

## PRINCIPAL'S MESSAGE

Dear Students and Parents:

Welcome Hawks!

We have graduated our second International Baccalaureate Diploma Candidates and our program continues to grow. As we begin our new year, we hope that you will help UHS continue with its rich tradition of academic excellence for all to follow. An exceptional faculty and staff are looking forward to working with you in establishing and achieving your goals of success.

Please take time to review this handbook carefully. It contains important information that can be helpful to your whole family. Additionally, the Frederick County Calendar Handbook and The High School Course Offering Guide provide information about the operations of county schools, the curriculum and academic requirements for all students.

I also want to remind you that your teachers, counselors, and administrators are available to provide assistance. Your questions or concerns are always welcome.

As you work through your years at UHS, I challenge each of you to set goals and standards that will be above those set by most high school students. In accomplishing these exceptional goals, you will make a “real difference” in our world and set the pace for developing a high school culture that will be second to none.

In closing, I want to wish each of you the very best as “The Tradition Continues” at Urbana High School.

Sincerely,

Dr. George Seaton, II  
Principal

**URBANA HIGH SCHOOL  
STUDENT/PARENT HANDBOOK  
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## **URBANA HIGH SCHOOL MISSION STATEMENT**

Urbana High School extends the knowledge and capabilities of all our students by providing a rich selection of challenging learning opportunities. Through excellence in teaching and learning, we inspire students to achieve their academic potential and make a positive difference in their community. Our school community strives to demonstrate trustworthiness, respect, responsibility, fairness, caring and citizenship through a wide variety of activities and interests so that we **Soar With Pride**.

## **BELIEF STATEMENTS**

**We believe that:**

1. Our school is an excellent environment for learning and welcomes new ideas for continual improvement.
2. Our school is the primary focus of the community.
3. Our school values community support.
4. Our learning community extends beyond the school day and building.
5. Our parents, students, and staff are partners in the educational process.
6. Our school has the responsibility to provide a safe learning environment.
7. Our school community aspires to respect diversity and individual differences.
8. Our school community reveres ethical conduct.
9. Our educational program provides a rich selection of challenging learning opportunities.
10. Our innovative educational program contributes to life long learning.



### Early Dismissals

Two Hours Early:           7:30-8:25     Block 1  
                                  8:30-9:20     Block 2  
                                  9:25-11:30    Block 3/Lunch  
  Lunch Shifts: 1<sup>st</sup>     9:25-9:53  
  2<sup>nd</sup>     9:56-10:24  
  3<sup>rd</sup>     10:27-10:55  
  4<sup>th</sup>     10:57-11:25  
  
                                  11:30-12:15   Block 4  
                                  12:15   All students dismissed

Three Hours Early:         7:30-9:00     Block 1  
                                  9:05-9:45     Block 2  
                                  9:49-11:15    Block 3/Lunch  
  Lunch Shifts: 1<sup>st</sup>     9:49-10:09  
  2<sup>nd</sup>     10:11-10:31  
  3<sup>rd</sup>     10:33-10:53  
  4<sup>th</sup>     10:55-11:15  
  
                                  There will be no Block 4  
                                  11:15   All students dismissed

### Conference Day Schedules

Students attend in AM, lunch served  
7:15            Teachers report  
7:30-9:00      Block 1  
9:05-10:45     Block 2 Lunch  
All students dismissed at 10:45

Students attend in PM, no lunch served  
11:15           Teachers report  
11:30-12:40    Block 3  
12:45-2:15     Block 4

**URBANA HIGH SCHOOL  
WHERE  
CHARACTER COUNTS!**

It is our desire to educate students, staff and community about the six pillars of character and what we are doing to demonstrate our commitment to the Character Counts! Program. The six pillars are:

**TRUSTWORTHINESS**

**RESPECT**

**RESPONSIBILITY**

**FAIRNESS**

**CARING**

**CITIZENSHIP**

This program is not about values; it is about ethics, standards of conduct that govern behavior. Character Counts! is an infrastructure of principals, beliefs and language that is integrated into all aspects of the school community. We, at Urbana High School, have established the six pillars as guiding principles of behavioral expectations. Lessons are developed that emphasize these principles and we promote them through various mediums.

Character Counts! begins with each of us. It begins from within and needs to be demonstrated in all we do. We want everyone to participate because community involvement and participation is necessary to change a culture in which the moral ozone seems to be getting larger.

**BE ON TIME**

**ATTEND SCHOOL DAILY**

**FOLLOW SCHOOL RULES**

**PLAN TO GRADUATE!**

**URBANA HIGH SCHOOL STAFF  
2007-2008**

**Administration**

Dr. George Seaton, Principal  
Dr. Don Hindman, Assistant Principal

Mr. Dale Peters, Assistant Principal  
Mrs. Sara Ring, Assistant Principal

**Art**

Deb Winkles, Chair  
William Bingman  
Mike Heller  
Susan Maseth  
Cameron Petke

**Business/Computers**

Cindy Zimmerman, Chair  
Vito Cresta  
Deirdra Dewaal  
Susan Roper  
Penny Zimmerman

**Dance/Drama**

Stephanie Weigelt  
Mary Lennon

**English**

Dave Britton, Chair  
Becky Ackerson  
Holly Coughlin  
Eileen Foley-Breck  
Cindy Garagiola  
Del Hayes

Terry Hershey  
Mardy Holt  
Janet Maldonado  
Ed Schoder  
Scot Slaby  
Stephen Ward

**Family and Consumer Sciences**

Meri Borland  
**Foreign Language**  
Ann Beachley, Chair  
Jonell Caliskan  
Ali Courtney  
Mark Kavanaugh  
Karla Kulp  
Michelle Raymond  
Carol Rossi  
Chris Staub

**Guidance**

Beverly Fairchild, Chair  
Nick Dewaal  
Erin Hill  
Chrissy Polce

Jonathan Walton

**HSA Intervention Teacher**

Mike Monahan

**IB Coordinator**

Helen Golibart

**Literacy Specialist**

Donna Ross

**Math**

Marjorie Barnes, Chair  
Peter Arbaugh  
Scott Bolyard  
Rebecca Boteler  
Greg Chapman  
BarbColeman

Jim DeNobel

Cindy Miller

Jessica Mills

Terre Planz

Wayne Rousculp

Danny Rumpf

Jerry Walker

Melissa Watson

**Media Specialist**

Jessica McBroom

**Music**

Monika McCormick, Chair  
Suzanne Buxbaum  
Eric Trio

**PE/Health**

Kevin McMullen, Chair  
Terry Connolly  
Km Fortney  
Kevin Kendro, AD  
Chuck Nichols

Joe Polce

Andrea Stuart

Denise Wahl

Sally Watsic

**School Support**

Chris Krivos

**Science**

Steve Wilson, Chair  
Stacy Bureau  
Daniel Chlebowski  
Craig Coleman  
Suzanne Elder Dashiell  
Suzanne Folk  
Cindie Kuhn  
David Lillard  
Beth McCook

