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 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
- 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.

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
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.***
# 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)

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

PM Sollers/WBL students: see 2hr Early Dismiss

**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

*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 and Tardiness:

Baltimore County Public Schools Attendance Policy:

Basic Information:

- 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.
- Notes shall include the name of the student, the date of, and the reason for the absence.
- All absent notes should brought by the student and given to his/her A1 or B1 teacher.
- 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.
- Requests for excusing absences for college visits or travel should be directed to the principal at least one week in advance.

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:
  o 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.
  o Upon their return from an absence from school, students are expected to submit a note explaining their absence to the main office. Students have 5 days upon their return to submit the note, at which time front office staff will appropriately code the absence.
  o 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.
  o 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.
  o 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.
  o 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.

Tardiness to school:

- All students should be seated in their classrooms no later than 7:45 a.m.
- Breakfast is available as a grab and go option upon entering the building in all of the lobbies. Students will be able to eat at their desk in the first period class.
- Students who are not in their classroom and do not have a pass from a teacher after 7:45 am will be directed to the late center in the main lobby.
• Students who arrive late to school 3 days unexcused in a marking period may be assigned lunch detention for that day.

• Students who arrive late to school 5 or more days unexcused may be assigned to Friday after school detention.

• Students who arrive late to school for 8 or more days unexcused will be placed on social suspension for the remainder of that marking period (or next depending on the date).

• We understand that a student may be late to school from time to time due to illness. A student arriving late due to illness should present a parent note indicating this. However, after parent notes due to illness are presented three times in a marking period, a doctor’s note will be required in order to excuse further lateness.

• The Athletic Department will also enforce a lateness policy that penalizes athletes who arrive late to school.

• Social Suspension includes exclusion from sporting events, pep rallies, school dances, and performances such as talent shows and plays. Students on social suspension may attend required musical performances as part of a class, clubs and coach class.

• Students who have an SPHS parking permit will have their parking permit revoked once they have reached 5 tardies in any one marking period or 10 tardies total. The parking permit will not be re-issued.

**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.

**School Counseling Office:**

Through counseling, coordination, and consultation the counselors assist students with a variety of issues 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
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 were able to make requests for adjustments for the following reasons:

1. Seniors missing a graduation requirement
2. Students approved for Dual Enrollment, work study, or release time, which needs to be added. Dual enrollment must have been submitted by the July deadline.
3. Student passed a class in summer school, which is in this year’s schedule.
4. Student does not have the prerequisite classes needed for a class currently on their schedule.
5. Student is scheduled to retake a class, which they have already taken and passed.
6. Student has an open nonscheduled period
7. Physical/medical necessity; please provide medical documentation

Any other reason for changing or adjusting a schedule will not be permitted.

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 coach class 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 2021-2022 school year, registration paperwork will be available the first week of September. Please see 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
   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
Athletics and Extra-Curricular Activities:

Athletics: In order to participate in SPHS Athletics, students 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.

Student Behavior:

Student Behavior: At the beginning of the year, school administrators will review the Baltimore County Behavior Handbook with all students. All students receive a copy of the BCPS Student Behavior Handbook. Both students and parents are required to sign the handbook and return the signed portion to homeroom teachers.

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 violent behavior. With this in mind, we have a non-negotiable, non-violence policy. Students are expected to settle disputes without fighting. Students identified engaging in a fight will be suspended from school and may be charged by the police. Students, who actively and purposefully promote, instigate or encourage fighting and/or participate as spectators will also be suspended. This policy will be implemented in all cases of student violence.

Cell Phones
At SPHS, we believe that when students enter our 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.

• During class time, cell phones are to be off and out of sight.

Students and their parents are reminded that students are responsible for protecting the security of the BCPS network. By signing the Student Code of Conduct at the start of the school, students agreed that they will not attempt to bypass security settings or Internet filters or interfere with the operation of the network by installing or downloading unauthorized software, games, programs, files, electronic media,
or stand-alone applications from the Internet or from any other sources. This includes applications such as Psiphon. Students who are found to be misusing student devise or the BCPS network in this manner will lose access to their devices and the BCPS network. In these instances, students will be expected to complete alternate classroom assignments.

**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.

**Appropriate Student Dress and Hats:**
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.

Hats are to be removed and stored (in a backpack, for example) so that the hat is not visible when entering the school building. Hats must remain off and away for the entire school day.

**Class Cuts:** Class cuts are cumulative for the entire school year. Each class cut is charged as an unexcused absence and counts towards unexcused time missed for the grading period. Students will receive a “0” for all missed work during the time they cut class and they will be assigned consequences that include after school detentions. Further class cuts will be referred to the student’s administrator.

**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.

**Lavatory/Hall Passes:** Any student who is in the hallway during the class period must have the a green hall pass indicating they have teacher permission to be outside of the classroom. This includes during homeroom. Teachers will communicate which restroom is the closest and students are expected to use only that restroom when that is the destination.

**15-15 Rule:** To maximize instructional time, students are encouraged to use the restroom during change of class time and their lunch period. Students should not ask permission to leave class during the first or last 15 minutes of any class period. The only exceptions to this are during homeroom and in case of an emergency.
Consequences

SPHS will hold Tuesday and Thursday detention when a student receives a teacher-assigned summons. Administrators may assign students to Friday PM detention, Saturday AM detention, lunch detention, In School Suspension or Out of School Suspension. Administrators may also place students on social suspension. Students on social suspension are not permitted to attend any school events outside of the regular school day including athletic events/games and social events such as dances.

Failure to serve the 30-minute summons detention will result in a 60-minute detention. Failure to serve this will result in an administrator referral. Parent contact will be initiated whenever a consequence is assigned. It is the student/parent responsibility to arrange for transportation following a detention. It is the student responsibility to notify coaches and/or employers when necessary. Dates/times of detentions are not negotiable.

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.

**Visiting the School Building:**

Due to COVID-19 mitigation strategies, parent and other visits to the building will be limited to an as needed basis. Whenever possible business will be conducted over the phone/email or by a staff member meeting you at the door. 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.

**Drop Off Procedures:** When students are being dropped off at school by vehicle, it is important to follow the appropriate traffic pattern. Absolutely no vehicles are permitted in the bus loop for student drop off or any other reason between 7:10 a.m. and 8:15 a.m. Vehicles arriving for student drop off during this time must enter at Main Avenue and proceed through the proper entrance of the faculty lot. Drop off will occur at the end of the pathway towards the auditorium entrance. Vehicles will then proceed through the appropriate exit onto Main Avenue.

**Main Entrance:** 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.

**Visiting the School 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.

**Phone Calls and Messages for Students:** Please be mindful of your son or daughter’s daily schedule if you are contacting them via text message or phone call. Cell phones may not be used for making or receiving phone calls during the school day – this includes during class, passing time and lunches. In the classroom, cell phones are used for instructional purposes only, when directed by the teacher. Students may use phones for texting only during their change of class time or during their lunch period.

**Headphones/Earbuds:** or music features (with headphones) only during their change of class time or during their lunch period. The volume should be low enough when wearing headphones that the student can hear an adult giving them directions. Use of headphones or earbuds is not permitted during class time, unless teacher permission is granted for instructional purposes.

**Deliveries/Outside Food and Beverage:** Please refrain from delivering items, including outside food and beverage, to students during the school day. If you do need to deliver something to a student, please report to the main office and allow our secretarial staff to handle the exchange. 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. Do not call or text your student and ask them to come outside to pick up an item. Students with food delivered from outside the building during the school day will be directed to eat in the main office.

School Safety & Emergency Information:

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.

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.