

# COPPIN ACADEMY HIGH SCHOOL

2500 W. North Avenue  
Baltimore, Maryland 21216

#432



## Student Handbook 2011-2012

Ronnel L. Carey, Principal



2500 W. North Avenue  
Baltimore, Maryland 21216  
(410) 951-2602

August 29, 2011

Dear Coppin Academy Parents and Students:

Welcome back to the 2011-2012 school year. I hope that you are enjoying the final few weeks of summer vacation and that you are beginning to think about your preparation for returning to school. For some students, it has been an even shorter vacation because you elected to attend summer school. I commend all students who participated in this educational activity. Your exceptional hard work and your commitment to completing this task have led to your success in the summer program.

A new school year is always exciting and our focus will be to provide each student with new challenges that will result in a rewarding school experience. Academic emphasis on the core content areas of English, Science, Social Studies, and Math will remain a priority as we provide a learning program that builds each year to reach and surpass local and state standards. Additionally, we will strive to provide each student with the opportunity to develop areas of interest and skill as they prepare for a college education.

Parents, as we begin this year, please remember that this is your school and we welcome your involvement. We are committed to increasing parental involvement and continuous communication. Research shows that students whose parents are involved in their child's school are more academically successful and continue to identify new ways to ensure links between home and school. We are currently in the process of upgrading our Blackboard website so that homework, announcements and other forms of communications will be assessable to you.

Student uniforms policy adherence and appropriate behavior on campus are two major expectations of our school. Please understand that uniform compliance will be strictly monitored. This year, only solid navy blue sweaters will be allowed as outer wear in classrooms. Please check your child each day to see if the total uniform is intact when your child leaves home. If the student is not in full uniform compliance when he/she arrives at school, you will be contacted so arrangements can be made to resolve the issue. We will continue to implement a zero-tolerance of inappropriate behavior on this university campus. Students will be given one chance to abide by the Coppin Academy academic behavior standards. If a student continuously breaks our rules, they will be asked to leave our school.

**Ninth and tenth grade students, we look forward to seeing you on Monday August 29, 2011.** All ninth graders should arrive at 8:00am and report to the Murphy Building Eagle Hall. Tenth graders should arrive at 10:00am and report to the Murphy Building Eagle Hall. **On Tuesday, August 30, 2011, juniors and seniors should return to school, with juniors reporting at 8:00 am to the Murphy Building and seniors returning at 10:00am and reporting to the Murphy Building Eagle Hall.** If you have any questions, please do not hesitate to call us at (410) 951-2602. We look forward to working with students and parents throughout the school year to provide a productive and safe learning environment that supports student success.

Respectfully,

  
Ronnel L. Carey, Principal

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# INTRODUCTION

## **ACADEMY DESCRIPTION**

Copping Academy is an innovative public charter high school in the Baltimore City Public School System founded on the premise that all Academy students will further their education at a professional institutions of higher learning upon graduation. Operated by and located on the campus of Coppin State University, the Academy opened in July of 2005 and serves a population of 342 students in grades nine through twelve. In July of 2005, the first lottery-selected cohort of 100 students was identified. This cohort participated in a three-week Academy Prep Summer Orientation Program. Throughout the school year, data driven, focused, academic interventions were used to insure steady and accelerated student achievement. After school extra-curricular activities help provide a well-rounded student program.

To reach individual academic goals, every Academy student takes responsibility for his or her high school graduation and college preparation by:

1. working regularly with University faculty and student mentors to enrich areas of intellectual giftedness and focus attention to intervene in areas of academic needs;
2. participating in regular, off-site “life experiences” that enrich the frame of references from which the student is able to apply what he or she has learned in courses to real world situations; and by;
3. completing rigorous academic courses that prepare him or her for acceptance into the college program of choice.

## **SMALL LEARNING COMMUNITIES/PROGRAMMATIC THRUSTS**

Coppin Academy is designed as a high school charged with understanding and supporting each student in his or her pathway to college success. Key to this journey is one-on-one and small group tutoring and mentoring. We are small enough to assist each student with their challenges and large enough to provide students with an area of personal interest for in-depth investigation.

