute the sum and divide by 5.
5. Translate the number using the chart below:

3.5 - 4.0	=	A
2.5 - 3.49	=	B
1.5 - 2.49	=	C
0.75 - 1.49	=	D
Below 0.75	=	E (no credit)

To earn course credit, a student must pass at least one quarter in each semester OR pass both 3rd and 4th quarters.

Formula for Computing Grade Point Average:
1. Multiply each final course grade earned by its numerical value to get points.
   A=4, B=3, C=2, D=1, E=0
2. Add all final course grade points together.
3. Calculate all credits ATTEMPTED (every class you took whether you passed it or failed it.) .5 for every semester course and 1.0 for every full year course.
4. Divide the total points by the attempted credits to produce your GPA.

Promotions:
To be promoted to Grade 10, a student must have the following:
    Five earned credits including one English
    One year of satisfactory high school attendance
To be promoted to Grade 11, a student must have the following:
    Ten earned credits including two English
    Two years of satisfactory high school attendance
To be promoted to Grade 12, a student must have the following:
    Fourteen earned credits including two English credits
    Three years of satisfactory high school attendance

Mount Hebron High School Academic Information

Early Graduation:
Students requesting early graduation should contact their school counselor for the application packet. Students who plan to graduate early must attend their classes through the end of the school year. The formal request may be made in the 2nd semester of your sophomore year.

Homework/Classwork Policy:
Homework reflects daily instruction, reinforces previously taught skills, prepares students for future lessons, and/or promotes creativity. Homework/class assignments must be completed individually, unless directed otherwise by the teacher.

Quarter Grades:
The purpose of grades is to reflect the level of achievement of a student. Marking period grades will be determined as follows:

      A (90-100%) – Outstanding level of achievement
      B (80-89%) – High level of achievement
      C (70-79%) – Satisfactory level of achievement
      D (60-69%) – Low level of achievement
      E (59% or lower) Failure

Percent scores are rounded to the nearest whole number. A percent score that ends in 0.5 or above is rounded up. A percent grade that ends in 0.5 or lower is rounded down.

Withdrawals:
Any student who withdraws from any course more than 20 school days after the start of the course will receive a W (withdrawal) on the report card and permanent record. No credit shall be received by students who withdraw. If a student transfers between levels of the same course, a W code will not be assigned.
The schedule change form will be placed in the student's cumulative record.

Transfers:
If a student transfers to a different course before one week after the published interim report, the student will be responsible for making up work in the new course. Make up work will be averaged into the quarter grade. No W code will be assigned.

Withdrawals and Transfers for Course Request Waivers:
If a student requests a waiver to enroll in a course and then requests to withdraw or transfer from the course after the start of classes, the student must meet with an administrator. Withdrawals and request of this nature may not
be honored until after the first interim report.

Mount Hebron High School Academic Information

Midterms and Final Assessments:
At the end of the second and fourth marking period, an examination will be given. Each examination will assess learning for that semester. The quality points for each examination grade will constitute 1/10 of the final grade for a full year course and 1/5 of the final grade for a semester course. No student is exempt from these examinations, and examinations may not be taken before the scheduled examination date.

Mount Hebron High School Student Services Information

STUDENT SERVICES

The goal of the department is to provide you with outstanding service. Contact your school counselor with scheduling, financial aid, career advising, college application, social/emotional support, and your other guidance needs. Counselor caseload assignments are listed below.

Veronica Valentine	A-Ce	veronica_valentine@hcpss.org
Tina Flynn	Ch-G	tina_flynn@hcpss.org
Monique Flores	H-Le	monique_flores@hcpss.org
Allison Downey	Li-Pa	allison_downey@hcpss.org
Patrick Miles	Pe-Si	patrick_miles@hcpss.org
Liz Dolan	Sk-Z	elizabeth_dolan@hcpss.org

Registrars: Ms. Sheila Winters and Ms. Kimberly Tracy
Secretary: Ms. Linda Mathias
Data Clerk Ms. Mary May

Please remember to sign-up and use your Family Connection account. This account should be updated at the beginning of the school year. Parent/guardians must update their Family Connection account each year. You can update your account or sign-up at https://www.hcpss.org/connect/ See your school counselor for details.

Mount Hebron High School
Applications and Research Lab (ARL)

10920 Clarksville Pike
Ellicott City, MD 21042
Phone: 410-313-6998/Fax 410 313-7000
http://arl.hcpss.org

The Applications and Research Laboratory (ARL) is the Career and Technology High School for Howard County Public Schools. The ARL offers centralized academy programs in unique content areas with many opportunities for internships and real world experiences. Business partnerships and advisory boards are pivotal in the success of these programs. Students from all 12 high schools and the Homewood Center are able to enroll in programs at the ARL. Each academy is a two-year program intended for juniors and seniors. Bus transportation is provided for students between their school and the ARL, allowing students to participate in all after school extracurricular activities. Students are able to use industry standard software and technology to study material at an in-depth level. Students are able to earn industry certifications and college credits while attending the ARL which helps prepare them for success in college and careers. The ARL is located on Rte. 108 next to the Howard County Board of Education. Please contact the ARL staff at (410) 313-6998 if you have any questions!