**Science (Continued)**

Mike Piavis  
George Shearer  
Michelle Shearer  
**Social Studies**  
Norm Crosby, Chair  
Justin Absher  
Joseph Baclawski  
Colleen Bernard  
Andrew Brown  
Leigh Ann Gunther  
Charles Hontz  
Nathan Kachur

Marlon Moran  
Daniel Mulcahy  
Brooke Reinsfelder  
Trish Smallwood  
Nate Smarick

**Special Education**

Greta Harrison, Chair  
Meredith Carr  
Ida Davis

Tracy Easterday  
John Fairchild  
Michelle Frankert  
Heather O'Brien

Lera Straits

**Technology Education**

Heather Brennan

**Secretaries/Assistants**

Renee Ferrante, Office Manager  
Helen Burks  
Cynthia Dorsey  
Kim Gaines  
Diane Hancock  
Kim Hunley  
Mary Ann Hoehl  
Sue Jarvis  
Melinda Kidd  
Tammy Koontz  
Cindy Moré  
Reneé Rosa  
Margie Williams  
**Special Ed. Secretaries/Aides**  
Johnnie Baker  
Alicia Feliciano  
Jamie Gosnell

**Special Ed. Secretaries/Aides (Continued)**

Sandy Gruninger

Susan Kmetz

Matt Rapoza

Ann Reeves

Janice Ribar

Karen Shiblee

Catherine Thomas

Bryce Worley

**Health Services**

Karen Young, Nurse

Lynn Rhoderick, Health Tech.

**Pupil Personnel Worker**

Heather Krystofiak

**School Psychologist**

Grazyna Guttenburg

**CASS**

Shelly Pollock

**Cafeteria Manager**

Fran Wimmer

**Operations**

Christy Miles, Lead

Rodney Dorsey, Assistant

Eric Berrys

Mark Brown

Colette Campbell

Randy Haupt

Wayne Lawson

Michael Main

Charles Myers

Sursatie Ramsumair

Gary Violet

**Maintenance**

Rob Johnson, Lead

Joe Cavenee

Don Curtiss

Les Dorsey

George Garvis

Corley Queen

Rick Redmond

Billy Rippeon

Eric Sentz

Mike Wood

## OPERATING PROCEDURES AND REGULATIONS

All Urbana High School students receive a copy of the Frederick County Calendar Handbook. The Calendar Handbook contains many useful facts about the system's policies, programs and services and should be used as a reference should questions arise during the school year.

### ACADEMIC STANDARDS

**Course Outlines:** Teachers will distribute to all students in every class a written course outline detailing course objectives/goals, material, types of assignments, specific class rules/regulations, and general grading procedures.

**Committed Learning:** All students in all classes are expected to be actively engaged in the learning process.

1. Students will be present in each class on time.
2. Bring to each class all books and required materials every day.
3. Participate in all class activities in active/meaningful ways.
4. Students will not be absent from a class during any day in which they are in attendance at school, except with express, written approval of the teacher/administrator and only for valid reasons.

**Policy in Cliffs, Monarch Notes:** Among the many goals of public school education, the development of critical thinking skills ranks among the most important. To promote critical thinking, members of the English department assign various works of classical literature throughout the school year. The reading of these books exposes students to universal ideas, improves comprehension skills, and strengthens vocabulary. Class discussions, writing assignments and oral presentations develop and extend the ideas presented in the literature. We believe that the use of any prepared notes, such as Cliffs or Monarch notes, undermines the English program and inhibits the development of independent thinking skills. To support the goals of our program, we have established the following policy.

The use of prepared notes in conjunction with any work studied in class will be considered cheating. At the discretion of the teacher, use of these notes will result in one of more of the following consequences:

- 1) zero for all assignments associated with the book
- 2) academic detention
- 3) reading of an additional work by the same author

Additionally, we will ask teachers in other departments who find prepared notes to forward them to the English department for appropriate action.

**Non-committed Learning Policy:** Includes all students who sleep in class, read non-classroom related materials, refuse to participate, etc.

1. Non-committed learning behavior is unacceptable at Urbana High School.
2. Teachers will warn a student participating in such behavior.
3. Teachers will contact parents and attempt to resolve the problem.
4. If the non-committed learning behavior persists, the student will be referred to the Guidance Department.
5. Following a meeting with Guidance, the student will be referred back to class with a note indicating commitment.
6. If the non-committed learning behavior continues, the student will be referred to the appropriate administrator.

### AFTER SCHOOL RETENTION

After School Retention will be assigned by an administrator for excessive tardies or for disciplinary reasons. The hours are 2:25 P.M. to 3:45 P.M.. A copy of the form is signed by the student and must be shown to the parent(s).

1. Each day of assigned retention will be from 2:25 P.M. – 3:45 P.M. The student should report to the designated classroom no later than 2:25.
2. The student is expected to be on task and working the entire time.
3. The student is expected to demonstrate appropriate behavior.
4. If the student is absent on the day of retention, the student is required to reschedule through the administrator who assigned the ASR.
5. The student will not be permitted to reschedule retention dates. If rescheduling is necessary, the parent must contact the administrator **prior** to the date scheduled.
6. Attending ASR is the student's first priority. The student will not be dismissed from ASR for any after school activities.

### ATTENDANCE – ABSENCE/EARLY DISMISSAL/MAKE-UP WORK POLICIES

Students are expected to maintain acceptable attendance with absence from school only for lawful reasons. Unlawful absences may result in lowering of grades, ineligibility for extracurricular activities, disciplinary action, and failures. The following attendance procedures and policies will be followed.

#### **Returning from an Absence**

- Absences other than emergencies must receive prior approval if they are to be considered legal.
- Students absent from school must present a **written excuse within two school days** from the parent. It is the student's responsibility to present the note to the attendance office or submit the note to the first period teacher.
- All written excuses must include the **date(s)** of absence, the **reason** for the absence and the **signature** of the parent/guardian.

#### **Unexcused Absence Policy**

- The Frederick county attendance policy specifies that more than five (5) days missed per term constitutes **excessive absence**.
- Students who have in excess of five (5) days of unexcused absence in any **marking period will be assigned an "F" grade in all classes**.
- Missing the bus, forgetting to set the alarm and over sleeping, or traffic problems are considered unexcused absences.

#### **Late Arrivals to School**

- ⊕ The school working day for students starts at 7:30 A.M. Any student not in first period class at 7:30 A.M. will be counted absent. If students arrive at school between 7:30 A.M. and 7:45 A.M. they should report directly to first period and will be marked tardy. **If the student arrives at school after 7:45 A.M. he/she is to report immediately to the attendance office.** A late slip will be issued with one copy given to the student and one copy retained in attendance. **Tardies could count as unlawful class absences and can result in class failure.**
- ⊕ Excessive tardiness is not accepted or excused.
- ⊕ Student drivers who have excessive tardies MAY lose the privilege of driving to school.