## **VISION**

Coppin Academy will provide students with a rigorous and nurturing educational environment where a culture of achievement is valued. With the support of our stake-holders, our expectation is that graduates will be productive and responsible citizens, life-long learners, and positive contributors to society in this global economy.

## **MISSION**

Coppin Academy is committed to identifying those students from underserved communities to attend our school. We seek to improve academic performance and raise the competency level of each student. We will provide an assessment of each child's strengths and needs, and develop a personalized prescription of activities, services, and programs to foster intellectual, artistic, social, and emotional growth. As a result, students will receive an appropriate educational program which prepares them to enter the workforce or attend college without a need for remediation.

## **ENTRANCE REQUIREMENTS**

Admission to Coppin Academy is open to all students citywide. Student applications are submitted then reviewed by BCPSS Office of Student Placement. A lottery process is used to select 100 in-coming ninth grade students. Students and their parents are required to participate in an Orientation program and attend an interview with the Academy and Coppin State University staff. Each new student must complete the Academy Prep Summer Orientation Program.

## **IDEAL COPPIN ACADEMY STUDENT**

The ideal Coppin Academy student is one who is aware of the important role education plays in our society and has the personal desire and/or family commitment to complete his or her education at the bachelor level and beyond.

- ❖ Accelerate and expand your knowledge and horizon
- ❖ Work with college level material and equipment
- ❖ Interact with college professors
- ❖ Remediate and strengthen your weak academic areas as you prepare for the next level
- ❖ Earn college credits, get a head start on your future
- ❖ Be a part of unique experiences in Maryland, the United States and abroad

## **COPPIN ACADEMY HIGH SCHOOL STUDENT PLEDGE**

As a member of the Coppin Academy High School family, I pledge to lead our school toward excellence. I will accept responsibilities for my actions and abide by school rules. I promise to be loyal to my school and to be respectful to my classmates, school officials, and others that I encounter. I am committed to my success and the success of my peers. With the support of Coppin Academy, I am confident that I will have a prosperous future. I am a Coppin Academy High School scholar.

## **CO-CURRICULAR PROGRAMS AND ACTIVITIES**

**(Essential features of Coppin Academy)**

- Uniform Compliance
- Critical Thinking
- Debate Team
- Study Abroad
- Foreign Language
- Early College Credit
- Step Team
- Robotics Team
- Sports Teams & Cheerleading
- Student Government

# POLICES AND PROCEDURES



## CAMPUS ARRIVAL

- All students are to be in **FULL** Coppin Academy Uniform **UPON** arrival on the campus. There are **NO EXCEPTIONS**.
- Early arrival prior to entry line-up students are to report to the designated waiting area.
- Eagle Hall is the designated area for students to report in the event of inclement weather (rain, sleet, hail, snow).
- Coppin Academy will **not be responsible** for students arriving prior to 7:30am.

## BUILDING ENTRY

- Freshmen and Sophomores are to form Class Lines at the Blue Canopy and wait silently to be called inside. *Be mindful of the college students in the dormitory near the Murphy Building.*
- Juniors and Seniors are to form one straight and quiet line then stop at the corner of the Murphy Building and wait for directions to enter. Upon entering students will be given a uniform inspection before quietly going up the stairs and proceeding directly to their 1<sup>st</sup> period class. Restroom use is prohibited during morning entry.
- Seniors are to enter the Murphy Building quietly and follow directions given by your grade level administrator. (Seniors may earn no line-up after the first quarter)

## ATTENDANCE

- All students are expected to be present and on time every day. Students should arrive to school by 7:55 a.m. class begins promptly at 8:00 a.m.
- Attendance will be taken at 8:00 a.m. in the first period class and electronically submitted to North Avenue.
- Coppin Academy **will not be responsible** for students arriving prior to 7:30am.

