



STUDENT and PARENT GUIDE 2020-2021

The SPHS High School faculty, staff, and administration believe that a safe and orderly virtual 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 of the rules and expectations of the Baltimore County Public Schools Student Handbook are followed by SPHS. This handbook is designed to highlight and make specific certain procedures and the ways in which they will be interpreted and enforced by 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) 410-477-4311



Guidance 443-809-7519

Administrative Team:

Emily Caster – Principal

ecaster@bcps.org

John Hanmer – Assistant Principal (students with last names A-K)

jhanmer@bcps.org

Caitlin Brennan – Assistant Principal (students with last name L-Z)

cbrennan2@bcps.org

Kevin Peiser – Magnet Coordinator (students enrolled in the SPECIES Magnet program)

kpeiser@bcps.org



Sparrows Point High School

Operating Hours:

**Parents are reminded that the school building is closed through January 29, 2021. To keep faculty and staff safe, there are limited people available to answer daily phone calls in the main office. It is better to contact individual teachers, counselors, administrators or other staff directly via email. Please be patient as staff will do their best to prioritize needs and concerns in responding to messages.*

Main Office:

August 31st - June 23rd: 7:30 am – 2:30 pm

Summer Hours: 8:00 am – 2:30 pm

School Counseling Office:

Electronic record requests require 2-day notice to prepare documents; Paper requests require 7-day notice

Homeroom:

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

School Counseling Office:

Through counseling, coordination, and consultation the counselors assist students with a variety of topics such as scheduling, career exploration, college planning, and personal development. Our counselors are assigned to students based on the first letter of their last name:

A-F: Mrs. Amy Jubb: ajubb@bcps.org

G-O: Mr. Eamon Muller emuller2@bcps.org

P-Z: Ms. Rachel Allshouse: rallshouse@bcps.org

College and Career Readiness Counselor: Lori Bures: lbures@bcps.org

Counseling Secretary: Ms. Denise Stover: dstover@bcps.org

Schedule Changes

Students were allowed to make changes to their course requests prior to the creation of the master schedule. Once the schedule has been made students are allowed to schedule an appointment during summer schedule change days to make adjustments for the following reasons only:

- inappropriate level of instruction (i.e. honors v. std v. GT/AP)
- course out of sequence (i.e. trigonometry before algebra)
- failure to satisfactorily complete prerequisite
- different course needed for graduation in 2021
- already earned credit in the course
- physical/medical necessity; please provide medical documentation



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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. It is possible for a senior to drop a course at the end of their day(s) if it is not a graduation requirement if they are adjusting their schedule for Dual Enrollment or work study. This requires parent permission. 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 on attending evening school for the 2020-21 school year, online registration information will be forthcoming. Please communicate with your counselor in order to register for EDLP.

Student Records: (contact Denise Stover, School Counseling Secretary with questions dstover@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: Due to COVID, 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 in on the SPHS School Counseling Schoology page. The student and parent complete the form and bring it to a scheduled appointment with the MVA.

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. Stover in the Counseling Office (dstover@bcps.org)
- B.) request the transcript in Naviance
- C.) Email Ms. Stover about the request. Please note that the office requires at least 24 hours for processing



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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>.



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SPHS Virtual Learning Student Bell Schedule 2020-2021

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 – 8:50	Period 1	Period 1	Individual & Small Group Instruction & Independent Work	Period 1	Period 1
8:50- 9:10	Period 1 Independent Work/Office Hours	Period 1 Independent Work/Office Hours		Period 1 Independent Work/Office Hours	Period 1 Independent Work/Office Hours
9:20 – 10:15	Period 2	Period 2		Period 2	Period 2
10:15- 10:35	Period 2 Independent Work/Office Hours	Period 2 Independent Work/Office Hours		Period 2 Independent Work/Office Hours	Period 2 Independent Work/Office Hours
10:35- 11:35	Lunch/ Independent Work Time			Lunch/ Independent Work Time	
11:35- 12:25	Period 3	Period 3		Period 3	Period 3
12:25- 12:45	Period 3 Independent Work/Office Hours	Period 3 Independent Work/Office Hours		Period 3 Independent Work/Office Hours	Period 3 Independent Work/Office Hours
12:55- 1:45	Period 4	Period 4		Period 4	Period 4
1:45- 2:05	Period 4 Independent Work/Office Hours	Pointer Time Advisory Period		Period 4 Independent Work/Office Hours	Period 4 Independent Work/Office Hours
2:05- 2:45 pm	Independent Work/Office Hours	Period 4 Independent Work/Office Hours		Independent Work/Office Hours	