Students arriving late to class, before 7:45, can expect the following per term:

- 1 Late = Warning
- 2 Lates = ½ hour detention
- 3 Lates = 2 ½ hour detentions
- 4 Lates and More = office referral/After School Retention/Saturday School

Students arriving late to school, after 7:45, can expect the following per term:

- 1 Late = Warning
- 2 Lates = Warning
- 3 Lates and More = office referral/After School Retention/Saturday School

**After the 10<sup>th</sup> day of excused lates, per term, the students will be required to present a doctor's note for each subsequent late arrival or the lates will be marked unexcused and consequences will be assigned.**

### **Early Dismissal From School**

- ⊕ Students may leave campus during the day with written consent from their parents and an out-of-school pass from the attendance office. If a student chooses to leave school property without prior approval, it will be considered a class cut.
- ⊕ Students leaving school for medical appointments must present a **written** excuse from a parent to their first period teacher. Students may come down between classes to pick up their out of school passes. Parents need to come into the school and sign-out their children in the Student Sign Out Book located in the attendance office.
- ⊕ The attendance staff will attempt to verify all early dismissal notes prior to issuing the student out-of-school pass.
- ⊕ The student must report back to the attendance office to pick up his/her pass for dismissal. This can be done during class changes or at lunch.
- ⊕ Upon returning to school, the student must report immediately to the attendance office for an "admit to class" pass and sign in..
- ⊕ Students who become ill during the day and need to go home should get a pass from their teacher and then report to the health room. It is the responsibility of the students to know the locations of their parents and phone numbers where parents can be contacted. Completed current Emergency Cards will be kept on file in the health room. Emergency cards facilitate parental contact and are an important link in an emergency situation. Please be sure you have a current card on file.
- ⊕ Please discourage your child from using the cell phone to contact a parent to leave school early. The parent needs to contact the attendance office if a child needs to leave early and a note was not sent in that day. A written note needs to be turned in the next day to excuse the absence.

### **Vacation Trips and College Visits**

- ◆ Absences for family trips or college visits will be excused but only with **prior administrative approval**.
- ◆ Students must bring a note containing the dates of absences and the explanation of a family trip or college visit to the attendance office **at least 7 days before** the absence will occur.
- ◆ A green form will be given to the student for teachers to initial. Once that is done, the attendance office will forward the form to the appropriate administrator.
- ◆ Students taking trips with their parents may be excused no more than **twice** during the school year for a **combined maximum of 5 days**.
- ◆ Visits by students to prospective colleges will be excused up to **4 days** per year.

### **Extracurricular Activity Participation**

Students who arrive after **9:00 A.M.** or who are dismissed before **12:40 P.M.** or who are present for less than **300** minutes of the school day in combination may not participate in any extracurricular activity that day.

### **Make-up Work for Absences**

- Students may make up work missed during excused absences. This includes legal lates to school. Made up work counts for full credit.
- Students who are suspended from school can make up work for full credit.
- Students must request make-up work within two (2) days of their return to school and make necessary arrangements with the teacher.
- Unexcused absences will cause the student to be denied credit for make-up work. The work may be done for the purpose of teacher review, but **NO** credit will be given.

### **High Absentee Tracking Procedures**

Student attendance has shown some alarming trends in recent years. The number of days absent can be directly related to a student's academic performance. Students with good school attendance tend to have more success in school than students with poorer attendance patterns. In an effort to reverse this downward trend in attendance, the following steps will be taken to encourage good attendance.

- On the fifth day of unlawful absence, the parent/guardian will be notified by mail that the student may fail/lose credit if there are more than twenty (20) unlawful days of absence during the school year. The attendance policy/procedure should be explained to the parent/guardian. The parent/guardian will also

be notified of the appeal process. Half-day absences become part of the student's total accumulated absences. The half-day absences are determined per Regulation 400-6.

- On the tenth day of unlawful absence, the parent/guardian will be notified by mail requesting a conference with the school administrator. During the conference the attendance policy/procedure will be reviewed with the parent/guardian.
- On the fifteenth day of unlawful absence, the parent/guardian will be notified by a telephone call and a letter requesting a conference with the school administrator to review the student's academic and attendance record. The case should be referred to the pupil personnel worker. Once again the attendance policy/procedure will be explained.
- When the student is unlawfully absent for more than twenty (20) days and is in danger of failing/losing credit, a certified letter will be sent to the parent/guardian informing him/her that his/her child may fail or may lose academic credit. The parent/guardian will be informed of the appeal procedure. The principal will render a decision on the final appeal. At the conclusion of the appeal process, an attendance work plan could be made available to the student within five (5) days. If the student successfully completes the attendance work plan, he/she will receive favorable consideration when the principal reviews failure/loss of credit at the end of the school year.
- **After the 10<sup>th</sup> day of absence, excused or unexcused, per semester, the student may be required to present a doctor's note for each subsequent absence.**

### **AUDITORIUM**

Absolutely no food or beverages are allowed in the auditorium at any time. Courteous and respectful behavior is also required at all times.

### **BEHAVIOR EXPECTATIONS**

**ALL** Americans have responsibilities as well as rights.

As a citizen of a democratic country you have the right to expect others to treat you and your property with respect. In turn, you have the responsibility to respect others and their property. Any behavior, which does not do this, is unacceptable.

See Student Responsibilities and Rights Section of County Calendar Handbook.

### **BUILDING AND GROUNDS**

Frederick County School buildings are equipped, decorated and landscaped for your use. The care you take of the equipment/grounds will help maintain them. Any vandalism to the school building, property or vehicles will be investigated comprehensively. Guilty parties will be subjected to the most serious disciplinary action, possibly including contact with legal authorities. The cost of the repair or replacement of damaged items will be charged to the vandals.

### **CHANGE OF CLASSES**

Students are excused by the teacher at the end of the period, not by the bell. Students are expected to be in the classroom and in their seats ready to start class when the bell rings.

### **CLUBS**

A number of clubs are offered to students throughout the year. They are advertised the first few weeks of school and students may sign up for clubs of their interest. Please note that some clubs meet only after school and some clubs require payment of dues. Students wishing to start a club must first obtain written approval from the principal prior to forming the club. Students desiring to form a student club shall submit a request form to the principal stating the club's name, the specific purpose of the club, the activities of the club, the club's membership requirements, and the club's meeting dates and times. The principal shall accept or reject the request. All clubs must follow the county policy as outlined in regulation 400-58.

The following list is a reference to some of the clubs that will be offered this school year.

**Academic Team** (Mr. Kavanaugh)

**APAC** (Mrs. Tarrant-Coleman)

**Best Buddies** (Ms. Harrison) Provides an opportunity for students to get acclimated with school, participate in social activities, and become aware of diversity. Dues: \$10.00

**CASS** (Ms. Golibart, Ms. Hoehl) Students interested in the IB program will explore Creativity, Action and Service.

**Coffeehouse** (Mr. Slaby) Come and share readings/writings, original or other.

**Dance Club** (Mrs. Weigelt)

**Democratic Club**

**Envirothon Club** (Ms. Folk) Prepares students for a hands-on team countywide competition concerning environmental issues. Students will attend the daylong training and competition in the spring. Those students who enjoy the outdoors and who have an interest in science should consider joining the club. Some after school hours required.

