

Fort Hill High School/ Student Handbook

Address – 500 Greenway Avenue, Cumberland, MD 21502

School Phone – 301-777-2570

Attendance Office – 301-777-8012

School Fax – 301-777-2572

Cafeteria – 301-724-9197

Administrators:

Joseph W. Carter, Principal

Katie Buskirk, Assistant Principal/Dean of Academics

Paul Green, Athletic Director

Richard King, Assistant Principal/Dean of Students

Dee Kalbaugh, Resource Facilitator

From the Desk of the Principal: On behalf of the faculty, staff, and administration I extend our warmest welcome to you. We are very pleased to have you join the Fort Hill High Community. Our goal is to provide guidelines which define your responsibilities as students. All students are expected to behave in a manner appropriate to high school. You share a responsibility to keep Fort Hill a place where we share and feel pride. Proper student behavior is expected in halls, in classrooms, on campus, and while attending extracurricular activities.

Three Keys to Success at Anything – 1. Be on time 2. Be at your best 3. Be courteous

Regular School Day

7:45 am	Announcements
7:45 am – 8:30 am	Period 1
8:34 am – 9:19 am	Period 2
9:23 am – 10:07 am	Period 3
10:11 am – 10:56 am	Period 4
11:02 am – 1:02 pm	Period 5
11:02 – 11:32 am	Shift I
11:32 – 12:02 pm	Shift II
12:02 – 12:32 pm	Shift III
12:32 – 1:02 pm	Shift IV
1:06 pm – 1:51 pm	Period 6
1:55 pm – 2:40 pm	Period 7
2:40 pm	Student Dismissal
2:48 pm	Bus Dismissal
3:10 pm	Staff Dismissal

2 Hour Delay Schedule

9:45 am – 10:10 am	Period 1
10:14 am – 10:39 am	Period 2
10:43am --11:08am	Period 3
11:12 am – 1:12 am	Period 5
11:12 – 11:42 am	Shift I
11:42 – 12:12 pm	Shift II
12:12 – 12:42 pm	Shift III
12:42 – 1:12 pm	Shift IV
1:16 pm – 1:41 pm	Period 4
1:45 pm – 2:10 pm	Period 6
2:14 pm—2:40pm	Period 7
2:40 pm	Student Dismissal
2:48 pm	Bus Dismissal
3:10 pm	Staff Dismissal

3 Hour Early Dismissal Schedule

7:45 am – 8:00 am	Period 1
8:04 am – 8:19 am	Period 2
8:23 am – 8:38 am	Period 3
8:42 am – 8:57 am	Period 4
9:01 am -- 9:16 am	Period 6
9:20 am – 9:35 am	Period 7
9:39 am –11:39 am	Period 5
9:39 – 10:09 am	Shift I
10:09 – 10:39 am	Shift II
10:39 – 11:09 am	Shift III
11:09 – 11:39 am	Shift IV
11:40 am	Student Dismissal
11:48 am	Bus Dismissal

Important Dates

School Picture Day – September 10

Parent Conference – October 2 (10:00 am – 5:30 pm), February 26 (Three hour early dismissal with conferences in the afternoon)

Report Card Distributions – November 10, January 28, April 8, and by mail June 18

Last Day for Seniors – May 22

Graduation – May 27

Last Day for Underclassmen – June 8

Address Change: The State Department of Education requires a *proof of residency* (such as electric bill, gas bill, etc.) on file before a change of address is made on the computer system. The school cannot change the address from the information put on the emergency card.

Attendance Procedure: When a student is absent, a guardian should inform the Attendance Office by calling **301-777-8012** after 7:30 am and indicate the reason for the absence.

Tardiness (unlawful absences) to school: Students report to their first class for roll at 7:40 to 7:45 am. If students are not in class prior to the start of announcements at 7:45 am, they will be sent to the Attendance Office. Tardiness shall be treated in a similar manner as lawful or unlawful absences. Parents should accompany the student to the Attendance Office if special circumstances arise (maximum of 3 in 9 weeks).