## LATENESS

- Students who arrive after 8:00 a.m. are considered late.
- A record of student lateness will be kept by grade level administrators and students will serve late detention after school on the day of lateness.
- Students that have two or more unexcused lateness in a quarter will have to meet with their grade level administrator. Additional lateness will result in a parent telephone call, detention and parent conference.
- Habitual lateness may ultimately lead to failure in the first period class.

## ABSENCES

- Students are required to bring a written note from a parent or guardian after each absence.
- Absences are being closely monitored by the Board of Education, therefore documentation is required as proof of absence.
- Parents are asked to notify the grade level administrator in the event of a student's absence.
- Students are responsible for getting missed assignments upon returning to school.
- Missed assignments should be submitted in a timely fashion.

## DISMISSAL

- Dismissal will take place at 2:50 p.m.
- Students are to remain in full uniform until they are completely off of the campus grounds. (Uniform shirts should remain tucked inside of skirts and pants. In addition ties and Buck shoes should remain on.)
- Students must leave the campus **immediately** unless participating in an after school activity.
- Students still on campus after **ten minutes** will receive a verbal warning from an administrator and a parent telephone call.
- Students waiting for parent pick-up must wait in the designated area.
- Students from other schools **are not** permitted on campus. Outsiders will be **removed** by the campus police. Outsiders should not be invited on campus by a Coppin Academy student, if an outsider is invited by a Coppin Academy student, both parties will be arrested by the campus police.
- Horse playing, loud noises and “hanging out” on campus is not permitted.
- Coppin Academy students are not permitted to visit the Subway, CSU Book store, vending areas, other eating facilities, dormitories are off limit areas on campus. Violators will be suspended.
- Any student participating in an after school program must report immediately to the designated area and must adhere to the policies and regulations of Coppin Academy High School.

## **EARLY DISMISSAL**

Baltimore City Public Schools has instituted a new early dismissal policy. For the safety of our students and the protection of parents and guardians please adhere to the new policy rules:

- All students having an early dismissal must have written permission from a parent or guardian. The note should include the time of dismissal and a working telephone number. The grade level dean or office personnel will have to contact the author of the note before early dismissal permission will be granted.
- Students under the age of 16 will not be allowed to leave school unless a parent or guardian report to the main office, show a valid ID, and sign the student out.
- Students 17 and older must have a written early dismissal note and telephone verification from a parent or guardian. After verbal verification, students 17 and older must sign themselves out in the office of the grade level dean.
- In case of an emergency we ask parents and guardians to make every effort to pick up students from the main office.

## **FIRE ALARMS**

Fire drills will be held periodically during the school year. Students must observe the following rules:

- Stop all work immediately.
- Walk briskly with teacher to the exit assigned
- ( exits to be assigned)
- Remain quiet and stay in order.
- If you are not with a teacher, get into the nearest moving line and **REMAIN** with the group.
- Re-enter the building quietly with teacher when a signal is given.

## **ASSEMBLIES**

- Sit in assigned area for assemblies.
- Be attentive and respect persons who are performing.
- Show your appreciation by appropriate applause; ***loud clapping, booing, whistling, and yelling are not permitted.***
- Follow directions of adults in charge.
- Students not adhering to assembly and program polices will be excluded from future activities

## GENERAL RULES AND REGULATIONS

- Gum, candy, and soda are not permitted in school.
- Glass containers are not permitted in school.
- Students are expected to show respect by being silent and by listening to all adults during announcements.
- All forms distributed by Coppin Academy which require signatures or other information must be completed and returned by the specified time.
- Students are **never** to leave the school campus without telephone or written permission from a parent and a written street pass from an administrator.
- Coppin Academy students are not permitted to leave the campus for lunch. Violators will be suspended.
- Coppin Academy students **are not** Coppin State University students and should not associate or socialize with the college students.

