

**Excel Academy @  
Francis M. Wood High School  
Baltimore City Schools  
2010-2011**

## Student Behavior

Students have a responsibility to be engaged in learning. It is important for every student to respect their peers' right to learn in a safe and orderly environment. Teachers must be allowed to teach.

Students must not disrupt class; damage school property or school materials; be a nuisance on a MTA or school bus or at any school event; take property belonging to another student, etc. In addition, students must not pose a physical or emotional danger to others. Students must adhere to the BCPSS Code of Conduct.

### **If they do not behave as responsible students, they are subject to the consequences for inappropriate behaviors as noted in the Baltimore City Schools Code of Conduct:**

To ensure social and academic success, all students are expected to follow the BCPSS Code of Conduct:

1. I respect others and myself. I am kind and courteous. I demonstrate positive verbal and non-verbal communication and positive behaviors.
2. I am responsible for my behavior and its consequences.
3. I come to school on time, focused, and prepared to work.
4. I demonstrate behaviors that promote a clean, safe, and civil learning environment.
5. I respect school property and the property of others.
6. I respect myself in an appropriate and orderly fashion at all times and in all settings. I demonstrate personal honor and integrity at all times.

Students that fail to adhere to the BCPSS Code of Conduct will be subject to appropriate consequences as dictated by district policy.

## Attendance Policy

**The school day starts at 8:15 a.m. and concludes at 3:05 p.m.**

Regular school attendance is expected of all Excel Academy at Francis M. Wood High School students. School attendance is directly related to student achievement. Students have the responsibility for attending school on time every day and for attending every class. Students also have the responsibility for requesting make-up work (i.e. coach class) for work missed while absent, within three days of their return to school.

Parents have the responsibility for making sure that their children attend school every day. They are also responsible for maintaining regular contact with the school and for sending a note to the school that gives the reason(s) for absence or lateness.

The school has the responsibility for educating each child; for notifying parents about unsatisfactory attendance; and for working with parents and students to maintain the highest possible level of attendance. Schools also have the responsibility for enforcing the Compulsory Attendance Law.

Any person who has legal custody or care and control of a child who is five years or older and under 16 must ensure that child is in school and on time.

- After three days out of five absences, staff will contact the child's parents or guardians to determine the reason for being absent and to provide any assistance, as necessary.
- After the student has missed five days out of one month, parents will be notified and a conference will be requested to determine the reason for the absences.
- After two consecutive months of five unexcused student absences or a total of 15 unexcused absences in a trimester. An informal hearing will be set up with the school and the parents/guardians.
- If after all school intervention, there is no improvement in student attendance, the case will be referred to Attendance/Court services for appropriate follow-up.

## Excused and Unexcused Absences

An excused absence is a signed document from a parent or guardian, doctor or someone of authority stating the reason for a student being absent from school. This is considered a legal absence. **Students with an 80% or more attendance rate will be recognized each month.** An unexcused absence is when a student does not bring in a signed document from someone of authority.

## **Class Cutting**

Academic success is achieved through class attendance and full participation. Class cutting is a serious violation of school policy and *will not* be tolerated and will be subject to disciplinary action.

After three unexplained absences within any period of five consecutive school days, the school will communicate with the student's home to determine the reason for absence and whether additional assistance is needed.

After five unexcused absences in a month, the school will request a meeting with the parent in an attempt to address the problem. Procedures also include provisions for assisting students and/or parents with services or programs that support regular attendance.

## **Early Dismissals**

Students must present a note signed by a parent/guardian to the main office in the morning before 10:30 a.m. The note must include the reason for the early dismissal and a phone number for a parent contact. Students will not be given an early dismissal unless a parent is contacted. Emergencies will be handled on a case-by-case basis.

## **Dress Code**

The exclusionary dress code addresses issues related to the safety of the students. It represents a cooperative effort between the New Board of School Commissioners, the Chief Executive Officer's, the School Principals, and the students of Baltimore City Schools. Therefore, it is required that appropriate dress code be adhered to based in school rules and BCPSS policies and procedure.