Attendance/Tardy Policy: Students must be in school to attend or participate in extracurricular activities. Students must maintain appropriate behavior and attendance (e.g. not accumulate excessive tardies or uncertified days absent) in order to participate in any school activity, including field trips. Parents will be notified by letter if absences total 5, 9 and 12 days. At these intervals, disciplinary action may be taken by the principal. In addition, the school will request that the parents of those students who accumulate five (5) unlawful absences in any nine weeks period attend a meeting with school personnel regarding the absences and develop a course of action with the school staff to improve the student's attendance. At twelve (12) unlawful days absent or tardy, credits will be rescinded. Warnings, letters to parents, attendance meetings, detentions, suspensions and Summer School will be enforced to try to prevent the loss of earned credits. A loss of credit may result in the student needing to retake the course, which could negatively impact his/her date of graduation. Parents and students are encouraged to monitor student attendance through the Aspen system.

Students Dismissed Early: To be excused early, a student must bring a note from his/her parent/guardian to the Attendance Office during morning bus arrival. In addition, the parent/guardian must call the school, prior to the early dismissal time, to verify that the student may be released. Students leaving early between the times of 2:00 pm – 2:39 pm should make arrangements to meet in the rear of the building because of the arrival and departure of buses. There is no parking in the loop in front of the school between 2:00 and 2:50 p.m.

Book bag Regulations: Students will not be permitted to carry book bags during the school day. Book bags may be used to carry materials to and from school only. The book bag must be kept in the student's locker during the school day.

Dress and Appearance: Students and parents share the responsibility for appropriate dress and grooming. Appearance and dress that is a disruption to the school is not permitted. Shoes must be worn. Clothing, buttons, tattoos or signs with profane, vulgar or inappropriate words or pictures will not be permitted. This includes items which suggest or depict illegal drugs, violence, gang activity, or alcohol. Any type of hat or bandanna is not to be worn in the halls or classrooms (including PE).

Lunch Program: Students should inquire if they are eligible for free/reduced lunch. Students have a 30 minute period to eat lunch. There is a "no charge" policy in effect. Students may not be excused from the school campus for lunch.

Medications: School personnel are not permitted to provide any medication (including Tylenol) to students without a blue authorization form. A guardian must bring medication to school containing written instructions to the nurse. Do not send in medication with students. If a student is using an inhaler or Epi-pen, a physician's authorization form must be completed.

Dances/Proms: Middle School students and individuals 21 years of age or older are not permitted to attend For Hill sponsored dances or proms. If a student is bringing a student from another school, a *Guest Verification for Dances* form must be filled out and approved before purchasing dance tickets.

Homecoming Week: Days and times will be announced when parents and students may come to school to decorate lockers. Decorations should be positive in nature. Please, DO NOT use glue on the lockers.

Guidance Services: To make the most of your experience at Fort Hill, you must utilize the services of the Guidance Office. Guidance provides help to students who are having problems/difficulties or who simply need someone to talk to regarding a concern or issue; however, Guidance does much more than that here at Fort Hill. Counselors advise students on what they need to graduate and what other educational opportunities are available at Fort Hill. Services are available for college entrance and information, financial aid, testing, and scholarships. Scholarship information is *free*. There is no need for students to pay for this information.

Schedule Changes: No changes will be made except those affecting graduation, Career Center programs, or completer programs.

Make-Up Work: Daily classroom attendance is essential for success in school; consequently, the following guidelines have been established to assist students and parents.

Students are responsible for requesting and completing work missed because of absences. Students shall be permitted two (2) school days to complete work missed during each absence. These make up days will begin the day after the student returns to school. This policy does not automatically extend due-dates for long-term assignments unless approved by the principal.

For more than five days of absence, it is recommended that arrangements be made with the teacher or guidance counselor. Credit may not be given for work that is not completed on time or for work missed because of unexcused absences.

Grade Changes: If a grade is not correct on your report card, see the appropriate teacher to make the change, then bring the report card to the main office so a copy can be made for the Board of Education Technology Department.