Student Attendance and Tardiness:

Baltimore County Public Schools Attendance Policy:

http://www.bcps.org/system/policies_rules/rules/5000Series/RULE5120.pdf

Basic Information:



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BCPS teachers will take attendance using the BCPS Student Information System. BCPS has outlined the following attendance procedures during virtual instruction that are in alignment with MSDE's COVID-19 Guidance Requirements. In these procedures, attendance is defined as presence and will be recorded for official reporting purposes and for the identification of additional student supports. Middle and high school teachers will continue to take period attendance at the secondary level. Students and parents will be able to view daily attendance, but not period attendance. Daily attendance will be reconciled the following school day. Parents can expect the school to communicate attendance concerns in a timely manner.

Live (Synchronous) Attendance Procedures – Monday, Tuesday, Thursday and Friday

- Students are to be present and on time for all virtual class meetings. In the event that the student needs to be absent, the parent will need to communicate with the main office.

Anytime (Asynchronous) Attendance Procedures – Wednesday

- Student logs into Schoology and completes work assigned by teachers between 12:00 am and 11:59 pm.
- Based on data generated by Schoology, student will be marked present or absent at the conclusion of the school day.

Impact on Grades:

- Our school established procedure is as follows:
 - When an absence occurs, it is the student's responsibility to inquire about, complete, and return assignments. The missing work must be returned by the next time the class meets, unless other arrangements are made at teacher discretion. *Example- student is absent Monday, returns Tuesday- makeup work is due by end of the day Thursday.*
 - Students who are absent for any reason must ask their teachers for the missing work upon the day they return to that teacher's class meeting.
 - Students who are absent from class meetings, for confirmed unlawful reasons are not entitled to make-up work and grades for those assignments will be entered as "M" for missing, which is a zero.



Virtual Student Learning and Behavior Expectations:

The following was developed to support students and share the school-wide behavior expectations during remote learning:

Virtual Student Learning Expectations

We care about our students and they are important to every class. Our students will be included through chat, voice and video. We want our students to feel comfortable and confident online.

1. **Class attendance and participation:** student participation in all class sessions allows teachers to gather evidence of a student's level of performance and is essential to student success.
 - a. Attend and participate in daily scheduled classes with live teacher instruction.
 - b. SPHS students can demonstrate their participation in each of the following ways, during each class period:
 - i. Logging in at the class start time and remaining present in class for the duration of the scheduled class time.
 - ii. Completing the "try it", during class, participating in all learning activities and completing the "show what you know" assessment or exit ticket.
 - iii. Using their microphone or chat feature during each class period to collaborate with their teacher or classmates. This could include answering and asking questions, reading aloud for the class and presenting information.
 - iv. Have cameras on- however, we understand there may be times when the camera must be off for a variety of reasons. Students are encouraged to discuss this with their teachers.
2. **Assignment/task completion**
 - a. Log in and complete the assigned coursework daily, complete assignments on (or before) due dates.
 - b. Read teacher feedback and use it to improve their work on future assignments.
 - c. Students will also have homework and long-term projects to complete on a regular basis.
3. **Communication and monitoring grades**
 - a. Communicate with teachers and other staff through Schoology, email and phone.
 - b. Communicate directly with the teacher when they have any questions or problems, or if they need a due date extensions.
 - c. Students are expected to monitor grades and missing assignments on a daily basis and will have identified time each Friday to review their grades and submit "re-dos."
4. **Organization**
 - a. SPHS students are expected to keep a three-ring binder, with a section for each class and Pointer Time Advisory Period, to be used for notetaking during class time.
 - b. SPHS students are expected to have a One Drive folder for each class period to keep digital documents organized.
 - c. SPHS students are expected to access the Schoology calendar daily to track due dates of various assignments.



- d. Any student needing assistance with organizational strategies can contact their school counselor.