**Equestrian Club** for riders and non-riders

**Fellowship of Christian Athletes (FCA)** (Ms. Boteler)

**Fishing Club** (Mr. Piavis)

**French Club** (Mrs. Kulp)

**Freshman Class** (Mr. Moran) Officers will meet and organize activities.

**Future Business Leaders of America (FBLA)** (Mrs. Dewaal) Designed for students interested in how businesses operate. Regional, State, and National competitions. Dues: \$10.00

**Future Educators of America** (Ms. Borland)

**Future Farmers of America (FFA)** An intracurricular leadership organization that promotes premier leadership, personal growth and career success. Activities include Frederick Fair demonstrations and tour guides, elementary school mentors, Big Sweep project, Career Development Events, Plant Sales, and landscaping projects.

**Gay Straight Alliance** (Mrs. Polce/Ms. Golibart)

**German** (Ms. Rossi)

**Great Decisions** (Mr. Crosby)

**Hacky Sack**

**Junior Class** (Ms. O'Brien, Ms. Sandifer) Meet to discuss the agenda of the junior class and plan for prom.

**Latin Club** (Ms. Beachley) Open to all students enrolled in Latin. Dues: \$3.00

**Minority Support Club** (Mrs. Polce)

**Multicultural Club** (Ms. Davis) To develop an awareness of cultural diversity. To have an awareness of college opportunities, help with the application process, and goes on a college tour to understand the admissions process.

**National Art Honor Society** (Ms. Winkles) Students are invited if they have an A or B in their art class (es). Promotion of art in the community. Dues: \$10.00

**National Honor Society** (Mr. Schoder) a service organization whose members apply and are selected based on academics, service, and leadership. Students are required to complete a number of service hours outside of school time. Dues: \$5.00

**Orchestra** (Ms. Buxbaum)

**Psychology Club** (Mrs. Smallwood) Includes field trips, film analysis, and participation in a mandatory psychology fair and individual research.

**Robotics** (Mr. Walker)

**Rock Music Appreciation Club** (Dr. Dashiell)

**SADD** (Mrs. Ross) Aims to educate students about wise decision making. We have anti-tobacco, anti-drug, underage drinking, drunk driving and buckle-up campaigns throughout the school year.

**Science Academic Team** (Dr. Dashiell) Practice for competitive events, such as "Biology Bowl"

**Science National Honor Society** (Dr. Dashiell)

**Senior Class** (Mr. Bolyard, Ms. Beachley) Group plans and discusses senior class activities.

**Show Jumping Team** (Mrs. Foley-Breck)

**Ski Club** (Mr. Lillard) Goes to Ski Liberty four/five times in the winter. Fees: Determined by resort.

**Sophomore Class** (Mrs. Holt) Homecoming Float, Silent Auction and other fundraising.

**Step Team** (Mrs. Batts)

**Student Government Association** (Ms. Gunther, Ms. McBroom) Students must complete an application to become a member. Activities include Club Fair, Homecoming, Adopt-A-Family, Fun Night, and Freshmen Orientation.

**Thespian Society** (Ms. Lennon) For current members and those wishing membership in the International Thespian Society. For all students involved in theater. Dues: \$20.00

**Travel Club** (Ms. Caliskan) Intended for those students who want to discuss where they have been, cultural differences, and to share photos.

**Veterans Club** (Mrs. Bernard) Focuses on the Veterans Oral Histories project and supporting veterans at home and abroad. Students will participate in interviewing war veterans and creating a permanent record of their stories.

### **COUNTY CALENDAR**

Every student enrolled in the Frederick County Public Schools System will receive a copy of the **Frederick County, Maryland Public Schools Calendar Handbook**. Parents and students will find the handbook a valuable tool.

### **DANCES**

Students planning to invite outside guests to a dance to which guests may be invited must register that guest on a special guest list by the time and date specified on the weekly announcement pertaining to the dance. Alumni are subject to the same regulations as other non-students. **Students are NOT allowed to attend dances if they are suspended or listed on the Academic Ineligibility List.**

### **DRESS, APPEARANCE, COMPORTMENT AND PERSONAL PROPERTY**

1. Students have the responsibility to dress and groom themselves in a manner that is safe, healthy, and non-disruptive to the classroom and school. Students have the responsibility not to wear or display buttons, armbands, flags, decals, and other badges of symbolic expression that disrupt the orderliness of the school or are legally libelous or obscene. Students may not wear clothing that advertises drugs, gangs, and/or obscene or abusive language.
2. Excessive public display of affection is unacceptable behavior.
3. Chewing of gum in class is discouraged and may be prohibited by any teacher.
4. Playing or use of radios/cassette/CD players, or walkmans during school hours is prohibited. Students carrying/playing these devices can expect to have them confiscated and taken to the school office. They may be retrieved only by a parent/guardian of the student.
5. Riding/use of skateboards on school property is prohibited. Skateboards will be confiscated and taken to the school office and may be retrieved only by a parent/guardian of the student.
6. Laser pointers are not permitted in school. They will be confiscated, taken to the school office, and may be retrieved only by a parent/guardian of the student.
7. Consumption of food/candy in the classroom will be up to the discretion of the teacher.
8. The school is NOT responsible for lost or stolen personal property items.
9. **No hats, headbands, or bandanas** may be worn in the school building during school hours.
10. Shoes must be worn at all times; bare feet are not permitted.
11. Tank tops are acceptable if they are not cut below the armpit and do not expose the shoulder blades. No "half-shirts" are permitted or any other shirt that exposes the midriff. Spaghetti strap tops, halter-tops, and backless clothing are not permitted. Boxer shorts should not be exposed; pants/shorts should not rest on the lower part of the hips.
12. Shorts and skirts should be mid-thigh in length.

### **ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES**

To be eligible to participate in extracurricular activities, a senior high school student must have earned a minimum of 2.00 GPA and have no "F" grades. Grades used to determine eligibility will be recorded on report cards and interim reports. Grades used to determine ineligibility will be recorded on end-of-term report cards only. For additional information, refer to the **County Calendar Handbook**.

### **ELECTRONIC DEVICES**

Electronic devices such as cell phones and Ipods are not to be used during the hours of 7:15-2:15. Teachers have the right to take them and turn them into the administration. It may be necessary for parents to come in and pick them up for their children.

### **ELEVATOR**

Elevator use is off limits to all students without administrative approval.

### **EMERGENCY CARDS**

On the first school day of each year, every student receives several forms that we ask parents/guardians to complete and to return promptly. One of these is the Student Information Card. The information we receive includes emergency phone numbers and contacts, medications being taken, allergies, and immunizations. There is also a place on the card inquiring whether your child can be photographed, interviewed, or videotaped by FCPS staff or the media, and whether the student's name, likeness, art or written work can be used in print or broadcast media or on the Web. Unless you indicate otherwise on this card, the school will assume permission is given. (FCPS cannot control these media activities at events that are open to the public.)