## CLASSROOM RULES

- Enter the room and take your seat quickly and quietly
- During the **first fifteen minutes** of class and the **last fifteen minutes** of class no students are allowed to leave the classroom.
- Students are expected to have paper, pencil/pens and other required supplies every day.
- Follow the direction of the teacher or adult in charge the first time the direction is given.
- Respect the property of others. The **15 minute rule** goes into effect as soon as the class begins. Students **will not** be allowed to leave the classroom. This is called the **15 minute rule**.
- Loud talking, horse-playing and disrespect **are unacceptable behaviors and will not be allowed** in the classrooms.
- **Profanity is Prohibited**, students using profanity will receive an office referral.
- Specific classroom or team rules will be given by individual teachers.

## HALLS

- Students are **NOT allowed** to stop or linger in lavatories between classes. Students may use the restroom before school, during lunch and with a pass from a teacher.
- Students are not allowed to loiter in halls or on stairways between classes
- Students must have a pass when out of class
- Students are allowed in assigned designated areas only.
- Students will be allowed to use the rest room on the floor on which the class is located and only with a written pass.

- There is absolutely **no loud talking or use of profanity** when moving about in stairways halls or campus grounds.

## **CAFETERIA**

- Students are expected to walk quickly and quietly to the cafeteria
- Loud noises, horse playing the use of profanity are prohibited.
- Follow the directions of the adult in charge.
- Leaving the cafeteria or any other site is not permitted unless a pass or permission has been given by an adult in charge.
- Lunch area (table and floor) must be clean and neat before leaving.
- Sit in designated area.
- Wait your turn in the serving lines.
- Talk in quiet, conversational tones.
- There is no walking around or visiting of other tables during lunch
- Remain seated until your table has been called for lunch.
- Lunch area, table and floors must be clean before lunch dismissal

## **CELL PHONE & ELECTRONIC DEVICES**

- **Cell Phones and all Electronic Devices are PROHIBITED.**
- Student's found using cell phones or an electronic device will be referred to grade level administrator. Please note that these devices will be taken. Items will only be returned to a parent or guardian. Use, activation or display of cell phone, camera phone, video phone or other communication devices during the school day or on school buses is a violation of the Student Code of Conduct and will result in appropriate disciplinary response.
- **Cyberbullying:** The use of information and communication technologies- email, cell phones, pagers, text messages, instant messages, defamatory personal web sites, personal polling sites or a combination of these—to support deliberate, repeated and hostile behavior by an individual or group with the intention of physical or psychologically intimidating others.

**First Offense-** The phone/device will be confiscated and returned to a parent or guardian.

**Second Offense-** The student will receive disciplinary action.

\*\*\*Coppin Academy is not responsible for cell phones or any electronic device, if bought to school it is bought at the student's own risk. (*this includes iPods, mp3 players, etc.*)

- Students are not permitted to call **a parent using a cell phone.** Parent calls must be made to and from the **school office.** Failure to comply with this rule will result in **strict disciplinary action.**

# **Computer Technology Policy**

## **Students shall not:**

- **Post or transmit photographs or personal information about themselves and/others.**
- **Bypass the school system's filtering server or in any way "hack" into the system.**
- **Install personal software on computers.**
- **Access or distribute abusive, harassing, obscene, offensive, profane, libelous, pornographic, threatening, sexually explicit or illegal material.**
- **Deliberately waste or overload computer resources, such as printing large quantities of a document from a work station.**
- **Use telecommunication for commercial, purchasing or illegal purposes.**
- **Attempt to monitor or tamper with another user's electronic communications, or alter another user's files or software without the explicit agreement of the owner.**
- **Use telecommunication in any other manner that would violate Board disciplinary policies.**

## **Penalties:**

**Violations of the Technology Acceptable Use Policy may be a violation of the law, civil regulations or Board Rule 812. Suspension of telecommunication privileges, school disciplinary action and/or legal action may result from infringement of this policy.**

# COPPIN ACADEMY UNIFORM POLICY

## Baltimore City Public School

### Policies and Codes

#### School Uniforms

School uniforms may be required in some schools. In schools where uniforms are required, students are expected to be in uniform to be considered a citizen in good standing in the school community. If there are issues with obtaining uniforms, parents or guardians should contact the school.

