







Sparrows Point High School



STUDENT and PARENT GUIDE 2023-2024

The SPHS High School faculty, staff, and administration believe that a safe and orderly school environment is a key element in the academic success of our students. In support of this belief, we have composed a *Sparrows Point High School Student and Parent Guide*. All the rules and expectations of the Baltimore County Public Schools Student Handbook are expected to be followed by SPHS students. This handbook is designed to highlight and make specific certain procedures and the ways in which they will be interpreted and enforced at SPHS. *All information in this guide is subject to change throughout the school year. Please visit our [school website](#) for changes and updates.*

School Contact Information:

-  Main 443-809-7517
-  Fax (Main) 443-809-7518
-  Cafeteria 443-809-7511
-  Guidance 443-809-7519
-  Health 443-809-7542
-  Library 443-809-7543

Operating Hours:

Main Office:

7:15 am -3:00 pm
Summer Hours: 8:00 am – 2:30 pm

School Counseling Office:

7:30 am -2:30 pm
Summer Hours: 8:00 am-2:30 pm
Record Requests require 2-day notice to prepare documents.

Homeroom:

Period A1 is considered the official homeroom class for the purposes of distributing and collecting school forms, emergency procedures, etc.

Students	Counselor	Administrator
Sollers 9-12, AVID 11	Ms. Jubb ajubb@bcps.org	Assigned by last name alphabetically
A-F	Ms. Fedderick mfedderick@bcps.org	Mr. Hanmer ihanmer@bcps.org
G-O	Mr. Giron egiron@bcps.org	Ms. Wolfe awolfe2@bcps.org
P-Z	Ms. Perdikakis kperdikakis@bcps.org	Ms. Crabbe rcrabbe@bcps.org
AVID 9, 10	Ms. Bures lbures@bcps.org	Assigned by last name alphabetically

Senior Class Advisors (Class of 2024):

Jenn Bodis and Cory Neely

Junior Class Advisors (Class of 2025):

Irene Kirkpatrick and Alexis Morrison

Sophomore Class Advisors (Class of 2026):

Chris Pirie and Natalee Szopo

Freshman Class Advisors (Class of 2027):



TBD

School Operating Hours & Procedures for Students

Students may enter the building as early as 7:30 a.m. each day, and they will report directly to first period. They should enter the building through the lobby closest to their first period class. If first period is in a trailer or in the annex building, they will not enter the building at all in the morning. Dismissal is at 2:30 p.m. daily. Students must exit the building by 2:40 p.m. each day. Students who are in the building after 2:40 p.m. must be under the direct supervision of an adult in a classroom or other designated area, not in the halls. Students who are found to be in the building unsupervised outside of these hours are subject to disciplinary action including exclusion from extra-curricular activities and athletics.

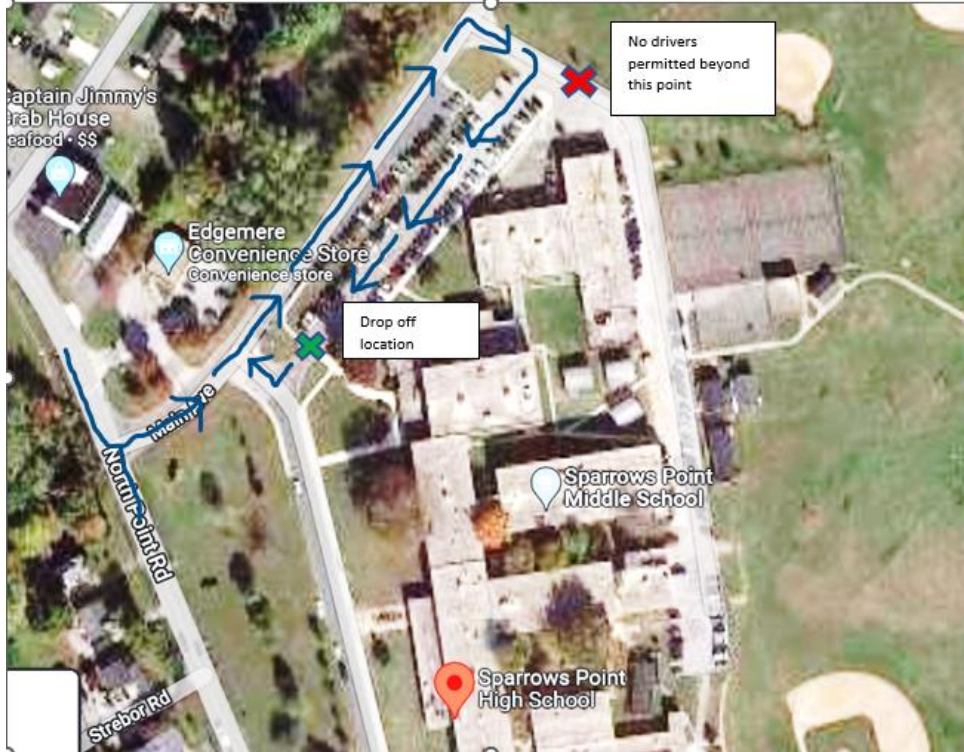
******Students whose buses arrive before 7:30 A.M. are required to wait outside.***

Drop Off – Pick Up by Vehicle Procedures:

Parents and guardians electing to drive their child to school are required to follow these procedures:

1. Drivers will follow the path illustrated in the picture below. The only entrance/exit for drop off drivers in the morning is through Main Ave.
2. Drivers will not park for any period of time on school property between 7:15 am and 8:00 am. Any parking on property during this time creates unsafe situations as SPHS/SPMS staff and student parkers arrive to school.
3. Drivers will not enter the area behind the school building to drop students closer to trailers, the annex building, or other entrances. This is a one-way in and one-way out area and cannot accommodate drop offs.
4. Drivers will yield to school buses in all cases.
5. Drivers will drop off students just before the crosswalk at the end of the parked cars. Students should be ready to promptly exit the vehicle so that the driver can proceed to the exit.
6. No driver will exit the vehicle.