Excel Academy at Francis M. Wood High School students are required to wear khaki pants with an official burgundy or grey polo shirt emblazoned with the school logo. The shirts are available from Super Kids Uniforms (410-597-8181) in Security Square Mall.

## **Progress Reports**

Progress reports are sent home to the designated parent/guardian in the middle of each quarter indicating the student's academic progress and number of days missed from school. If student received an unsatisfactory report for this period, a conference is needed with a teacher(s) to reinforce what is required in order to turn those grades around before final marking.

## **Schedule Changes**

Only the guidance counselor or an administrator can make schedule changes. These changes should occur during the first week after the semester change. A new schedule is based on the results of mid term progress report from the previous semester. If a student received an unsatisfactory on a progress report, he/she is assigned that same class. If a student subsequently passed that class, there is a schedule change.

## **Daily Schedules**

All students are expected to follow their daily schedule as specified. Students are not to leave the building without permission. Only those students that have modified schedules based on course completion and credit accrual may have late arrival and/or early dismissal prior to the 3:05 pm dismissal time.

Students are expected to arrive to school on time everyday. Any alterations in the schedule must be approved.

## **Fire Drill Procedure**

1. Listen carefully to the directions from your teacher.
2. Move quickly from your location to the designated exit.
3. Leave the building with your teacher quickly and quietly. Teachers will give additional directions, as needed.
4. Move away from the building quickly to your designated area.
5. Wait quietly for the signal to return to the building.
6. Enter the building quietly and return to your last location.
7. Attendance will be taken upon return to the classroom.

## Acceptable Use of Technology

The use of BCPSS technological devices that use, manage, carry or support audio, video or data and includes, but is not limited to, information transmitted or received via radio, television, cable, microwave, telephone, computer systems, networks, and fax machines require strict adherence to the BCPSS Acceptable Use Policy. In general terms, any student using any BCPSS computer must have a completed copy of the Acknowledgement of Acceptable Use Policy on file with the school administration. The policy and acknowledgement forms are available in the main office and media center.

## Cafeteria Rules

Students are responsible for helping to see that our cafeteria remains clean.

The following rules apply:

- Every student **has only one** lunch period.
- Every student **must go to their assigned** lunch period.
- Students are responsible for the cleanliness of the table at which they are sitting and the area around the table.
- Trash should be disposed of properly in trash receptacles.
- Breaking into the lunch line is not acceptable.
- Food and drink can only be consumed in the cafeteria.
- Students need a pass to leave the cafeteria.
- Lunch is a regularly schedule class and students should report to the cafeteria promptly.

## High School Graduation Requirements

COURSES	21 Credits	High School Assessments (has)
<b>ENGLISH</b>	4	The Maryland State Department of Education passing standard requires that students either do the following: 1) Earn a combined score of at least 1602 – the total of the four minimum scores or 2) Successful completion of the High School Bridge Plan.  <b>HSA Passing Scores</b>  English 396 Biology 400  Algebra 412 Government 394  <b>Service Learning</b>  75 Hours
<b>MATHEMATICS</b> Algebra I Geometry Algebra II	3	
<b>SCIENCE</b> Chemistry; Biology; 9 <sup>th</sup> Grade Science	3	
<b>SOCIAL STUDIES</b> U.S. History; American Government; World History	3	
<b>TECH ED</b>	1	
<b>FINE ARTS</b>	1	
<b>PHYSICAL EDUCATION</b>	0.5	
<b>HEALTH</b>	0.5	
<b>OTHER</b> World and Classical Languages; Advanced Tech Ed; CTE Program	2 (Same Language) -or- 2 Adv. Tech Ed. -or- 4 CTE Program	
<b>ELECTIVES</b> Electives may be any courses beyond the above requirements	3	