Virtual Student Behavior Expectations

	Synchronous Learning Time (Virtual Classroom)	Independent Asynchronous Learning Time	Helpful Virtual Learning Tips
P – Practice safe behaviors	<ul style="list-style-type: none"> Stay muted until teacher calls for a volunteer or calls on you directly Try to find a space where you will be best able to focus Protect your password 	<ul style="list-style-type: none"> Try to find a space where you will be best able to focus Protect your password Access only approved/appropriate websites 	<ul style="list-style-type: none"> Take time to do something you enjoy every day – exercise, read for fun, draw, etc. Take movement breaks throughout the day and encourage peers and family members to do the same
R – Respect self and others	<ul style="list-style-type: none"> Stay engaged in the learning presented by teacher Give others time to talk Always use appropriate language Dress appropriately Keep cell phone off and away 	<ul style="list-style-type: none"> Access only approved/appropriate websites Use headphones as needed Keep your workspace organized Keep cell phone off and away 	<ul style="list-style-type: none"> Communicate with your family about daily schedule Stay organized and get prepared for the next school day
I – Interact with empathy and inclusivity	<ul style="list-style-type: none"> Take turns speaking (follow class procedures) Appropriate language at all times Use the chat feature appropriately 	<ul style="list-style-type: none"> Contact your teachers to schedule time for assistance 	<ul style="list-style-type: none"> Check in with peers and family members often “Think before you post” on social media
D – Demonstrate responsible citizenship	<ul style="list-style-type: none"> Stay on learning page(s). Keep all other pages closed Be an active participant through voice, chat and video 	<ul style="list-style-type: none"> Complete your own work Keep device charged Have your materials organized and ready Teacher will be available during office hours 	<ul style="list-style-type: none"> Plan your day- checked Schoology for updates and emails at the start of the day
E – Exercise high academic standards	<ul style="list-style-type: none"> Be prompt in getting to class Take notes while teacher is presenting 	<ul style="list-style-type: none"> Utilize office hours Complete all parts of the assignment or lesson Turn in assignments on or before due date 	<ul style="list-style-type: none"> Keep your binder and One Drive folders organized Spend “screen-free” time each day



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Student Behavior:

At the beginning of the year, school administrators will review the [Baltimore County Behavior Handbook](#) with all students. Students and parent can review the handbook at any time on the BCPS home page. The handbook will be signed by students digitally at the beginning of the school year.

A particular focus of the faculty and staff of SPHS is providing a rich educational experience in which students learn respect and tolerance for others. The administrative team at SPHS takes a very strong stand against disruptive behavior of any kind, especially those involving bullying, harassment, or threats.

Students and parents can expect the following process when disruptive behavior occurs in the remote environment. Any behavior that puts themselves or others at risk or interrupts the learning of others may be handled immediately by a school administrator.

First Offense

1. The teacher will message the student through Schoology to state the infraction.
2. The teacher will contact the parent/guardian.
3. The incident will be documented in the SIS.

Second Offense

1. The teacher will message the student through Schoology to state the infraction.
2. The student will be restricted from using video/voice in Google Meet. Participation will be through comments only.
3. The student will be provided with a time to meet individually with the teacher during office hours. **This meeting is mandatory.**
4. The teacher will contact the parent/guardian.
5. The incident will be documented in the Student Information System.

Third Offense-

Includes ignoring the direction of turning off the camera/microphone and not attending the teacher required office hour.

1. The teacher will message the student through Schoology to state the infraction.
2. The student will not be allowed to participate in Google Meet sessions.
3. The student will be assigned to an alternate Google Meet session with an assigned staff member.
4. The incident will be forwarded to the department chair.
5. The department chair will contact the parent/guardian and use Google Meet to schedule a parent conference.
6. The incident will be documented in the Student Information System.

Fourth Offense

1. The teacher/department chair will submit an office referral to the appropriate administrator.
2. The parent/guardian will be contacted by an administrator.
3. The student will finish COL curriculum using the paper copy at the discretion of the administrator.
4. The incident will be documented in the Student Information System.



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Cell Phones/Electronic Devices

At SPHS, we believe that when students enter our virtual classrooms, they are there to learn, and to fully engage with their peers and teachers. We want all students to be active participants in their learning. Phones are to be off and away during virtual classes.

Appropriate Use of Electronic Devices

BCPS-issued devices and any other technology belonging to BCPS are to be used for educational purposes only. Any inappropriate use including gaming, inappropriate websites, use of tools to by-pass BCPS-filter, or uploading of software is in violation of the Technology Acceptable Use Policy and will result in disciplinary action.

Use of Psiphon on school-issued devices is strictly prohibited and will result in an immediate office referral.

Tardiness

We believe being on time to school and class:

- minimizes disruption to the learning environment
- develops a practical discipline (punctuality) expected in the “real world”
- demonstrates respect for people in the school community
- promotes a culture of academic integrity.