Coppin Academy High School is a **full dressed uniform** school. Our main focus is **academics**. The uniform policy serves two purposes: to encourage students to focus on the importance of academics, and to provide a **measure of security and safety**.

The intent of the policy is to have our children become the beneficiaries of the stable, enriching, and academically enhanced school environment.

#### COPPIN ACADEMY UNIFORM

YOUNG MEN	YOUNG WOMEN
Canary Yellow oxford short or long-sleeved cloth shirts. Shirts must be tucked in at all times.	Canary Yellow oxford short or long-sleeved cloth shirts. Shirts must be tucked in at all times. No peter-pan or round collared shirts are allowed. <b>No printed tees under uniform shirt.</b>
Solid navy blue uniform ties. No patterns or designs.	Solid navy blue or plaid crisscross or solid navy blue uniform ties. No patterns or designs.
<p>Navy blue uniform pants with belt. All young men must wear a solid black or brown leather belt. Rag, cloth or non-uniform belts are not permitted.</p> <p>Pants with logos, patches, cargo pockets rivets are not permitted.</p> <p>Pants must be worn at waist level.</p> <p><b>NO EXCEPTIONS</b></p>	<p><b>Coppin Academy plaid or navy blue skirts or Navy blue uniform pants.</b> No skorts, or substituted skirts are allowed. Skirts must be worn at the knee. Skirts which appear to be excessively short, or skirts with patches, logo cargo pockets are not permitted.</p> <p>Skirts are not to be altered. Cut off , no hemmed or rolled up skirts are not permitted.</p> <p>Leggings, skorts, or pants are not to be worn under uniform skirts.</p> <p>Skinny jeans, navy blue cargo pants, spandex, denim, or corduroy material are not acceptable. Alterations that change the original appearance and design of the pants are not allowed.</p>
<p>Coppin Academy navy blue uniform sweaters. <b>ONLY</b></p> <p>Coppin Academy logo may be placed on the uniform sweater. <i>Available through Flynn and O'Hara</i></p> <p>Vests, colored jackets, hoodies, argyle sweaters are not permitted.</p>	<p>Coppin Academy navy blue uniform sweaters. <b>ONLY</b></p> <p>Coppin Academy logo may be placed on the uniform sweater. <i>Available through Flynn and O'Hara</i></p> <p>Vests, colored jackets, hoodies, argyle sweaters are not permitted.</p>
Navy blue socks and Brown Buck Shoes	Navy blue socks or tights and Brown Buck Shoes

**STUDENTS MAY NOT SUBSTITUTE ANY PORTION OF THE UNIFORM.**

## **COPPIN ACADEMY UNIFORM RULES**

**Uniforms** will be check daily prior to entry. **Uniforms** must fit properly. No over-sized clothing.

**Jewelry-** No hoop or dangling earrings, stud size earrings only, No bracelets, No necklaces, chains or medallions.

**Hair-** Must be neat and presentable at all times bows, hats, scarf's or headbands, extreme hair color, hair jewelry and unfinished hair is not permitted. Cornrows should be neat and complete, undone braids are not permitted.

**Cosmetics-** Make-up is not permitted

**Navy blue Coppin Academy sweaters may be worn in cool areas of the building or when the weather permits.** Coats and Jackets are not allowed in the hallway or classrooms. Outside wear is to worn only when exiting.

Students **NOT** in **FULL DRESS UNIFORM** will be referred to the grade level administrator to have their parent called.

Students who repeat uniform violations will be referred to the grade level administrator for disciplinary actions.

All parents are requested and expected to support their children with adherence to the Coppin Academy uniform policy.