Sparrows Point High School





Bell Schedules

Normal Schedule

Period 1: 7:45-9:15 (90)

*Pointer Time Advisory- Tuesday, 8:55-9:15 am (no additional bells)

Period 2: 9:20-10:55 (90)

*Announcements Daily- 10:50-10:55 (bell at 10:55)

PM Sollers/WBL/Early Release Lunch: 10:55-11:20 am (no additional bells for this)

Period 3: 11:00-1:00

A Lunch: 11:25-11:55 – class time 11:00-11:25, 12:00-1:00 (85)

B Lunch: 11:57-12:27 – class time 11:00-11:57, 12:32-1:00 (85)

C Lunch: 12:30-1:00- class time 11:00-12:30 (90)

Period 4: 1:05-2:30 (85)

One (1) Hour Early Closing Schedule

Dismissal from Period 4 at 1:30
Lunch Times remain the same.

Two (2) Hour Early Closing Schedule

Dismissal from Period 3 at 12:30
Lunch Times

A Lunch: 11:25-11:50

B Lunch: 11:55 – 12:20

C lunch: classes will be split between A/B lunches. Teachers will be notified.

PM Sollers students report to the library following lunch.

*Work-Based Learning (WBL) and CCBC buses will not run.

Three (3) Hour Early Closing Schedule

Dismissal from Period 3 at 11:30

Period 1: 7:45 – 9:15

Period 2: 9:20 – 10:55

Period 3: 10:50 – 11:30

Grab and Go lunch at dismissal (will begin at 11:15)

PM Sollers/WBL students: see 2hr Early Dismiss

One (1) Hour Delay Schedule

Period 1: 8:45-9:40

Period 2: 9:45-10:55

Announcements. 10:50-10:55

Periods Three and Four. Regular schedule

*Work-Based Learning and CCBC buses will not run.

Two (2) Hour Delay Schedule

Period 1: 9:45 – 10:15

Period 2: 10:20 – 10:55

School Announcements 10:50-10:55

Periods 3 and 4. Regular schedule

*Work-Based Learning and CCBC buses will not run.

SOLLERS AM STUDENTS: There are no morning classes at Sollers. Students are to report to the SPHS cafeteria at 10:30 for homeroom as usual. Students who arrive to school earlier than 10:30 should report to the library.



Student Attendance Information

Regular school attendance has a positive effect on learning and helps to establish habits necessary for responsible adulthood. Students who frequently attend school feel more connected to their community and develop strong social skills and friendships, which are important life skills.

Student Attendance- Absences and Lateness

- The school day begins at 7:45 am, after the 7:45 am bell, students will not be admitted to their classroom without a pink late pass from the main office.
- 5 unexcused tardies will result a letter home. 10 unexcused tardies will result in a social suspension.
- Teachers will direct all students arriving after 7:45 am to return to the main office for a pink pass. Repeated lateness to school will result in disciplinary consequences.
- When a student is absent, they must bring a note upon returning to school. Notes are not accepted after 5 school days, unless from a physician. If a student is absent for an extended period of time or for an excessive number of days, a written statement of explanation may be required from the physician, at the discretion of the principal. Contact your child's School Counselor to make a plan for extended absences.
- Notes shall include the name of the student, the date of, and the reason for the absence. A parent/guardian signature is required.
- All absent notes should brought by the student and given to his/her A1 or B1 teacher or brought to the main office during non-class time.
- Early dismissal and tardiness count towards time missed during each grading period.
- Students who have excused absences during final exams will be required to make up exams during summer vacation. No early exams will be given.
- Requests for excusing absences for college visits or travel should be directed to the principal by email at least one week in advance.

In accordance with BCPS Guidelines, a lawful/excused absence shall only be considered but is not limited to the following conditions:

Excused Absence

1. Death in the immediate family
2. Illness of the student
3. Court summons
4. Hazardous weather conditions
5. Observance of a religious holiday
6. Work approved or sponsored by the school, BCPS, or the Maryland State Department of Education, accepted by the Superintendent or the school principal, or their designees, as reason for excusing the student.
7. State Emergency
8. Health Exclusion
9. Suspension
10. Lack of authorized transportation (Lack of transportation does not include students denied authorized transportation for disciplinary reasons).

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



Class Cuts/Truancy

If a student is not in their assigned classroom and has not been marked absent in a previous class period, the following steps will be taken:

1. Teacher completes the Class Cut form- which is automatically sent to assigned Student Safety Assistant. Student Safety Assistant will attempt to make timely (same day) parent contact.
*adjust wording to reflect recipients of the class cut form
2. Teacher follow the table below.

Infraction	Examples	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense + additional offenses
Class Cut/Truancy	Not in assigned class but marked present in previous classes *check student attendance in FOCUS for early dismissal first	Immediate Action: complete the Class Cut Digital Form Contact Parent or Guardian	Immediate Action: complete the Class Cut Digital Form Contact Parent or Guardian Issue Summons	Immediate Action: complete the Class Cut Digital Form Contact Parent or Guardian Issue Summons	Immediate Action: complete the Class Cut Digital Form Complete FOCUS referral
Tardiness to class	Lateness to class period- periods 1, 2, 3, 4	Enter unexcused Tardy in FOCUS (except period 1) Warning/ Conference with student	Contact parent or guardian	Contact parent or guardian Issue Summons	Complete FOCUS referral

Impact on Grades:

- In accordance with Rule 5120, teachers are not required to provide make-up work to students absent for unlawful reasons, but may do so at their discretion and in accordance with their school's established procedures.
- Our school established procedure is as follows:



Sparrows Point High School

- Students who are absent for lawful reasons are entitled to make-up work and must ask their teachers for the missing work upon the day they return to that teacher's classroom. The missing work must be returned by the next time the class meets unless other arrangements are made at teacher discretion.
- Students who are absent from school, for confirmed unlawful reasons (class cut or absence not validated by a parent note), are not entitled to make-up work and grades for those assignments will be entered as "M" for missing, which is a zero.
- A student suspended from school will be allowed to make-up any work missed during the suspension, and will be offered comparable graded assignments that meet the instructional goals of the class time missed.
- A student absent from class due to in-school suspension will be offered comparable graded assignments that meet the instructional goals of the class time missed.