Appropriate Student Dress:

The student dress code is intended to outline acceptable standards for student dress during the school day and during other school-sponsored activities in order to preserve a safe and orderly environment that is conducive to learning. (Board of Education Policy and Superintendent’s Rule 5520). Students will wear attire in a manner that supports a healthy and safe learning environment. Students will not wear attire that is disruptive to the school environment, promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students. Please see the [BCPS Student Handbook](#) for additional information.

Grading:

Grading for virtual learning in the fall will not be like grading in the spring. Students will once again receive letter grades for their work as they would during in-person schooling. Students grade levels were adjusted based on their credits. Students who do not pass courses will not advance to the next grade level. Since courses will be running on a semester schedule, final grades will be calculated differently. The information below shows how grades will be calculated for courses.

Grades for **full credit courses** will be calculated as follows:

- Convert the two marking period letter grades to numerical equivalents:

A = 12

B = 9

C = 6

D = 3

E = 0

- Convert the final evaluation activity letter grade to a numerical equivalent:

A = 4



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B = 3

C = 2

D = 1

E = 0

· Add the three numerical equivalents. Convert the sum of the numerical equivalents to a letter grade for the report card using the following conversion scale:

A = 25–28 points

B = 18–24 points

C = 11–17 points

D = 4–10 points

E = 0–3 points

Grades for **half credit courses** calculation will be shared at a later date.

Grading Policy: https://www.bcps.org/system/policies_rules/policies/5000Series/POL5210a.pdf

Refer to the BCPS Grading and Reporting webpage for additional information.

www.bcps.org/academics/grading

Score Codes:

- 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.

Teachers will regularly update grades in their online gradebooks. Parents and students can access these through <https://bcpsone.bcps.org/>. Account creation and access information can be found through the “Support and FAQ’s” link. **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.



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Visiting the School Building:

*Campus is closed, except for essential personnel until January 29, 2021.

Virtual Learning Tips for Parents:

In order to best support your child as a student participating in virtual learning, the following are suggestions:

1. Create a learning space for your child that has minimal distractions and remains consistent.
2. Be mindful of the daily schedule and support your child in treating it just like a bell schedule in the school building. Daily and period attendance will be taken during remote learning.
3. Support your child in getting plenty of exercise during the day when he or she is not at the computer.
4. Communicate with your child's teacher. Stay tuned to communications from the school that may provide resources or supports for your child's learning.
5. Keep in touch with other SPHS families to see what is working. Remember that other families are going through this as well. Support one another.
6. Visit BCPS' [Parents-Academic Support Resources](#) webpage for additional support.

PTSA:

Membership to the Sparrows Point High School PTSA is \$10.00 per person and can be paid by check. Please make checks payable to SPHS PTSA (see membership flyer on next page). Mail completed membership flyer and check to the school.

Sparrows Point High School
Re: PTSA
7400 North Point Road
Baltimore, MD 21219



Sparrows Point High School



JOIN THE SPARROWS POINT PTSA

It's a brand new school year and Sparrows Point PTSA needs you! The membership fee is \$10.00 per person. Anyone can join, students, teachers, parents, family members and friends. The PTSA works with the school to provide support to teachers and students. Without your support it will be harder to achieve this.

SPHS PTA Mission Statement: The SPHS PTA is a completely volunteer-driven organization whose purpose is to strengthen, enhance and encourage the educational and social environment of Sparrows Point High. Its goals are to complement the school curriculum with additional opportunities for parents, teachers and students to learn, socialize, communicate and grow.

2020-2021 Goals:

- Provide support to ensure equitable access to learning and experiences for all of our students.
- Provide support to staff as we partner with them to provide learning in new ways.
- Help to create community and a sense of connectedness as we deal with the changes and challenges brought on by COVID19.

Meeting dates: 9/17, 10/15, 11/19, 1/21 via Zoom (Meeting links/codes will be on updated PTSA Facebook page)

Don't forget to fill out this flyer and enclose it along with \$10.00 per person signing up. Return by mail to the office. Please make checks or money orders payable to SPHS PTSA.

Sparrows Point High School
Re: PTSA
7400 North Point Rd
Baltimore, MD 21219

Student's Name/Grade:

Member Name: _____

Member Address: _____

Members Phone Number: _____

Members E-Mail Address:

Amount Enclosed: _____ Circle one: Check Cash Money Order

of members joining _____

Are you a teacher/faculty member of SPHS: Circle Yes No