**Remember, students must be in full uniform upon arrival and DISMISSAL.** As soon as students enter the Coppin University Campus they must have on the full Coppin Academy High School uniform attire. Shirts must be tucked, ties and belts must be on. **This rule will be strictly enforced.** Students are ambassadors of Coppin Academy High School and are representatives at all times.

# **ACADEMIC POLICIES**

All students can be successful at Coppin Academy High School. The teachers and staff are committed to providing students with quality instruction. However, students must take an active role in their own education. Students are successful if all components of each class are taken seriously.

## **REPORT CARDS GRADES**

**Components of student evaluation are:**

Assessment	Quizzes
Notebook Checks	Homework
Projects/Reports	Drills
Class work	Classroom Participation

## **ACADEMIC REQUIREMENTS**

In order to receive a Maryland High School Diploma and to graduate, the following requirements must be met:

- 21 Earned Credits
- 75 Hours of Service Learning

HSA Requirements: Students must pass all of the HSA Tests.

- English II
- Algebra I
- Biology
- Government\*

## **ACADEMIC ACHIEVEMENT**

Coppin Academy students will be recognized for good grades, hard work and excellent conduct. If you meet the following standards, your name will be placed on one of two achievement rolls and you will be invited to attend numerous special recognition events.

### **THE PRINCIPAL'S LIST**

Averages GPA of 90 or above

### **THE DEAN'S LIST**

Average GPA of 80-89

## **LUNCH APPLICATIONS**

- All students are required to have a completed lunch application on file prior to the second week of school. This application is vital to our school's **operation**.

## **BUS TICKETS**

- Students receive monthly bus tickets. Students must have proof that they live 1.5 or further from Coppin Academy.
- Only one book of bus tickets is distributed a month. If lost or stolen they will not be replaced.
- Bus card and bus ticket numbers are recorded.

# **SCHOOL SUPPLIES**

This year, in order to assist students in organizational skills we request that the following school supplies accompany students by the end of the first week of school.

Freshmen, Sophomores and Juniors are required to have **two (2)** two inch loose-leaf binders .

Seniors will be required to have **3(three)** two inch loose-leaf binder, **one white** which will be used for the **senior portfolio**.

All students are required to have a 2g **USB Flash Drive**.

## **MATERIALS**

- Box of #2 pencils
- 2 packs of notebook paper
- Blue/Black ink pens ( one red ink pen)
- Highlighters
- Glue sticks
- Colored Pencils
- Ruler
- Eraser, personal pencil sharpener, hole punch
- Pocket dictionary
- Personal pack of tissues
- Hand sanitizer

*\* Specialized materials, such as novels, etc. may be required by individual teachers.*

## **TEXTBOOKS**

Students will be issued a take home textbook in most classes. It is the student's responsibility to have the textbook when requested by the teacher. Lost or damaged textbooks must be paid for before final grades are issued. . **(School board rule #707.02)**.

Students will receive a textbook contract that has be signed by the student and parent and returned to school before textbooks are issued. Quarterly textbook checks will take place. Students will receive a grade if a successful book check is done.

English teachers will assign outside readings. Students are responsible for **purchasing** the assigned novel or for **borrowing** the novel from a library.

## **COUNSELOR**

- The school counselor is available to help you with problems at school, problems at home, educational opportunities and placement, and summer jobs.
- If you need to see the school counselor, an appointment can be scheduled. You can do so by seeing the counselor before or after school or getting a pass from your teacher.
- **If you have concerns about schedules, classes, electives, or academic progress, see the counselor for help.**

*Counselor: Ms. J Anene*

*Location: Suite 215B*

## **SCHOOL POLICE OFFICER**

The administrators and staff of Coppin Academy High School are committed in the belief that all children should receive the very best education in a safe, orderly environment. Our school police officers are on duty to assist us in this endeavor. They are available for all students and parents to discuss potential problems, such as fights, threats and intruders. The school police officer's job also involves stopping disorderly behavior, when and where necessary. School police officers possesses the same powers as a Baltimore City police officer and will search or arrest in specific situations.