Early Dismissal from School:

- Students should bring their early dismissal note to the main office between 7:30 a.m.-7:40 a.m. The front office staff will confirm the note and provide the student with a blue pass indicating the time for dismissal. The pass should be presented to the teacher and the student should be sent to the main office for dismissal and sign-out at the indicated time. If the student does not have a pass, they should remain in class.
- Students will not be released from class unless they have a signed release slip from the office or the office has called in to state the student has been released. Teachers will not release a student for early dismissal otherwise.
- The early dismissal note must include: the student's first and last name, the time to be dismissed, the student's parent/guardian printed name and signature, and a valid phone number where we may reach you during the school day.
- When picking up a student for any reason, parents/guardians will need a valid photo ID have the student released to them. The person picking up the student must be listed on the Student Emergency Contact form in order to see the student or sign them out of school. Students will not be called from class in advance of their dismissal time.
- Students **will not** be dismissed via a parent phone call or email to the front office.

Sparrows Point High School Late Work Policy:

Late work will be accepted to document learning/mastery. As a staff, we will clearly and plainly determine and share due dates for all assignments for a specific course. Students are expected to turn their work in on time, so that meaningful feedback to be offered to a student as a means of assisting in the growth around an area or skill.

Therefore, Sparrows Point High School has adopted the following late work policy for all assignments:

- Students will submit assignments on the due date determined by the teacher. This may include assignments that take place entirely during a single class period.
- If a student misses an assignment, a placeholder of M (zero) should be entered into the gradebook. Missing (M) code calculates as a 0 for the assignment. This code may be used when a student is absent or if a student has not completed an assignment.



Sparrows Point High School

- Minor Graded Assignments: after two class periods or the conclusion of the instructional unit (whichever comes first), the assignment will be recorded as a Missing (M) code which calculates as a 0 for the assignment.
- Major Graded Assignments: after two weeks or the conclusion of the instructional unit (whichever comes first), the assignment will be recorded as a Missing (M) code which calculates as a 0 for the assignment.
- At teacher discretion, late work may not be accepted in the instance where the student demonstrates a pattern of not attempting to complete the graded assignment during identified class time. In this case the teacher shall document the concern in Schoology.
- Students who have a consecutive excused absence of two class periods or more will have two weeks from the date of return to the class to turn in any missing assignments for full credit.
- A student suspended from school will be allowed to make-up any work missed during the suspension and will be offered comparable graded assignments that meet the instructional goals of the class time missed. Students who have a consecutive excused absence due to suspension of two or more class periods will have two weeks from the date of return to the class to turn in any missing assignments for full credit.
- A student absent from class due to in-school suspension will be offered comparable graded assignments that meet the instructional goals of the class time missed.
- In accordance with Rule 5120, teachers are not required to provide students absent for unlawful reasons with make-up work but may do so at their discretion and in accordance with their school's established procedures.
- Teachers have the ability to make exceptions that benefit a student on a case-by-case basis as the need arises, with regard to the late work policy.

Sparrows Point High School Reassessment Policy (which assignments can be redone)

All students should have opportunities to demonstrate greater understanding, regardless of the grade on the original assignment or assessment, if they meet the following requirements:

- Completed the original assignment or assessment on time. Late assignments are not eligible to be redone.
- Completed required assignments
- Completed reteaching/relearning activities, as determined by the teacher

If the above requirements have been met, the following procedures apply to reassessment (which assignments can be redone):

- Assignments should be submitted on time (by the due date) and show a reasonable effort for the assignment to be eligible to be redone. Late assignments are not eligible to be redone.
- Teachers should provide students with feedback and additional opportunities to learn prior to students' resubmission of assignments.



Sparrows Point High School

- Summative unit assessments cannot be retaken or redone. This includes end-of-unit and end-of-semester/marking period assessments in all courses.
- Students may be provided with one attempt to redo an assignment or be reassessed.
- Students will have no longer than 2 weeks or the end of the instructional unit to re-submit an assignment or be reassessed during the Marking Period. Redo opportunities that are identified by the teacher will occur during the instructional unit.
- Reassessments may occur partially, entirely, or in a different format, as determined by the teacher. The teacher will work with the student to schedule the best time for reteaching and reassessment. Generally, this will occur during the school day.
- Teachers have the ability to make exceptions that benefit a student on a case-by-case basis as the need arises, with regard to the redo policy.

*Please note that Advanced Placement classes are authorized by the College Board and therefore teachers may have slight variations to this policy for Advanced Placement courses at SPHS.



Additional School Information

Transportation: Bus routes and schedules will be posted to our school website before the start of the school year under the “SPHS Bus Routes” tab. Please note that high school students may not ride the BCPS Sparrows Point Middle bus in the morning or afternoon. If you are dropping your student off at school, please loop through the faculty lot on the Main Avenue side of the school. Please do not drop off in the bus loop at the front of the school, senior parking lot or fire hall. Student parking on campus is by permit only.

Student Pictures: Pictures of students in Grades 9, 10 and 11 will be taken on September 5th and September 6th. All students are expected to have their photo taken for the yearbook and ID cards (no cost). Payment for picture packets is made to Lifetouch at the time the picture is taken. Last opportunity for senior photos on site will be September 11 and September 12.

Lunch Tutoring Program: SPHS will offer tutoring for core area classes during most lunch shifts throughout the year. This program is staffed by SPHS teachers and is an opportunity for students to receive small group support to improve their grades. Students will report to the cafeteria, obtain their lunch, and head to the tutoring location with the teacher responsible.