### **FINANCIAL OBLIGATIONS TO THE SCHOOL**

Students who are financially responsible to Urbana High School for lost or damaged books, materials, uniforms, equipment, etc., will be placed on the school "Obligation List." Obligations must be paid in full before report cards or graduation diplomas are issued. Obligations are carried forward from year-to-year.

### **FIREARM POSSESSION**

#### **DEFINITION:**

A firearm is any weapon from which a shot is discharged by gunpowder. Possession of a firearm (loaded or unloaded) can carry a disciplinary action of permanent removal from Frederick County Public Schools. Any pellet gun capable of producing the same or similar muzzle velocity of any firearm will be considered a firearm under this regulation.

#### **DISCIPLINARY ACTION – HIGH SCHOOL**

**MINIMUM** – Removal from school for the remainder of the year

**MAXIMUM** – Permanent removal from school

### **FIRE/EMERGENCY DRILLS**

Fire/Emergency drills teach students what to do in case of a real emergency. Held at various times during the school year, these drills are for everyone's protection. The signal for a drill is the constant sounding of a very loud, intermittent buzzer. **Every person must vacate the building.**

- Directions for exiting the building are posted near the door of each classroom/room in the building.
- No pupil talking during the drill.
- Walk rapidly – no running.
- Keep together. Meet outside as a class in an area designated by your teacher. Attendance will be taken.
- If the alarm sounds while changing classes, exit by the nearest door. When the signal to return is given, go to your next class period.
- If you are at lunch, when the alarm sounds, leave by the nearest exit. Follow staff directions.
- Leave belongings such as books and papers in the room.
- **False Fire Alarm:** any student found guilty of giving a false fire alarm (via any means of communications) will be charged legally and placed on extended suspension.
- **False Report of a Bomb:** any student guilty of a false report of a bomb (via any means of communication) will be charged legally and placed on extended suspension with possible expulsion.

### **FUND RAISING DRIVES**

Solicitation for fund raising drives by outside organizations will not be permitted. All school-affiliated groups must have all projects and fund raising drives approved by the Principal. When the fund raising drive has been approved, it is necessary to secure a sales tax license and collect the tax on items sold. No fundraiser sales will be permitted during class time.

### **GRIEVANCE PROCEDURES**

1. A student grievance is an alleged violation of a provision of the Student Responsibilities and Rights document.
2. The Grievance Committee will consist of four students and three faculty members.
3. Members of the Grievance Committee will serve for a full year.
4. A grievance form can be obtained from the office.
5. After the form is completed, it is to be turned into the SGA advisor.
6. A short closed meeting will be arranged by the chairperson, preferably during school hours. At such time, the grievance will be accepted or rejected.
7. Recommendation will be given to the administration and involved parties. A copy of the recommendation will be kept on file by the grievance committee.
8. If a member of the Grievance Committee is involved in the grievance, an alternate will replace him or her on the committee.

### **GRIEVANCE COMMITTEE MEMBERS**

SGA President  
Senior Class President  
Junior Class President  
Sophomore Class President

Norm Crosby  
Mark Kavanaugh  
Scott Bolyard

### **HALL PASSES**

A student leaving a classroom for any reason must first obtain the written permission of the teacher in the form of a hall pass. This pass is returned to the teacher when the student returns to the room. If the student is requested to report to any other area of the building, a pass will be issued. **Students will NOT be issued a pass from class to use the phone.**

### HARRASMENT

Frederick County Public Schools maintains a firm policy prohibiting all forms of discrimination. Harassment or violence related to race, color, sex, national origin, disability, religion, and socioeconomic status against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances, or any forms of religious, ethnic, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which creates an intimidating, hostile or offensive environment will not be tolerated under any circumstances. The Frederick County Public Schools Harassment Report Form is located in school administrative and counseling offices.

### ILLNESS

All cases of illness or accident must be reported to the office. In the case of accidents or injuries arising out of school programs for which the student wishes to claim benefits under the school insurance, the claim will not be processed unless the injury has been reported to the office on the same day on which the injury occurred.

### INCLEMENT WEATHER

Decisions to delay or close schools are made by 5:30 a.m. and by 11:30 a.m. for early closings. For the fastest, most reliable information, check the following sources.

|             |   |
|-------------|---|
| Television: | Cable Channel 18  |
| Radio:      | WAFY 103.1 FM, WFMD 930 AM, WARX106.9<br>WFRE 99.9 FM, WTHU 1450 AM               |
| Internet:   | <a href="http://www.fcps.org">www.fcps.org</a> (sign up for Find Out First email) |

Reminder: There is a Frederick County in both Maryland and Virginia. Listen carefully to which STATE is named when Frederick County Schools are delayed or closed.

### LEAVING CLASS/CLASS CUT

- Pupils are not to be excused from classes to talk with other students or to make personal phone calls.
- Students sent out of class for disciplinary reasons are to have a note in the office stating the nature of the problem, which has been signed by the referring teacher.
- **Students are not permitted to be absent from their assigned class to go to any other function without the prior approval of both teachers involved. If students are absent without prior permission, it will be deemed a class cut.**

### LOCKER INFORMATION

Student lockers are provided for the convenient storage of coats and class materials. **LOCKERS ARE THE PROPERTY OF URBANA HIGH SCHOOL.**

- Lockers/locks will be assigned to students on the first day of school.
- Only locks purchased through the school will be permitted on lockers. Other locks may be removed by the administration.
- Students must pay for damage to lockers/locks.
- Keep the outside of your locker clean of marks.
- Be sure your locker is locked when you are away from it. Don't give your combination to anyone else.
- **The school is not responsible for the loss of articles from lockers. Do not bring valuable items to school.**
- Lockers will be inspected at various times during the year. Maryland law gives the administration the right to search lockers if there is a probable cause to believe there is something, which constitutes a criminal offense inside the locker.
- On the last day of school, all lockers will be cleaned out and all personal property of students will be held in a designated location for one week and then given to the Salvation Army, Goodwill, or other charitable organizations.

### **LOST AND FOUND**

All articles that are found should be taken to the main office. Unclaimed items will be kept in the office for a reasonable period of time and then donated to local charities. Please remember that clothing and personal items are expensive. Help another student by your honesty.

### **LUNCH PERIOD RULES**

During your lunch period, you are to remain in the cafeteria. Students are expected to dispose of trash properly and return all trays to the designated area. Any student who needs to leave for any reason during the assigned lunch period must see the staff member in charge of lunch supervision to be excused. A student will be issued a pass before being excused from the cafeteria. No student is to leave campus or go to his/her car during lunchtime.

### **OFF CAMPUS ACTIVITIES**

In accordance with regulations 400-8 and 400-60, students can be disciplined for off-campus activities where there is a reasonable belief that the health and/or safety of others in school could be in danger or that school operations or activities may be disrupted.