# **BCPSS STUDENT CODE OF CONDUCT**

A committee of parents, student, teachers, and administrators designed the following Baltimore City Public School Student Discipline Code. It was developed so that firm, fair and consistent discipline will be enforced in every school. Consequences are listed for each violation of the code. For any violation, administrators may apply any one or more of the consequences. It is extremely important that all students and parents study and learn the code. It will be enforced for every violation. It is mandatory that all parents sign for receipt of The Student Discipline Code.

## **INTEGRITY CODE**

Coppin Academy expects students to be honest with themselves in order to come to an appreciation of who they are with their own unique strengths and limitations. It is the school's responsibility to assist in this formation, and it is the school's expectation that the students grow in taking responsibility for their attitudes and actions. Coppin Academy expects students to be honest in their academics and co-curricular activities and to develop a true spirit of study, learning, and work. They are expected to do the class work and assignments as directed by their teachers. They are expected to follow the directions of their moderators and coaches in the co-curricular programs, especially with regard to training and conditioning rules in the athletic program. Our Students have a right to expect an honest assessment of their performance, a careful and challenging development of their talents, help if they are experiencing difficulties, and understanding and acceptance for being honest.

# DISCIPLINARY DICTIONARY

**Annoying Behavior** – After being warned, the student exhibits persistent petty unpleasantness.

**Assault** – A person attempts to cause, or purposely, knowingly, or recklessly causes bodily injury to another.

**Bias Incident** – Student indicates a judgment upon another student based on ethnicity, religion, gender, race or color, sexual orientation, etc.

**Bullying** – Any gesture, written, verbal, or physical act that has the effect of insulting or demeaning any student or staff member on the basis of race, color, religion, ancestry, national origin, gender, sexual orientation, mental, physical or sensory disability or other distinguishing characteristics.

**Cell Phones** – may not be seen/used during school hours. They must be off and put away. **Cell phones may not be used to check time, text message, take pictures or any other function. If cell phones are out and/or used, they will be taken by staff members, given to the Administration, and must be picked up by parents.**

**Cheating** – Acting dishonestly when taking a test/quiz or when completing any assignment for a class.

**Cutting Class/Study** - Not being in a classroom when assigned and without the subject teacher's knowledge and permission. A student cannot expect another teacher to write a pass for him/her and be exonerated. Prior written permission must be obtained from the subject area teacher whose class would be missed. If students cut a class, they are not permitted to make up the class work or tests given that day. Parents will be notified either by phone or mail.

**Cutting Detention** – Not attending, arriving late, or being removed from detention.

**Defacing School Property** – Any action of a student where the physical property of the school is deliberately marred.

**Defiance** – The action by which a student challenges the authority of the staff member or a school rule. Examples: any student who fails to behave appropriately on a field trip; students who fail repeatedly to comply with the dress code.

**Disrespect** – Making gestures, using abusive language, inappropriate comments or threats to a student or staff member which would be deemed offensive/hostile by that person.

**Disturbance (Class, cafeteria, study hall)** – Interfering directly or indirectly with the instructional climate, the rights of others, or the normal, safe operation of the school.

**Dress Code Violations** – Any student who is not wearing the appropriate school uniform. This is considered defiance of school rules.

**Electronic Devices** - Any type of Walkman, MP-3 players, I-Pods, Side-kicks, pagers, etc., or any other electronic device are not allowed to be used or seen during the school day. They will be taken by staff, given to Administration, and **must be picked up by parents**.

**Fighting** – Mutual engagement in a physical confrontation that may result in bodily injury to either party or others. Does not include verbal confrontations or a minor confrontation such as a shoving match.

**Forgery/Misrepresentation** – Plagiarism, copyright infringement or falsifying written information so as to misrepresent the views, facts as expressed by teachers, staff, or parents. Turning in work, written or verbal (giving a speech), that is plagiarized or copied directly from another source as one's own work.

**General Detention** – Any detention assigned by an administrator. The detention is served after school in the assigned detention room.