National Honor Society: Students are nominated at the end of their tenth grade year for entrance into the National Honor Society. Students must have a 3.7 GPA and recommendations from five teachers based on academics and character. Once inducted into the National Honor Society, students must maintain a 3.7 GPA.

Tutoring: The National Honor Society (NHS) provides a tutoring service to the students of Fort Hill who wish to make use of such service. If you are in need of a tutor, you may pick up an application in the Guidance Office. Only sign up if you want help and are willing to commit yourself to working for improvement. Moreover, several teachers are available for after-school tutoring. Please see a guidance counselor for more information.

Student Service Learning: The 75 hours of Service Learning required for high school graduation will be counted when students successfully complete the hours at those grade levels. In high school, if students complete a total of 132 additional Service Learning hours, (beyond the 75 hours required for a Maryland high school diploma), they will qualify for the Service Learning Graduation Credit and other awards of recognition. Students are required to document these hours by completing and submitting a reflection/verification form. The Service Learning coordinator will assist any student transferring from out-of-state or from nonpublic schools.

Care of School Property: Students are responsible for the proper care of books, supplies, equipment, and furniture supplied by the school. Students who damage or lose school property or equipment will be issued an obligation and be required to pay for the loss of damages. Disciplinary action will be enforced for malicious or willful destruction of school property or the personal belongings of a student or staff member.

Obligations: If you have an obligation, please pay your adviser or teacher. Once you have paid your obligation, ask for a note stating the obligation has been cleared and bring the note to the office. Seniors must have all obligations turned in before they can participate in graduation.

Personal Property: The school is not responsible for the loss or damage of any personal item, including cell phones, IPODS, radios, electronic games, CD players or similar devices that students bring to school. Students should also not bring cameras, expensive jewelry, or large sums of money to school. Students should not leave any valuables in their lockers or unprotected. The school is not responsible for items stolen, lost, confiscated and/or not returned.

Cell Phones/Pagers/Electronic Devices: Students are permitted to carry cell phones, but they must remain silent. Cell phones are to be out of sight and not used during class time unless it is for academic purposes and the teacher has given permission. Disruptions of classrooms because of cell phones will not be tolerated and will result in disciplinary actions. Students may not be talking on cell phones for any reason. If an emergency occurs, students may come to an Assistant Principal's office to make a request to make a phone call home. Being referred to the office for chronic cell phone violations may result in the loss of cell phone privileges during the school day. Sextexting is unlawful. Charges may result in possession of child pornography as well as school or Board of Education reprimands. If there is reasonable suspicion that the cell phone has been used in a manner that would violate school policy and/or in connection with criminal activity, the school administration reserves the right to seize the cell phone.

Alcohol/Drug Use Outside of School: Parties with alcohol and drugs and/or limited adult supervision are a concern in the community. The distribution, possession, or use of drugs or look-alike drugs is illegal. The legal drinking age in Maryland is 21. Parents and students should know the legal penalties in Maryland for under-age alcohol use. Any minor caught drinking may be given a civil citation, 18-year-olds may be charged with intoxication and have a police record that must be reported on both college and job applications, and adults can be charged if alcohol is served in their home. Students involved in school-sponsored sports and

extracurricular activities must remember that use of alcohol or drugs will jeopardize their eligibility to participate.

Computer/Internet Use: The use of computers in the school is to be for educational purposes only. Students must return a telecommunication form in order to use the computers in any class. Students, with teacher permission and supervision, may access the Internet. If misconduct occurs, appropriate disciplinary action will be taken in accordance with school or Board of Education policy. Disciplinary action may range from detention to suspension, the loss of privileges for using all school computers, and possible legal prosecution and expulsion.

Discipline for Off-Campus Activity: It is often necessary to provide a disciplinary sanction or loss of privileges for student behavior occurring off-campus. The rationale for having conduct eligibility policies includes the promotion of student safety, the visibility of participants and the projection of a school image, and the trust that the school officials place in such students as school leaders. That the participation in extracurricular activities is considered a privilege instead of a right allows school officials the latitude to impose disciplinary sanctions that have meaningful, and visible, consequences for the students. In instances when the behavior of a student is disruptive and detrimental to the operation of the school, the student may be suspended or expelled. Students may be held accountable for off-campus violations that include Internet misconduct, violent behavior, and the use or possession of drug, alcohol, or tobacco products. This list is not to be considered all-inclusive; the building administrators, in consultation with appropriate personnel, will make final decisions concerning sanctions for off-campus behavior.