### **OPENING EXERCISES**

In accordance with the Public School Law of Maryland, students and teachers in charge are “to stand and face the flag and while standing, render an approved salute and to recite in unison the Pledge of Allegiance.” Any pupil or teacher, for religious reasons, may be excused from actually repeating the words of the Pledge of Allegiance and from giving any form of hand salute. (Article 77, Display of Flag; patriotic exercises.)

### **PARENT CONCERN PROCEDURES**

Parental concerns should be expressed first to the teacher. Concerns that are more general in nature should be made to the principal. If the matter continues to be unsolved, the High School Director’s Office may be contacted.

### **PRESCRIPTIONS/MEDICATIONS**

Students bringing any medication to school must:

1. Secure this medication in the health room.
2. Have a completed “Physician’s Medication Authorization for Prescription and Non-prescription Medication” Form signed by the doctor and parent.
3. Have the medication in a properly labeled prescription container explaining dosage, times given, etc.
4. The first full day’s dosage of any **new** medication will not be given at school.
5. No student should have any medications in his/her possession.

### **RESTROOMS**

Restrooms are available for student use subject to the following procedures. Students may stop and use restrooms during the changing of classes. There are ample restrooms in the building to allow you to do so without being late for your next class.

When classes are in session, students will be issued restroom passes only in case of emergency or illness. Students who are ill should be accompanied by another student or an adult to the Health Room.

The restrooms are not to be used as a lounge or gathering place to talk, eat or smoke. Teachers are directed to ask anyone using the restroom in this manner to leave at once. Any student who does not immediately follow the teacher’s directions will be subject to disciplinary action.

### SATURDAY SCHOOL

Students who receive Saturday School must adhere to the following rules:

1. Each day of Saturday School will be from 8:00 A.M. to 11:30 A.M. and will be held in the **Media Center**. The student is to report to the main lobby no later than 8:00 A.M. Students who arrive late will not be admitted. Students cannot leave before 11:30 A.M.
2. The student is required to bring pens, pencils, books, and school related assignments to Saturday School. The student will be expected to be on task and working throughout the entire time.
3. The student is expected to demonstrate appropriate behavior. Sleeping, talking, making noises, leaving an assigned seat, and other forms of behavior that distracts others will not be tolerated.
4. No food or drinks are permitted. Restroom privileges must be requested through the proctor.
5. Use of library materials must be requested through the proctor.
6. An absence from Saturday School is unacceptable unless the absence is certified in writing by a doctor.
7. Inclement weather will cancel Saturday School only if the student hears such a cancellation on Frederick Radio Station WFMD on Saturday morning.
8. Students receive a copy of the Saturday School form to give to their parent(s) at the time it is assigned.

### SCHOOL/COUNTY DISCIPLINARY PROCEDURES AND GUIDELINES

Refer to the Calendar Handbook.

### STATE AND COUNTY TEST SECURITY AND DATA REPORTING REGULATION

It is a violation of state and county regulations for any student to obtain unauthorized access to state-required tests or county summative examinations. Invalidation of test scores shall occur for any student knowingly involved in test security or test behavior violations.

Any student who knowingly engages in any activities resulting in invalidation of scores will be ineligible to retake the test until the next official testing opportunity.

### STUDENT DISPLAY OF AFFECTION POLICY

The display of affection is a normal part of our society in many settings. However, it distracts from the purpose of school and the “academic” environment during the school day. All stationary body contact (embracing, full body or “torso” contact) is not permissible. Students failing to follow this policy will be referred to the administration for disciplinary action.

### STUDENT-OPERATED VEHICLES

Students who plan to drive cars to school must register the car in the main office and purchase a parking permit for \$15.00 for the 2007-08 school year. All cars that are parked on the school parking lot must have a permit on them. The lot will be checked periodically for permits. If a car is discovered on the lot without a permit, the driver will be subjected to disciplinary action, which could include the loss of the privilege of bringing a car onto school grounds. Student-operated vehicles are subject to the following regulations:

1. Cars are to be in the lined spaces on designated parking lots.
2. **Upon arrival, cars are to be vacated and locked.** Students should then promptly enter the building and not return to their cars unless given permission by the administration.
3. The speed limit is **15 mph** at all times.
4. Squealing of tires and gunning of motors on school property is prohibited.
5. All vehicles must be operated in a safe and courteous way. Right-of-way should be granted to buses at all times.
6. Student cars may not leave the school grounds between arrival and dismissal without permission from the administration.
7. **Failure to obey these regulations will result in loss of the privilege of bringing a car onto school grounds.**
8. According to Frederick County Board of Education Policies and Procedures as well as state regulations, only the principal, assistant principal or other personnel designated by the principal are granted the authority to search a student’s motor vehicle at any time when it is on the school property.

9. Students who drive to school are expected to arrive on time. An excessive number of tardies to school will result in consequences, which could include loss of privilege to drive to school.
10. No mopeds or motorcycles driven by students are permitted on campus.

### **STUDENT PUBLICATIONS**

- I. Publications, which are libelous, obscene or will substantially disrupt or materially interfere with the operation of the school will not be distributed.
  - A. Libel is defined as any unprivileged false and malicious publication, which by printing, writing, sign or picture tends to expose a person to public scorn, hatred, contempt, or ridicule. It is a statement, which tends to injure "reputation" or to diminish the esteem, respect, goodwill or confidence in which a person is held, or to excite adverse, derogatory or unpleasant feelings or opinions about a person.
  - B. Obscenity means (a) that the average person, applying contemporary community standards, would find that the publication, taken as a whole, appeals to the prurient interest, (b) that the publication depicts or describes sexual conduct in a patently offensive way, and (c) that the work taken as a whole lacks serious literary, artistic, educational, political, or scientific value.
- II. School-sponsored Publications
  - A. Principals will make known to students system-wide guidelines for school-sponsored publications.
  - B. Publication is defined as a substantial dissemination of literature in any form made generally available to students, including any book, magazine, pamphlet, newspaper, yearbook, picture, photograph, drawing, or any other written or printed or usual representation, however produced.
- III. Un-sponsored Student Publications
  - A. Un-sponsored student publication (s) system-wide guidelines will be made known to students by principals.
  - B. Guidelines
    1. The Review Board will establish to which all student publications must conform. The guidelines will establish acceptable methods of distribution, including but not limited to time, place, content, and quantity. The guidelines will exclude approval of material(s), which is libelous, obscene, or defamatory. (As previously defined in I A & B)
    2. The principal will have emergency powers to prohibit distribution where dissemination of any student publication would present a potentially dangerous or disruptive situation in the school. Any appeal may be made to the Area Superintendent no later than five (5) days after the decision of the Principal. The Area Superintendent will render a decision no later than five (5) days after receiving the appeal.
    3. Activities not permitted on school premises should not be condoned by school publications. These activities are stated under "Disciplinary Policies" in the Calendar Handbook.

### **TEACHER'S LOUNGE**

Students are not permitted in the teacher's lounge at any time.