Monday- Math

Tuesday- English

Wednesday- Science

Thursday- Social Studies

Friday- Floating between Health, FOE, CCRD, and Spanish

Students with D/Es in classes should consider attending until their grades improve to Cs.



Student Behavior Information

Pointer Expectations

School Area	Be Safe	Be Respectful	Be Responsible
Arrival	<ul style="list-style-type: none">• Before bell: wait in designated areas outside main entrances.• Enter the building beginning at 7:30• Use entrance closest to 1st period class and go directly to class.	<ul style="list-style-type: none">• Enter classroom quietly and prepare for learning.• Look for and follow teacher instructions.	<ul style="list-style-type: none">• Be punctual.• Be prepared for class with charged device and all necessary supplies.
Hallways	<ul style="list-style-type: none">• Take most direct route to classes.• Move through hallways as quietly as possible.• Keep hands, feet, and other objects to yourself.	<ul style="list-style-type: none">• Stay quiet so that classes are not disruptive.• Wait for directions before leaving an area.• Follow rules without adult reminders.	<ul style="list-style-type: none">• Walk with purpose but do not run.
Classrooms	<ul style="list-style-type: none">• Sit in your assigned seat• Always show respect for your own possessions, the possessions of others and school property.	<ul style="list-style-type: none">• Share materials, classroom resources and equipment.• Cell phones should be silenced and put away.	<ul style="list-style-type: none">• Be on time.• Be prepared with charged device.• Complete assignments on time.• Be self-motivated and a problem solver.• Accept responsibility and consequences for your own decisions and actions.
Restrooms	<ul style="list-style-type: none">• Keep water in the sink.• Wash hands before leaving.• Use restroom and leave immediately.	<ul style="list-style-type: none">• Respect the privacy of others.• Take turns using facilities.• Notify adult if unsafe behavior is taking place in restroom.	<ul style="list-style-type: none">• Throw trash in trash can.• Return to class promptly.• Notify school staff if restroom needs cleaning.



Sparrows Point High School

Cafeteria	<ul style="list-style-type: none"> • Walk at all times. • Sit with feet on floor. • Use a quiet voice. • Follow adult directions. • Notify adult at the door before leaving for restroom. 	<ul style="list-style-type: none"> • Do not throw anything. • Do not put your hands on others' food or belongings. • Pick a seat and remain there the entire lunch period- no visiting other tables. 	<ul style="list-style-type: none"> • Have pin number ready. • Get all utensils, etc. when you get your lunch. • Place all trash in trash can. • Leave table tidy. • Do not take food from the cafeteria.
Dismissal	<ul style="list-style-type: none"> • Walk quietly and directly to bus loop, exit or gym. • Remain inside classroom until dismissal. 	<ul style="list-style-type: none"> • Wait to be dismissed by teacher/bell. • Leave in orderly fashion. • Follow adult directions 	<ul style="list-style-type: none"> • Take all belongings when leaving the classroom. • Move directly to bus, car, ride or walk off campus

Infractions to Student Behavior Code of Conduct

Minor Offenses:

Inappropriate Language/Gestures

Leaving Class without Permission

Academic Dishonestly (including use of Chat GPT)

Disruptive Behavior/Failure to Adhere to School or Class Rules (ex: Refusal to follow direction, Throwing things, Refusal to work, Sleeping)

Inappropriate Use of BCPS Device

Minor Vandalism/Minor Theft

Possible Responses to Minor Offenses:

Conference with Student

Seat Change

Sent to another classroom for that period

Assignment of additional or alternate work

Summons with detention

Teacher-assigned lunch detention

Conference with Department Chair/School Counselor, Magnet Coordinator, or Freshman Facilitator

Repeated minor offenses will result in Administrator Referral

Summons Program-After School Detention

After school detention is held on Tuesdays/Thursdays in Trailer 9 from 2:30-3:05 p.m. Summons are issued as a response for minor infractions and may be issued by all school staff members. Parents will be notified when a summons is issued. When a student does not attend the assigned detention, an administrator referral will be completed.



Teacher Assigned Lunch Detention

Teachers may elect to hold their own lunch detention. Students may be scheduled to serve lunch during their lunch break in the classroom of the instructor. Students will be allowed to eat their lunches during the time provided but may not use their electronic devices.

Major Offenses:

Threats, Bullying & Harassment, Hate Speech
Fighting or Aggressive Physical Conduct
Vandalism
Alcohol/Drugs/ Tobacco/Vaping (Use/Possession)
Refusal to accept summons form
Profanity towards staff
Weapons
Leaving School Grounds Without Permission
Photo/Videos of student or staff without permission
Sexual Misconduct/Sexual Harassment

Possible Responses to Major Offenses:

1. Required Parent Conference
2. Lunch Detention (single to multiple day)
3. Assignment to Alternative Learning Center
3. Social Suspension (temporarily or permanently)
4. In School Suspension
5. Out of School Suspension
6. Referral to Pupil Personnel Worker (PPW)
7. Referral to Superintendent's Designee

Alternative Learning Center- if the administrator determines a student needs a brief break from instruction. The ALC is a support designed to allow students to continue their instruction in a separate environment from their peers.

In School Suspension is a planned suspension time assigned by a school administrator.

Out of School Suspension – Students will be directed to access their work on Schoology during the suspension. If a hard copy of something is needed, a folder will be available in the front office for parent pickup. Parent should call the office in advance to schedule a time to pick up.

Additional interventions/consequences: can include requiring the student to complete a written apology for behavior, recommend peer mediation, refer to SST, refer to IEP Team, schedule change, suspension from bus transportation, Conflict Resolution Center of Baltimore County, referral to Health Department for drug/alcohol screening, no contact-contract.

In the case of a **verbal or physical altercation** the administrator may complete a no contact-contract and refer students to the Conflict Resolution Center of Baltimore County in addition to school-based consequences.