Centralized Career Academies at the ARL offer students opportunities to:

- Build an academic foundation and skill base to be college and career ready
- Meet and work with professionals from career fields
- Participate in mentorships and internships in business settings
- Study curriculum in depth
- Conduct individual and group research projects
- Explore multiple career options, learn professionalism and job hiring skills
- Work in specialized laboratory settings Earn industry certifications
- Internships and Mentoring
- Participate in award winning programs
- Access state of the art equipment and specialized instructors
- Earn college scholarships and college credit
- Work with students from throughout the county
- Direct real world applications in STEM fields
- Training and emphasis on Advanced College and Career Readiness
- Fulfill the completer requirement for graduation

 Dress Code: Students follow the HCPSS Dress code. Some academies have additional dress code requirements based on industry standards.

Mount Hebron High School
Applications and Research Lab (ARL)

Opportunities to Visit the ARL

Visit the ARL school website (http://arl.hcpss.org) for specific dates for:

- Information Sessions-- for all interested parents and students
- Shadow days – 9th and 10th grade students get a chance to see classes in session
- Back to School Night and Orientation Nights-- for enrolled students and families

ENROLLMENT: Students sign up with their school counselor at their high school.

CENTRALIZED CAREER ACADEMIES AT THE ARL
Each career academy contains regular or advanced course sequences in two-year programs:

- Academy of Finance
- Academy of Health Professions
  - Senior Year Options (students select one of three):
    - Clinical Research in Allied Health
    - Certified Nursing Assistant: Theory and Clinical (CNA)
    - Emergency Management Technician: Basic and Clinical (EMT)
- Architectural Design
- Automotive Technology
- Biotechnology
- Construction Management
- Cybersecurity Networking (students select one of two)
  - Two Options: PC Systems or Computer Networking
- Homeland Security and Emergency Management
- Hotel and Restaurant Management
- Systems and Project Engineering
- Visual Communications (students select one of two)
  - Two Options: Graphic Design or Animation

*Pre-requisites for each academy are found in the High School Catalog of Approved Courses Benefits of Academy Programs. To learn more about each academy; go to https://arl.hcpss.org/

TRANSPORTATION / LUNCH / AFTER SCHOOL ACTIVITIES

Students are provided bus transportation to and from all county high schools. Students cannot drive without prior approval from administrators at the ARL, home school administrators, and parents. There is no cafeteria on site. Afternoon students are expected to eat lunch at their home school prior to boarding the ARL bus. Students return to their home school each day in time for full participation in extracurricular activities.

Mount Hebron High School Athletics

Students must maintain a 2.0 grade point average and have no more than one failing grade (E) for the marking period which governs eligibility for that activity. Incoming freshmen are automatically eligible. First quarter grades determine winter sports eligibility. Second quarter grades determine spring sports eligibility. Fourth quarter grades determine fall sports eligibility.

NOTE: Students who are suspended under the drug/alcohol policy or teacher-assault policy are ineligible to participate in extra-curricular activities for the period of time stated in Board of Education policy. Ineligibility increases for distribution and additional offenses.

VIKINGS *SPORTS PROGRAMS OFFERED FOR 2020-21*

Athletics & Activities Manager – Brian Rau (410) 313-2885 brian_rau@hcpss.org

FALL SPORTS
JV Cheerleading Varsity
Cheerleading
Boy's & Girl's Cross Country JV Field
Hockey
Varsity Field Hockey JV
Football
Varsity Football Boy's &
Girl's Golf Allied Co-Ed
Soccer JV Boys Soccer
Varsity Boys Soccer JV Girls
Soccer Varsity Girls Soccer
Freshman Volleyball JV
Volleyball
Varsity Volleyball

WINTER SPORTS
JV Boys
Basketball
Varsity Boys
Basketball JV
Girls Basketball
Varsity Girls
Basketball
Allied Co-Ed
Bowling JV
Cheerleading
Varsity
Cheerleading
Boys Indoor
Track Girls
Indoor Track
Wrestling

SPRING SPORTS
Allied Golf
JV Baseball
Varsity Baseball
JV Boys Lacrosse
Varsity Boys Lacrosse
JV Girls Lacrosse
Varsity Girls Lacrosse
Allied Co-Ed Indoor Softball
JV Softball
Varsity Softball
Tennis
Boys Track