### **TELEPHONES**

The use of office phones **is not available for students except in an extreme emergency**. Students must get permission from the secretary/teacher to use his/her phone. Personal calls must be made on the pay phone. **Students should keep fifty cents in their pocket at all times. Students WILL NOT be excused from class to make or receive calls.** The only calls that will be accepted for students are those made by parents. No other calls/messages will be accepted for students.

### **TRANSPORTATION**

If a student plans to ride the bus home with another student, a note from both parents must be sent to the school. The following procedures are to be observed:

1. The note must be brought to the main office by 7:30 A.M.
2. The note must contain parent signature, student names, and daytime phone numbers to facilitate parent contact.
3. Students must pick up the approved note before boarding the bus or during lunch or between classes, not during class time.

School system responsibility for students begins when they enter the school bus and ends when they step off the bus at the end of the school day. Students are expected to follow all school bus rules and be respectful to the driver. Students may ride only their assigned bus and must provide their own transportation if they are enrolled at a school outside their attendance area.

If you are unsure about the bus your child should ride or the bus stop location, call the FCPS Transportation Department.

Refer to the County Calendar Handbook for more details.

### **TRESPASSING**

Maryland State Law requires that all visitors report to the administrative offices immediately upon arrival in the building. A visitor's pass will be issued and must be worn at all times while on school property. Students will not be permitted to have visitors during the school day.

A student who is serving out-of-school suspension is not allowed on school property during said suspension unless accompanied by a parent/guardian or with prior permission of an administrator.

### **UNLAWFUL WEAPONS**

It is unlawful for students to possess or use any weapon on school property. Students who have or use a weapon on school property will be suspended from school, and the police will be notified of the incident. A weapon is any object designed to harm another physically or an object, which is used in a way that can physically harm another.

## **STUDENT SERVICES**

### **CAFETERIA SERVICES**

A hot lunch is served in the cafeteria daily. The cost of lunch will be announced on the first day of school. Milk and a la carte items may be purchased separately. During lunch students are to remain in the cafeteria. Food is permitted in the cafeteria only. Students must clean their eating area before leaving the cafeteria.

### **CAREER INFORMATION CENTER**

The Career Information Center located in the guidance area is available to all students at any time with prior permission. Anyone wishing to use the center should make arrangements with a guidance counselor.

### **COUNSELING AND GUIDANCE SERVICES**

The primary purpose of the guidance program is to help you help yourself. This is done by assisting you in developing a better understanding of yourself, your capabilities, availabilities, limitations, and goals. Hopefully, this self-knowledge will enable you to make positive, satisfactory adjustments to the variety of experiences you will encounter in life.

Guidance appointments may be made before or after school or during lunch. Counselors will make themselves available for informal interaction in the halls and cafeteria during lunch.

Work Permits are documents required by state law for anyone under 18 for any and each job held. These permits and pertinent information are available in the guidance office.

Once scheduled, a student may not drop or change a course unless an exceptional situation exists, as determined by the administration and your guidance counselor.

### **CUMULATIVE RECORDS**

A cumulative record is begun for each student from the day he/she enters the Frederick County School System. This record includes such things as scholastic achievement, health information, attendance data and school activity participation information. A student or parent may request the counselor to interpret this record. Student records will not be released to any outside agency without an authorized signature of student and parent/guardian.

### **HEALTH SERVICES**

Our School Health Services Program is designed to help children stay healthy and in school by providing a variety of services. The school health services team is composed of a registered nurse and a health room technician.

The Registered Nurse, who works in more than one school, performs in-depth health assessments, assists families in finding medical or other needed services, and serves as a resource to school personnel health concerns. The nurse also serves as part of a multi-disciplinary school team whose purpose is to maximize the health and learning of each student by promoting a healthy environment, health instruction, improved nutrition and early identification and intervention for special needs. Under the direction of the Registered Nurse, the Health Technician remains in the health room to provide emergency treatment of major and minor accidents and illnesses, administers medications, and performs selected treatments. There is no charge for school health services. School personnel and parents are encouraged to talk with one of the school health teams regarding any health concerns.

### **MEDIA CENTER**

Student hours will be from 7:15 A.M. to 2:30 P.M. Library media center materials will be checked out by the library staff on the computer. Each student will be assigned a unique computer identification number. Most books may be borrowed for 10 school days. Reference materials may only be borrowed overnight and must be checked out at the end of the day. Students are expected to use school computers for educational purposes in support of the FCPS curriculum, and in an ethical, responsible and legal manner. Access will be denied to students who misuse this resource. Students will reimburse the library media center for any lost or damaged materials. Report cards will be held until obligations are met. During regular class hours, students must have a pass to be admitted to the Media Center and must sign in. Any student whose conduct is unacceptable will be sent back to class. Students may get a pass before school from the media staff to come to the library after eating lunch, if space allows. Students are welcome in the library before and after school hours. There will be no eating or drinking in the library. Materials relating to specific assignments may be photocopied with permission from the media staff. The media staff is available to help students with research or recreational reading needs.

### **TELECOMMUNICATIONS**

Students are eligible to use the Internet and the World Wide Web under the conditions outlined in the Telecommunications Acceptable use Policy (Reg. No 440-73). Students are responsible for using telecommunications in an ethical, responsible and legal manner for school-related tasks only. Access is a privilege, not a right. Misuse or violation of the regulation may result in disciplinary action, including access being denied, revoked, or suspended.

**NATIONAL HONOR SOCIETY**

Requirements for membership, grades 11-12, are minimum of a 3.5 grade point average in all subjects, and strong scholarship, service, leadership, and character as rated by school staff.

**SCHEDULE CHANGE**

Since all Urbana High School students were informed at registration and again in July that there would be no schedule changes after, only those requests that involve career changes or improper placement will receive consideration.

**SCHOOL SUPPORT PROGRAM**

This program is designed to help students master skills necessary to succeed in school. Students working with the school support teacher will receive help while they remain in the regular school program.

**STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association is organized to provide effective self-government for the Urbana High School student body and to act as a liaison between the students of UHS and the school Administration, Parent Teacher Student Association, the Frederick County Board of Education, and the Frederick County Association of Student Councils.

Four officers will be elected by the student body at the conclusion of each school year. The President must be a member of the junior or senior class during the year of his/her term. The Vice President, Secretary, Treasurer may be a member of any class.

The officers will select a number of Committee Heads to run various committees within SGA.

During the last two weeks of school, elections will be held for SGA officers and grade representatives. Nine representatives and three alternates will be elected by the members of their class to represent them at SGA General Assembly meetings. General Assembly meetings will be held monthly. The Officers, Committee Heads, and Representatives will attend the General Assembly meetings. Executive Committee meetings will also be held monthly and will be attended by the Officers and Committee Heads.

Urbana High School will be represented in the Frederick County Association of Student Councils.