In cases involving **drugs/alcohol** the administrator may complete a referral to the Baltimore County Health Department for screening, in addition to school-based consequences.



Cell Phones

Students may not use cell phones, headphones, air pods or smart watches in classrooms except when explicitly directed by the teacher. Teachers should establish routines and procedures in their classrooms surrounding times when cell phone use is permitted (brain breaks, tech time, etc.) Otherwise, phones are silent and away in classrooms.

1st offense- Teacher refers student to cell phone policy through warning

2nd offense- Revisit warning, have a conversation, document as minor infraction in FOCUS

3rd offense – Teacher will direct student to put phone away, complete Summons form leading to after school detention and contacts parent/guardian.

4th offense- Notify Department Chair & Counselor by email for grades 10, 11, 12

Notify Magnet Coordinator by email for magnet students

Notify Dean of Students by email for grade 9

*DC/Counselor, Magnet Coordinator or Dean of Students meets with student to outline future consequences if behavior continues and contacts parents.

5th offense + additional offenses- teacher completes FOCUS referral to school administrator.

**Teachers should notify students of the next offense after each conversation*

***In the instance where a student has multiple or ongoing cell phone offenses in the same class period, or in the case the student refuses to follow teacher direction to put phone away, the teacher shall call the main office by phone/radio and request assistance in their classroom.**

Cell phones, headphones, air pods, smart watches and other electronic devices may be used during passing times between class periods, before and after school, during scheduled lunch and /or according to teacher discretion.

- Inappropriate use of social media, inappropriate pictures, threatening text messages, hate speech/slurs videos, etc. shall not be permitted at any time while the cell phone is on school property, this includes school transportation.
- Students who use their cell phone to video another student or an incident (such as a fight) in the school building will be subject to disciplinary consequences.
- The student is solely responsible for his/her cell phone. The school and its staff are not liable for student's cell phones. Students who believe their phone is lost should come to the main office to contact their parent/guardian to notify them.
- A student who believes their cell phone, air pods, smart watch or other electronic device has been stolen should come to the office to complete an incident report. The incident will be investigated by school administrators and as appropriate, school resource officers.
- Cyberbullying will not be tolerated in any form. Engaging in cyberbullying during school hours or during any school sponsored events after hours will result in disciplinary action. In some cases, law enforcement will be involved.



Hate Speech

Hateful acts at school are dangerous, disturbing and disruptive. SPSHS takes a strong stance against the use of hate speech, hateful acts and bias in any form. Students who engage in any form of hate speech or use racial slurs verbally, through gestures, writing/drawing, social media or in any other form will be subject to disciplinary action.

No insults or slurs related to ability, appearance, culture, gender, language, race, ethnicity, religion, sexual orientation or social class will be tolerated.

All staff members who observe such behavior will:

1. Immediately intervene and denounce the conduct.
 - a. "We don't use slurs at this school."
 - b. "Those words hurt and anger a lot of people. We don't use them in this classroom."
 - c. "That language/behavior is inappropriate. I'm contacting the office immediately."
2. Immediately report the behavior by contacting the main office by phone/radio and complete a digital referral.

If a staff member is notified about a student witnessing, hearing, or being a victim of hate speech, whether in person or online, they should contact the office immediately by phone/radio.

Our school climate will encourage inclusion and promote tolerance- while this does not guarantee that hateful behavior will not happen, it does create a climate in which these incidents are more likely to be quickly and widely denounced.

Student Dress Code

Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students which includes, but is not limited to, that which:

1. Depicts messages that are lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that reference items that are illegal in general or illegal specifically for underage students.
2. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
3. Contains sexually suggestive messages
4. Depicts gang affiliation.
5. Causes or is likely to cause a substantial or material disruption to school activities or the orderly and safe operation of the school or at school-sponsored activities.
6. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.
7. Contains language and/or displays images, symbols, materials or other items that promote hatred, racial or ethnic violence, intimidation or harassment, such as but not limited to swastikas, the confederate flag and nooses.



Sparrows Point High School

- Hats, Bandanas, Hoods, Visors and Sunglasses are not permitted in the school building.

•In accordance with Board of Education Policy 5520 and Superintendent's Rule 5502, students at Sparrows Point High School **MAY NOT** wear hats (including but not limited to baseball style hats with a bill, sun hats, bucket hats, cowboy hats, fedoras, winter hats), hoods, bandanas, or face coverings (including ski mask), except as approved by the principal for medical reasons or as an expression of a student's religious practice and faith.

•Students **MAY** wear a tight-fitting, solid color (no pattern or logo) beanie or head wrap (commonly called skull wrap/cap) only if the beanie/head wrap/skull wrap does not obscure the face or identity of the student and cannot be pulled down over the face to obscure identity of the student.

Hall Passes

- Any student in the hall outside of designated passing times must have color-coordinated (by area of building) passes.
- No more than one student will be permitted out of a classroom at any time, unless in an emergency situation.

Bathroom Sign-Out

- Any student using the restroom will be expected to sign out using the QR code posted in the classroom.
- Students will take the class pass upon completion of the sign-out form.

Cafeteria Behavior

The following rules will be applied during lunches:

- Students are to arrive on time.
- If students are purchasing lunch, then should do so and immediately find their seat.
- Students will not change their seats during the lunch period.
- Students are not to throw any object during lunch.
- Students are responsible for discarding their own trash and leaving the space tidy.
- Students should proceed directly to their class after dismissal from lunch.
- No food is to be delivered from outside the school. Outside food will be confiscated and held in the main office until the end of the school day.
- No students will be dismissed from the cafeteria without a pass from a designated teacher. There are no exceptions to this rule.

Offense/Violation	Step 1:	Step 2:	Step 3:
Throwing food Table hopping Bottle Flipping Not throwing your trash away Changing seat location Misuse of bathroom pass	Warning/Redirection	Removal from cafeteria for remainder of lunch shift and possible remove for additional shifts.	Removal from cafeteria for an extended period of time, up to and including remainder of the marking period.