Progressive Discipline: Discipline begins with the teacher. Our teachers control their rooms and establish their discipline policy. Fort Hill also abides by the Allegany County Board of Education's Student Code of Conduct, which is a progressive discipline policy. Depending on the severity of the violation, the principal has the authority to make the punishment more severe.

Any accumulation of 5 Suspensions (ISS/OSS) in high school in the Allegany County Public Schools will result in a 10 day OSS with recommendation for exclusion from Fort Hill High School. Any accumulation of 3 referrals will result in the suspension process. A detailed discipline policy may be obtained from guidance counselors or assistant principals.

Graduation Requirements: The Maryland State Department of Education and the Allegany County Board of Education states that a student must earn a minimum of 22 credits.

Maryland High School Diploma Program Requirements:

English - 4 credits

Social Studies - 3 Credits (1 each: U.S. History, World History, and Government)

Math - 3 credits (1 Algebraic and 1 Geometric Concept)-*Beginning with the Class of 2018, students will need 4 credits of math.*

Science - 3 Credits

Physical Education - 1 Credit

Technology Education - 1 Credit

Fine Arts - 1 Credit (Art, Drama, Music, or Contemporary Music)

Health - ½ Credit

Personal Financial Literacy – ½ Credit

Foreign Language - 2 Credits

OR

Advanced Tech - 2 Credits

OR

Vocational Completer Program

Electives – 3

Passing Scores on the Maryland High School Assessments and/or PARCC Assessments -

English I, Algebra, Government, and Biology

Student Service Requirement Completed

Student Completer Requirement Finished

Students complete HSA requirements

ACPS Honors Certificate:

Basic Graduation Requirements

12 of 22 required credits must be Honors designated courses

3.5 GPA or above

ACT/SAT Test Information: Most colleges and universities require that you take either the ACT or the SAT test for admission. Registration information is available in the Guidance Office. To insure that the school receives your scores, please include the **school code – 210440**. Please see your guidance counselor if you may qualify for a fee waiver for the test.

AP Courses and Exams: Fort Hill offers a variety of Advanced Placement courses including AP Environmental Science, AP Biology, AP Chemistry, AP Calculus, AP English, AP US History, AP Psychology, AP Human Geography, and AP World Cultures. Advanced Placement courses are rigorous courses that teach the same content as the college courses. To receive the AP credit, the student must take and pass the examination for the course in the spring. Once the student has passed the test, he/she will be able to purchase those credits in college and have them count toward their degree. There is an examination fee and financial aid available for those who may qualify.

***Extracurricular Activities:** All students must sign the extracurricular activities participation form. Coaches/advisors will distribute these to you or you may pick one up in the main office.*

MSAP Team: The Maryland Student Assistance Program (MSAP) is designed to identify students who are having difficulty in school because of drug or alcohol related problems and refer them for help. Students can be recommended for intervention by parents, faculty, coaches/advisors, or fellow students. After the student has been identified, data is collected to determine if the student is in need of an intervention. If an intervention is needed, the parent is involved and a referral is made to assist the student. The MSAP team will also follow-up on the student. The program is an intervention and not a treatment program. If you feel that you know a student in need of help, you may confidentially refer the student by putting his/her name in the box located in the Guidance Office.

Web Site: www.forthillhs.com – The web site will be maintained by students in Web Design II class taught by Mr. Beal. It is our goal to provide another method of communication among the school, parents, and students. The web site will remain current and relevant through out the year. Please use this valuable resource.

FORT HILL ATHLETICS

MPSSAA Interscholastic Programs: Fort Hill offers competition in the sports listed below. Many compete toward conference and state championships.