**Inappropriate Language** – The use of curse words or offensive language, be it casually in the hallway or when used in the presence of (but not directed at) a teacher or school official.

**Inappropriate Physical Conduct/Intimate Physical Behavior** – Physically acting in such a way that it may cause harm to themselves or others. Intimate behavior in school, kissing, fondling, excessive hugging or other inappropriate touching/behavior.

**Inciting or Running Toward a Fight** – Any student who aggravates, irritates and otherwise encourages a fight or, in fact, looks to add to the fight will incur the appropriate penalty.

**In-School Suspension** – Students will be assigned by the administration for infractions of the school rules. Teachers will send work to the ISS room.

**Insubordination** – When a student refuses to comply with direction given by any member of the staff.

**Lack of Cooperation** – when a student does not follow written or oral directions given by a teacher, administrator or staff member. Failure to cooperate or interfering with any investigation.

**Lateness to Class/School–Defiance** - Late to class or school is defined as not being in your homeroom or class at the time the bell ceases ringing, indicating the beginning of class.

**Leaving School Grounds Without Permission** – Arriving on school property and then leaving without securing consent from a school official. Before leaving, students must sign out in the Attendance Office.

**Loitering** – **No student** should remain in the school building (or in its immediate proximity) **after school hours** unless he/she is attending an official after-school activity.

**Out of Bounds** – Not being where a student is supposed to be and without permission.

**Out-of-School Suspension** – Students suspended out of school are not allowed on school property. Their work will be gathered and sent home.

**Staff and Peer Intimidation** – Applying pressure through the use of physical force or by verbal threat upon another to do something other than what the individual wishes to do. Disturbing personal property in any way. Bullying behavior towards others is a form of intimidation which will result in serious consequences.

**Substance Abuse** – Bringing to school, or to a school sponsored activity; personally using in the school, showing symptoms in the school of prior use of alcohol or other drugs, possession in personal automobiles, lockers, or clothing; giving, selling, or persuading others to use alcohol or other drugs or what is believed by the student to be controlled dangerous substances or alcohol.

**Teacher Detention** – A detention that is assigned to a student by a teacher. The detention will be assigned to serve with the teacher or in general detention.

**Theft** – Any item which is the property of the school, a staff member, visitor or another student and is stolen must be reported to the administration. For items over \$10, an incident report must be filled out by the student, signed by the parent and presented to an administrator who will forward the report to the police. In the cases where an item costs less than \$10, the administrator will attempt to locate the item and the perpetrator.

**Threat to Staff/Another Student** – Any overture which intends to harm an individual, be it verbal or physical.

**Truancy** – Failing to report to and remain in school when parent/guardian is under the impression that you will be in school.

**Unsafe Acts** – Committing acts which threaten or potentially threaten the safety of others and/or oneself, i.e., lighting matches/lighters; reckless movement in the hall, pushing/shoving, etc.; throwing stones, snowballs, reckless or careless driving, etc. There are two levels of unsafe acts: Minor – 2 demerits, Major – 4 demerits.

**Vandalism** – an action in which a student purposefully abuses school property and may incur physical damage to the property.

## **Baltimore City Public Schools System**

### **Updated Promotion Policy Information- May 15, 2009**

With English being the exception, specific course requirements have been eliminated from the promotion policy. To be promoted, high school students in grades (9) through 12 must achieve a designated number of Carnegie units/credits per grade. Students must achieve a passing grade of 60 for each course taken to earn Carnegie units/credits.

- a. To be promoted from grade nine (9) to grade ten (10) students must have earned at least (4) four Carnegie units/credits, including English 1.
- b. To be promoted from grade ten (10) to grade eleven (11) students must have earned at least (5) five Carnegie units/credits (nine (9) cumulative), including English 1 and English 2.
- c. To be promoted from grade eleven (11) to grade (12) twelve, students must have earned at least six (6) Carnegie units/credits (15 cumulative), including English 1, English 2 and English 3, and have attained at least three of attendance.