Fighting/Threats/Disruptive Behavior

SPHS takes a strong stance on verbal and physical altercations and behavior disruptive to the learning environment. Students are expected to take visible and purposeful steps to avoid a verbal or physical altercation. These steps include: removing themselves from a potential conflict, notifying a staff member, reporting to the school counselor or main office to avoid a conflict.

Students who engage in any form of verbal or physical confrontation or disruptive behavior can expect to be placed in In School Suspension, Out of School Suspension and/or referred to the Superintendent's Designee for consideration of an alternative educational placement. Law enforcement may also be involved.

Field Trip Eligibility

In order to attend any field trip a student must not have been suspended in the quarter in which the field trip occurs and you must be in good standing with academics and attendance in order to miss school to attend a field trip. All students must complete the Teacher Sign Off form for each trip.



Sparrows Point High School

Schedule Changes

New this year, we are not doing schedule changes unless the schedule is missing a graduation requirement.

Any other reason for changing or adjusting a schedule will **not** be permitted. Schedule changes will not occur through email or phone communication. The Google form is the only method.

Dropping Classes

The master schedule is determined and staffing is decided based on students' registration requests and in consultation with their school counselor. Based on this information, student or parent requests to drop or change a course once the school year has begun cannot be accommodated. Seniors will not be dropped from classes they enrolled in for release time. Students who are part of the SPECIES magnet program are expected to fulfill all requirements of the magnet program and will not be dropped from magnet classes for any reason.

Dropping a Level

Students who are enrolled in an AP course and wish to drop to Honors or Standard need to proceed as follows:

1. Meet with the teacher to express concerns
2. Attend office hours and small group instruction weekly for extra help
3. Schedule a conference with the teacher and parent so that suggestions for improvement can be offered by the teacher.
4. Schedule a student-parent conference with the teacher and the department chairperson.
5. If the above items have occurred and a student would like to drop a level they are to schedule a meeting with their counselor, their parent, the teacher and their administrator.

Extended Day Learning Program (EDLP-Night School):

For students planning to attend evening school for the 2023-2024 school year, registration paperwork will be available the first week of September. Please see your counselor to register for EDLP.

Student Records: (contact Katie Gossage, Records Secretary with questions kgossage@bcps.org)

Address Change/Proof of Residency: The following documents are necessary if you are changing an address or enrolling a new student:

- Photo ID of the parent/guardian
- Deed OR Signed Settlement Sheet OR Title OR Mortgage Coupon Book OR Real Estate Tax Bill OR Receipt for Residential Dwelling Unit
- Three pieces of mail dated within 60 days

Learner's Permits: The MVA has created a form to be used that eliminates the need for a school signature, or the school's involvement at all. The Learner's Permit Application can be found on the SPHS School Counseling Schoology page. The student and parent complete the form and bring it to a scheduled appointment with the MVA.



Sparrows Point High School

Transcripts: Current students in need of a transcript (*not for college applications*) are to:

- A.) complete a Transcript Release Form (found on SPHS Student Services Department Schoology page – Access code: TXQ2M-TVPTN) signed by their parent/guardian and email to Ms. Gossage in the Counseling Office (kgossage@bcps.org)
- B.) request the transcript in Naviance
- C.) Email Ms. Gossage about the request. Please note that the office requires at least 24 hours for processing
- D.) After 24 hours, transcripts will be sent to you directly through Naviance.

Work Permits: Information about obtaining work permits can be found in the Counseling Office. Or you may visit <https://www.dllr.state.md.us/labor/wages/empm.shtml>



Sparrows Point High School

Athletics and Extra-Curricular Activities:

Athletics: In order to participate in SPSH Athletics, student must have a 2.0 or greater G.P.A and no more than one E for the quarter prior to the start of the season. Students must be present by 10:45 a.m. in order to participate in that day's practice, game or activity.

Game Schedules:

www.digitalsports.com (search for Sparrows Point High School)

Game Tickets:

www.ticketspicket.com (search for the home team, if a BCPS school)

Registration:

www.formreleaf.com (search for Sparrows Point High School)

Messaging and Communication:

Important day-to-day messaging will come from each coaching staff. Athletic Director Paul Latanishen will share program-wide messaging via Schoology and can be reached at platanishen@bcps.org.

School Dance Procedures

- Students must have paid outstanding school obligations before being allowed to purchase tickets to the event and must have paid all class dues before purchasing tickets to junior or senior prom, or any class events.
- Seniors must have completed all 75 service-learning hours, be on the path to pass all classes needed for graduation and have met Testing requirements in order to purchase tickets to the All Senior prom guests must be either enrolled in a high school program for 2023-2024 school year or have graduated from high school in 2022 or 2023 and be 20 years or younger at the time of the event. Adults who have graduated from high school prior to 2022 and middle schoolers will not be allowed to attend Senior Prom. In the case that an SPSH student wishes to bring a 2022 or 2023 graduate to the Senior Prom, the guest must provide a guest form completed by a current employer or college registrar, indicating the guest is in good standing by their employer or college and may be asked to provide proof of high school graduation in 2022 or 2023. Guests who cannot provide this documentation will not be approved.
- Students who are suspended in marking period 4 may not purchase tickets to the prom or attend prom as a guest.
- In order for a student to attend Junior or Senior Proms:
 - the student must be passing all graduation requirements in English, Social Studies, Science and Mathematics
 - the student is not otherwise on social suspension for any reason
- Homecoming Dance: due to the limited capacity of the SPSH gym, no outside guests will be allowed for the Homecoming Dance and only SPSH students, in good standing, will be able to purchase tickets. Guests are allowed for Junior and Senior Prom.
- All prom guests must be either enrolled in a high school program for 2023-2024 school year or have graduated from high school in 2023 and be under the age of 20 at the time of the event.