SEASON	SPORT	HEAD COACH
FALL	Cross Country	Chris Morgan Tommy Chandler
	Football	Todd Appel
	Golf	Mike Bittner
	Soccer – Women’s	T.J. McCullough
	Soccer – Men’s	Jim Hott
	Volleyball	Joe Brewer
WINTER	Basketball – Women’s	Amber Waltz
	Basketball – Men’s	Thad Burner
	Bowling – Women’s	William Patch
	Bowling – Men’s	William Patch
	Wrestling	Bernie Nichols
SPRING	Baseball	Jeff Brode
	Softball	Mike Bittner
	Tennis – Women’s	Joe Brewer
	Tennis – Men’s	Joe Brewer
	Track – Women’s	Zach Alkire
	Track – Men’s	Zach Alkire

NO TOLERANCE POLICY FOR DRUGS/ALCOHOL/WEAPONS: Fort Hill has no tolerance for use, distribution or possession of drugs, alcohol, or weapons on or off school property. Violations occurring during school hours and activities will result in a dismissal from the team and a recommendation of exclusion from Fort Hill. Violations occurring off school property may result in a team dismissal.

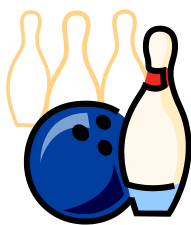
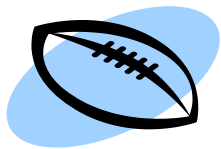
General Guidelines – Comprised from AMAC, County, School, and State Regulations. The Coach has the authority to make guidelines more stringent provided there is no conflict with league, school, county, or state guidelines.

1. Academic eligibility is determined by BOE policy at the 1st nine weeks, 2nd nine weeks, 3rd nine weeks, and 4th nine weeks.
2. Athletes may participate in more than one sport per season under the following guidelines: both coaches agree that it is feasible, conflicts with practices and contests are resolved, and a dominant sport is acknowledged by the athlete, coaches, and guardians. If a conflict arises with a contest or practice on the same day (even if rescheduled) the athlete will participate in the dominant sport.

3. Transportation – Athletes are to be transported by an approved carrier to and from contests unless arrangement and permission forms have been processed through the coach or advisor.
4. Athletes committing a “crime of violence”, as defined in Article 27 of COMAR, on or off school property will be dismissed from the team and subject to school and BOE policy.
5. Any athlete who is ejected from a contest for fighting or unsportsmanlike behavior will be automatically suspended from competition for a minimum of one game and may be dismissed from the team.
6. Meals – Occasionally, due to distance and play time, a team must eat before leaving. Students are not to be excused from school early to eat. If this situation occurs, the coach should make arrangements through the AD or Principal to eat in the cafeteria.
7. If it is determined that an athlete is to be reprimanded by ISS or OSS, the athlete is immediately ineligible to practice or play until the suspension is completed.
8. An athlete may not participate until a completed *physical exam* and a *signed Rules Governing Participation form* is on file with the Athletic Director or Coach.
9. The Principal may require drug testing of athletes suspected of drug use.
10. School and team policies may be more stringent than BOE and MPSSAA policy and differences may exist from sport to sport at Fort Hill.
11. Student athletes must maintain appropriate behavior and regular school attendance and not accumulate excessive tardies in order to participate in any school activity, including athletics and field trips.
12. For booster club membership information, please call the school.

ALL ATHLETES ARE ASKED TO SHARE THIS INFORMATION WITH THEIR PARENTS.

For additional or more detailed information, please contact the Athletic Director.



School Fight Song

Over the top we go, oh, Fort Hill High
 We know you'll cross that goal, for
 We know you will try, Yi, Yi, Yi!
 Oh! Fort Hill High, let's go
 And win this game!
 Over the top we go, and fly our colors,
 Fly our colors... Go Red!

Fort Hill Alma Mater

How we love thee, Fort Hill High
 School,
 Let our actions tell!
 We, thy loyal sons and daughters,
 Pledge to serve thee well!
 Sing her praises!
 Let her chorus ever joyful be!
 Hail to thee, our Alma Mater!
 Fort Hill, hail to thee.