Officers for the 2007-08 school year are:

|                           |                 |                |            |                  |
|---------------------------|-----------------|----------------|------------|------------------|
| SGA                       | President:      | Taylor Harris  | Secretary: | Delainie Britton |
|                           | Vice President: | Matt Auger     | Treasurer: | Katie Ruhe       |
| Senior Class Officers:    |                 |                |            |                  |
|                           | President:      | Lizzy McCaslin | Secretary: | Katie Gaudreau   |
|                           | Vice President: | Kelsea Ring    | Treasurer: | Megan Ohlmacher  |
| Junior Class Officers:    |                 |                |            |                  |
|                           | President:      | Alex Hunt      | Secretary: | Kelly Ramsburg   |
|                           | Vice President: | Brandon Jones  | Treasurer: | Lindsay Harris   |
| Sophomore Class Officers: |                 |                |            |                  |
|                           | President:      | Francis Fisher | Secretary: | KT Tepper        |
|                           | Vice President: | Jenna Young    | Treasurer: | Cassie Sorna     |

Freshmen Class Officers are elected during September.

### **MAINTENANCE AND OPERATIONS STAFF**

Maintenance and operations staff are extremely important people at Urbana High School. Their primary function is to assist students and teachers in keeping the building clean, comfortable and safe. The assistance given by students to these key personnel will be reflected by making Urbana High School a better place to live and learn.

### **TEXTBOOKS, MATERIALS OF INSTRUCTION, AND EQUIPMENT**

Textbooks, as well as other articles and materials of instruction, are furnished by Urbana High School and/or the Board of Education of Frederick County for free use by all students enrolled in Urbana High School. It is expected that such items will be returned in the same condition as issued, expected for cause by normal use.

Fees will be collected for lost or damaged textbooks, materials or equipment. The teacher who has issued the book, material or equipment will notify the students as to the amount of the fee to be charged, based on the normal life of the damaged property. If the fee has not been paid by the closing date of the school year, the final report card will not be issued until the obligation has been met.

### **TRANSCRIPTS**

A transcript is the student's official high school academic record sent upon his request to legitimate agencies. The first and final transcripts are mailed free if the student is enrolled in Urbana High School. There is a charge of one dollar (\$1) for each additional transcript sent. Students who are previous graduates will be charged two dollars (\$2) for each transcript. All transcripts sent require a signed release from the student and students under eighteen must have the parent/guardian signature.

### **VARSITY "U" LETTERS**

The Varsity "U" Letter will be awarded to students based on the amount of participation in each sport. The participation time that is required to receive a Varsity "U" Letter will be determined by each varsity coach.

### **WITHDRAWAL FROM SCHOOL**

Urbana High School students are not allowed to withdraw from school. A student who is considering withdrawing from school should notify his/her counselor immediately. An administrative/parent conference will be held. The student's success might easily depend upon this contact. At this time, in addition to counseling, the student's record will be reviewed and updated. His/Her future plans are discussed with attention given to alternative ways a student could receive a diploma. The school is interested in the future welfare of each student who has been a part of UHS and will exhaust all efforts to assure graduation.

### **WORK PERMITS**

Students, eighteen years of age or under, who are employed for any type of work during or after school hours, Saturday and Sunday, or during vacation, must secure a work permit. This permit is required by state law. Information for permits can be secured from the guidance office.

## GRADUATION REQUIREMENTS

To receive a Maryland High School Diploma, FCPS students must earn 25 credits and fulfill the state and local graduation requirements outlined on this page. Students must earn 4 credits after completing grade 11 and will generally earn their graduation credits over a four-year period. Under special circumstances, a student may complete the requirements sooner; please see the guidance counselor for details. Note: Course availability depends on class enrollment (usually a 15-student minimum) and staffing.

| REQUIRED COURSES                                    | CREDITS REQUIRED   | GRADE GENERALLY TAKEN               |
|---|--|-------------------------------------|
| <b>English</b>                                      | <b>4</b>   | 9 – 12                              |
| <b>Social Studies</b>                               | <b>3</b>   |                                     |
| Government  |  | 9                                   |
| Modern World History                                |  | 10                                  |
| American Studies II                                 |  | 11                                  |
| <b>Science</b>                                      | <b>3</b>   |                                     |
| Biology   |  | 10                                  |
| <b>Math</b>   | <b>4</b>   |                                     |
| Algebra I, or II, or III, or Algebra IA or B        |  | 8 – 9                               |
| Geometry  |  | 9 – 10                              |
| <b>Health</b>                                       | $\frac{1}{2}$  | 9                                   |
| <b>Fitness for Life</b>                             | $\frac{1}{2}$  | 9                                   |
| <b>Career Pathway Electives</b>                     | <b>2</b>   | 9 – 12                              |
| <b>Graduation Projects</b>                          | <b>1</b>   | 11 - 12                             |
| <b>Technology Education*</b>                        | <b>1</b>   | 9                                   |
| Communications Technology                           | Computers and Technology   | Design Productions    Biotechnology |
| <b>Fine Arts*</b>                                   | <b>1</b>   | 9 – 12                              |
| American Popular Music                              | Dance I  | Mixed Chorus I or IA                |
| Art I   | Drama I  | Music Listening and Literature      |
| Band I or IA  | Drawing and Painting I   | Music Theory I                      |
| Ceramics I  | Guitar I or II   | Photography I                       |
| Class Piano I, II or IIA                            | Instrumental Chamber Ensemble I or IA                              | String Orchestra I or IA            |
| Concert Choir I or IA                               | Jazz Ensemble I or IA  | Voice Ensemble I or IA              |
| <b>Advanced Technology</b>                          | <b>2</b>   | 10 – 12                             |
| Advanced Placement Computer Science                 |  | Microsoft Certification Training I  |
| Applied Physics – Principles of Technology          |  | Microsoft Certification Training II |
| Architectural Drawing II                            |  | Integrated Communication Technology |
| CAD – Architectural Graphics I                      |  | Pre-Engineering Technology          |
| CAD – Engineering Graphics I                        |  | Programming and Computer Concepts   |
| Communications and Networking                       |  | Systems and Multimedia              |
| Computer Graphics                                   |  | Technical Drawing II, III & IV      |
| Drafting I, II, III                                 |  | Technical Drawing II, III & IV      |
| <b>OR</b>   |  |                                     |
| <b>Foreign Language*</b>                            | <b>2 (same language)</b>   | 9 – 12                              |
| French I, II, III, IV, AP, Advanced Studies         | Latin I, II, III, IV, AP, Advanced Studies                         |                                     |
| German I, II, III, IV, AP, Advanced Studies         | Introductory Spanish, Spanish I, II, III, IV, AP, Advanced Studies |                                     |
| <b>OR</b>   |  |                                     |
| <b>State Approved Career and Technology Program</b> | <b>4 (with few exceptions)</b>                                     | 10 – 12                             |
| <b>Electives</b>                                    | <b>3</b>   | 9 – 12                              |
| <b>Student Service Learning</b>                     | Infused into the essential curriculum                              | 9 – 12                              |
| <b>Maryland Functional Test</b>                     | Pass Reading, Writing and Math tests                               |                                     |
| <b>High School Assessments</b>                      | Must be taken: English, Algebra I, Geometry, Biology, Government   | 9 – 12                              |

\*Choose from courses listed