Sparrows Point High School

Adults who have graduated from high school prior to 2023 and middle schoolers will not be allowed to attend Junior or Senior Prom. In the case that an SPHS student wishes to bring a 2023 graduate to the Junior or Senior Prom, the guest must provide a guest form completed by a current employer or college registrar, indicating the guest is in good standing by their employer or college and may be asked to provide proof of high school graduation in 2023. Guests who cannot provide this documentation will not be approved.

- A SPHS student may only bring one guest to prom. Guest form and approval and ticket purchase will be done before a guest ticket may be sold.
- Students who are currently assigned to an alternative program may not attend dances or proms and may not come as a guest of a SPHS student.
- Students must be in attendance until 12:00 p.m. for Friday functions or the full day prior (for Saturday functions).
- Entry doors will close to students 60 minutes after the scheduled start time of the event. Students arriving more than 60 minutes late to the event must be accompanied by their parent in order to be admitted.
- There will be no re-entry to any events once a student/guest leaves the event.
- There will be no refunds on tickets for any reason, including if the student is excluded from the event after purchasing a ticket due to suspension or for any other reason. Tickets may not be transferred from one student to another.
- All BCPS policies as outlined in the student handbook are in effect at all events, regardless of the event location.
- All guests will be required to show a current picture ID card from the MVA or their high school for admission and must have completed, obtained required signatures, and returned guest form.

Tickets will not be reserved for students by the event sponsors or main office.

For Homecoming ONLY: Saturday, October 7, 6:00-9:00 pm

Seniors will be given preference for purchasing tickets during the first day of ticket sales. Tickets are sold on a first come, first served basis.

This event is for Sparrows Point High School students only, no guest tickets will be sold.

This is a pre-ticketed event, no tickets sold at the door. Each student may only purchase 1 ticket.

To attend this event, Sparrows Point High School students must be in good standing. As of the date of ticket purchase and as of the date of the dance:

- the student has not received more than 1 summons or more than 1 class cut reported
- the student has not received an administrative referral nor had disciplinary action because of their behavior
- the student is passing all graduation requirements in English, Social Studies, Science and Mathematics
- the student is not otherwise on social suspension for any reason



Sparrows Point High School

Students and their parent/guardian are responsible for determining if they meet these criteria before purchasing a ticket. Students who purchase a ticket but do not meet the above criteria will have their ticket cancelled.

Please note that the fire code for our gymnasium only allows for 700 tickets to be sold.



Online Gradebook & Grading:

Refer to the BCPS Grading and Reporting webpage for additional information. [Grading and Reporting Manual](#)

Final marking period grades will be determined as follows

A	90–100	Outstanding
B	80–89	Above Average
C	70–79	Average
D	60–69	Below Average
E	0–59	Failing (No Credit Awarded)

Score Codes in Schoology:

- LS Code = Lowest Score
 - With the 50-Point Grading Scale, an assignment scoring from 0-49.4 percent will be entered as a LS (lowest score). The LS code indicates the student attempted the assignment or assessment but at this point demonstrated insufficient or no evidence of the knowledge, skills, and practices embodied by the standard. An attempted assignment should show a reasonable effort on the part of the student. The LS code factors into the grade as 50% of the total points possible - failing. Assignments that do not show a reasonable effort can be marked as Incomplete (I). If no attempt is made on an assignment or an assignment is not submitted, the Missing (M) code can be used.
- I Code = Incomplete
 - The (I) code serves as a place holder and does not impact the overall grade. The I code should be converted to a score once the student completes the assignment.
- M Code = Missing
 - The (M) code is averaged into the marking period grade as a zero. It should only be entered after the due date of the assignment has passed.
- E Code = Excused
 - The (E) code serves as a place holder and does not impact the overall grade. This code may be used when a student is not required to complete an assignment.

Parents can view student schedules, attendance, and report cards in FOCUS. Parents can view specific course content, grades, and course resources in Schoology. [Here](#) are instructions to create parent accounts for FOCUS and Schoology. **The email address that you use must be a current operational address that is also on file in the Student Information System at school.** Contact the school if you continue to have any issues with access.



Sparrows Point High School

School Safety & Emergency Information:

Visitors to the Building: Please call ahead if you need to set up a meeting with a teacher, school counselor or administrator. Our staff will assist you in scheduling an appointment, in person or virtual, or will provide you with the email address of the staff member you would like to meet with. Parents picking up students for early dismissal are welcome to park in the bus loop for a very brief period of time, as long as signs posted with restricted hours are honored so that bus schedules are not disrupted. For longer stays, visitors should park in the main parking lot adjacent to Main Avenue. We encourage all visitors to be mindful of the direction of traffic flow and the one way only signs in the parking lot.

Main Entrance: Parents and visitors may only enter the school building via the main entrance on North Point Road. Please use the buzzer system and state your name and the reason for your visit. All visitors must have photo identification to enter the building. Please do not ask students or staff to open the door for you, and please do not hold open the door for visitors behind you.

Food Delivery: Delivery of outside food/restaurant meals by services such as Door Dash/Uber Eats or by parents/families members is not allowed during the school day. Outside food/restaurant meals delivered to school for a student by a delivery service will be refused and sent back with the driver. We ask parents/families members to please not text/contact their child to come outside of the school building to meet them to pick up outside food/restaurant meals. Outside food will be held in the main office until the end of the day. Balloons and other celebratory items will be housed in the main office until 2:30 p.m. Such items are not allowed in the hallways, main areas, or classrooms. Please do not call or text your student and ask them to come outside to pick up an item.

Closed Campus: SPHS is a closed campus and once a student arrives on campus they may not leave until the end of the school day. Students may not go to Food Lion or any other off campus establishments during their scheduled school day. Students who leave campus without permission or are truant from an assigned class can expect disciplinary action as outlined in the SPHS Student & Parent Guide.