Mount Hebron Activities and Clubs

MHHS Students, "Get Involved and Stay Involved"

Club Activity	**Sponsor**
Active Minds	John Klyap
African Affairs Club	Lisa Viglotti
Alpha Achievers	Cheryl Grimes
American Sign Language Club	Shannon Milam
Aquatics Club	TBD
Art Club	Mary Kate Hannah
Badminton	Melissa McCarthy
Best Buddies	Trish Ewart
Black Student Union	**Cheryl Grimes**
Board Game Club	Michelle Vealey
Book Club	Tracy Richter
Break Dance and Hip Hop Club	**Jennifer Green**
Chess Club	**Michael Gorleski**
Cycling Club	**Dennis Champney**
Computer Science Club	James Gundlach
Conditioning Club	Teyarnte Carter
Cricket Club	**Semanti Gangopadhyay**
Cyber Security Club	James Gundlach
Delta Scholars	Sandy Harrington & Douraine Donaldson
Economics Challenge Team	Vann Prime
English National Honor Society	Shannon Davis
Entrepreneurship Club	Dennis Champney
Environthon Club	**Amy Mongano**
Fellowship of Christian Athletes	Richard Ireland
First Robotics	Dennis Champney
Fishing Club	Dennis Champney
French Club	Christina Crise
French Honor Society	Christina Crise
Future Business Leaders of America	Mike Gorleski
Future Educators of America	Jared Ettinger
German Club	Gail Zik
Girls Who Code	James Gundlach
Helping Hands	Jennifer Goodwin
Ice Hockey	Michelle Vealey
It's Academic	Bryna Weiss
Key Club	Jamie Kim
Life AP Club (Analysis & Philosophy)	Matt Barth
Los Vikingos	Monique Flores & Brittany Gutierrez

Mount Hebron Student Activities and Clubs Continued

Magic the Gathering/Dung & Dragons   Tommy Tittsworth
Math Team   Julie Kingsley
Millionaire's Club   Samantha Brookhart
Mock Trial Team   Vann Prime

Model United Nations   Vann Prime
Mount Hebron Girl Up   **Lauren Fischetti & Danielle Borgia**
Muslim Student Association   Kara Brooks-Odom
Neuroscience Club   Melissa Kiehl
Physics Olympiad Club   Giang Lu

Red Cross Club   Michelle Vealey
Ronald McDonald House   Ann Johnston & Leigh Miles
SAGA (Sexuality and Gender Alliance)   Lindsay Zampier and Denise Kelehan
Science Olympiad Club   Paul Sabota
South Asian Club   Jennifer Green & Zoya Riaz
STEM Engineering Club   Mike Gorleski
Student Government Association (SGA)   Katie Engelstatter & Phil Herdman
Table Soccer Club   **Jennifer Goodwin**
Technical Theatre Crew   **Chris Hettenbach**
Ultimate Frisbee   Melissa McCarthy & Bob Gibbons
Video Gaming Club   James Gundlach
Viking Service Club   **Patricia Marton**

Young Democrats   Hannah Gonzalez
Class of 2023   Teyarnte Carter, Sam Brookhart, Rachel Gostomski
Class of 2022   Melissa McCarthy, Patricia Marton & James Gundlach
Class of 2021   Mike Tittsworth & Tommy Tittsworth
Class of 2020   Lydia Kang

BOLD Designates NEW CLUB started by MTH Students!!!

To access the network:
1. Connect to "HCPSS-Wireless"
2. When prompted enter your active directory login (INST\username) and your password.
3. Accept any certificates.

*When your login password changes you should log into the wireless again and repeat steps 1-3.

For more information visit: http://www.hcpss.org/byod/

Mt. Hebron Media Center Information

Visit the media center website to find out about your library: mthebronmedia.weebly.com

The media center is open from 7:00AM-3:00PM daily. Closings will be posted.

You may check out all materials for 3 weeks. There is no limit on the number of books you check out. Items may be renewed.
● You will be charged the replacement cost of overdue books.
● Please be respectful and return your books on time. Other students want to read them!

Database, eBook, & Online Tool Information

To access our commonly used databases visit our media center website
(mthebronmedia.weebly.com) and go to the
"Encyclopedias & Databases" page.

To access ALL of our databases and eBooks visit our eBook collection site: www.mackinvia.com

Important Login Information to Access the Databases

From School: You do NOT need a username or password

From Home:
● Go to MackinVIA through the media center website on the "Encyclopedia & Databases" page.
● Choose Mt. Hebron as your school
● Login using your active directory username and password *(the same login information that you use to get on to the computers at school)*
● Click on the "Databases" tab on the left hand side to see a list of all of our databases
● Click on "Open Now" next to the database that you want to use to start your research.