Student Parking: Students are only permitted to park on campus during the school day if they have been issued a parking permit. Permits are issued through a lottery during the summer prior to the start of the school year. Permits will not be issued throughout the school year. In working closely with our neighbors, we know that students may park at the Volunteer Fire Dept in the gravel lot only. Spaces are first come, first served. The expectation is that students will demonstrate responsible driving and behavior in this lot. Food Lion and the Convenience Store may tow student cars that are parked there during the school day.

Loss of Personal Items/Theft: To prevent theft or loss of items, we recommend students leave valuables at home or secure their items in a locked locker. Students who bring valuable items to school do so at their own risk. The school provides lockers where students may keep personal items. Theft of items may be reported by filling out a theft report in the main office before school, during lunch, after school or with teacher permission.



Sparrows Point High School

Emergency Procedures: SPHS has an emergency safety plan and practices school wide drills for a variety of events per county and state guidelines. Students and parents are encouraged to “See it, Say it” if they do not feel safe. Anyone can make a report using the Safe Schools Tip Hotline 1-877-636-6332, the Maryland Suicide and Crisis Hotline at 211, press 1, or the National Suicide Prevention Lifeline at 1-800-273-TALK.

ALERT, LOCKDOWN, INFORM, COUNTER, EVACUATE “ALICE”

“ALICE” is an acronym for the five steps that can be utilized to increase an individual’s chances of surviving a surprise attack by an active shooter. It is important to remember that the “ALICE” response does not follow a set of actions you “shall/must/will” do when confronted with an active shooter. Therefore, a proactive, options-based protocol and training is necessary. Individuals may use any or all of the response protocol. While the ALICE acronym makes it easier to remember, it is not sequential or linear.

A- ALERT STATUS

Upon hearing the announcement “***Students and staff, we are now on an ALERT STATUS,***” teachers and staff should follow the following procedures:

- Safety Team and staff not directly supervising students will report to Command Post location (Principals Office is Primary Command Post Location) per announcement.
- The Operations staff will lock all exterior doors and staff members will be posted at each door.
 - Main entrance
 - Cafeteria Lobby
 - Auditorium Lobby
 - Annex Doors
 - Exit to Annex/Trailer Doors
 - Doors by room 110
 - Doors by BOS Office/Boiler Room
 - Gym Doors
 - Cafeteria Courtyard Doors (students brought inside)
- Staff posted at the main entrance must check ID of all entrants, radio the main office to confirm the ID before admitting visitor/student.
- Teachers will conduct classes and activities within the building in a normal manner, but should be in a heightened state of awareness and be prepared to receive



Sparrows Point High School

communication via email and/or voice announcement. ***Limit student movement into the halls during class time to emergencies only.***

- Classrooms located in trailers will lockdown and wait for an administrator or SRO to be escorted to the main building.
- PM Sollers Point students will report to lunch as usual and then to the library to receive further directions. AM Sollers Point students will remain at Sollers Point.
- All Physical Education classes or activities that are outdoors will report to the main gymnasium.
- If it becomes necessary to lockdown or evacuate the building, wait for a signal and follow **LOCKDOWN OR EVACUATION PROCEDURES.**

L-LOCKDOWN

Upon hearing the announcement “**Students and staff, this is a lockdown**” lockdown procedures must be implemented immediately. *Bells will be turned off- D. Stover, L. Auffarth or Administrator.*

- Students are to be cleared from the halls immediately and report to the nearest available occupied classroom
- Assist those needing special assistance
- Close and lock all windows and doors and do not leave for any reason
- Cover all room and door windows
- Stay away from all doors and windows and move students to interior walls and sit on floor
- **Students must NOT be visible from the hallway!**
- Shut off lights and silence cell phones
- Do not open doors or windows for any reason until the ALL CLEAR signal is given
- Stay calm and **BE QUIET!!! Teaching and other activities must immediately cease.**
- Complete *Emergency Attendance Sheet*
- Remain in room and await further directions or the ALL CLEAR signal
- Students in the gym should be moved to the activity room or weight room

Classes outside the building, such as PE classes:

- Retake role and complete *Emergency Attendance Sheet*



Sparrows Point High School

- Have students lie on the ground if gun shots or loud noises are heard- move away from school.
- Wait for further directions via radio
- Be prepared to evacuate students in the direction of an administrator or Emergency personnel

Cafeteria:

- Be prepared to evacuate students in the direction of an administrator or emergency personnel
- Await further instructions

I-INFORM

Use of any means necessary to pass on real-time information which includes who, what, where, when and how.

- Give in plain language
- Can be derived from 911 calls, video surveillance, etc.
- Can be used by people in the area or who may come into it to make common sense decisions
- Can be given by electronic messaging, PA system, school radio, or police radio speaker

C-COUNTER

Used as a last resort when other options are not available or feasible. This is the use of simple, proactive techniques that will make the active shooter's ability to shoot accurately more difficult. This is not fighting; this is countering the attack.

- To counter an attack use noise, movement, noise and distraction, and when age-appropriate, the swarm technique to gain back control. The swarm technique involves grabbing the shooter's limbs and head and taking them to the ground and holding them there.
- Throw things at the shooter's head to disrupt their aim.
- Create as much noise as possible.
- Run around the room to create chaos and evacuate, if possible.
- If you have control of the shooter, call 911 and tell the police where you are and listen to their commands when officers arrive on the scene.

E-EVACUATE

Remove yourself from the danger zone as quickly as possible.



Sparrows Point High School

- Decide if you can safely evacuate.
- Run in a zig-zag pattern as fast as you can.
- Do not have anything in your hands.
- Do not stop running until you are far away from the danger.
- Break out windows and attempt to quickly clear glass from the frame.
- Go directly to off-site evacuation site.
- Do not attempt to drive from the area.

These measures are meant to provide the knowledge and skills needed to make decisions for your safety and the safety of students. There are no mandates on how to survive. You are empowered to make decisions and will not be second-guessed.