

Queen Anne's High School
125 Ruthsburg Road
Centreville, Maryland 21617
(410) 758-0500

The Queen Anne's County Public School Handbook carries the complete description of the student discipline policy. This document is designed to assist students and parents with specific areas of life at Queen Anne's County High School.

Expectations

All of our expectations and interactions are guided by four principles of Respect, which are the cornerstone of our county's Positive Behavior, Intervention and Support, (PBIS) initiative; *Respect for Self, Respect for Others, Respect for Learning, and Respect for Property*. Students are expected to behave in a courteous, cooperative manner at all times.

Examples of Respect

Self:

Attend school every day, and be on-time
Complete your work AND hand it in on time
Ask questions
Be responsible for the security of your possessions

Others:

Follow expectations of appropriate behaviors
Be courteous in your interactions
Use appropriate language
Contribute appropriately to class discussions

Learning:

Follow expectations of appropriate behaviors
Complete your work AND hand it in on time
Ask questions
Contribute appropriately to class discussions

Property:

School books, desks, building, landscaping
Respect other persons' belongings

Attendance

Being present and engaged in daily instruction is critical to learning and earning credit for your courses in high school. The QACPS Student Handbook and Calendar explains in detail the policy for attendance and make-up work following an absence.

A full description of the QACPS Attendance Policy for high school students is available in the QACPS Student Handbook.

Following an Absence

Get the makeup work from each teacher, complete and turn in the work according to the timeline.

Procedures to Verify Attendance/Tardiness

Parents/Guardians should call the school between 7:30 am and 1:00 pm on the day of the absence to report it so that it may be coded as an excused absence, based on the reason. The students can also present a note from the parent/guardian on the day he/she returns to school. After 1:00 pm, the high school begins to call parents of students whose absence has yet to be verified.

Parents may excuse absences by phone on **no more than 5 occasions in combination with personal notes** during a semester. Additional call-ins without proper documentation will be considered unlawful absences.

Hall Conduct

Students are expected to walk and behave in the halls, stairways and other common areas of the school and school grounds. Behaviors such as running, tripping, pushing, playfulness, and “making out” are examples unacceptable behaviors. iPods, MP3, CD players and their accessories are not allowed to be out, or used in the hall/stairways.

Cafeteria

Students will receive time each day for lunch. Students are only allowed to eat in the cafeteria, unless they present a written note from a staff member and approved by the administrator on lunch duty. In accordance to the Respect themes above, students are responsible for clearing their trash from tables to the trash cans that are on rollers and placed around the cafeteria.

Disruptive or Inappropriate Dress

School is a business. As such students are expected to dress appropriately. Any dress that causes disruptions to the educational process is not acceptable. **The following items are examples of inappropriate apparel: *see-through shirts or blouses, spaghetti straps (straps must be three-fingers wide), tube tops; shorts, skirts or dresses that do not reach below the fingertips of the student, and the display of any undergarments. Also bare shoulders, midriffs or backs are not appropriate. Apparel that promotes tobacco, alcohol, drugs, displays profanity, suggestive graphics, and/or racism are also inappropriate. Head coverings, except for religious purposes, are prohibited.*** This list is a guideline that may not name every item of violation. It does give a good set of examples for each student to consider as they decide on their dress each day.

When a student is not in compliance with the dress code, he/she may be placed into the alternative classroom until a parent can be notified to bring appropriate apparel to school.

Leaving the School or School Grounds

Students needing to visit their car during the school day may only do so with a pass issued from the Assistant Principal’s office. Students must remain in school and under the supervision of the staff member they are assigned to at all times, whether inside or outside of the building.

False Alarms, Arson, and Explosive Devices

These are covered by Maryland State Law. They include the setting, the threat to set or the attempt to set any fire in school or on the campus. No explosives, such as fireworks, smoke bombs, cherry bombs, etc, may be present on school grounds. In the event this provision is not followed, the appropriate law enforcement agencies will be notified. Additionally, QACPS discipline policy will be followed as listed in the QACPS Student Handbook and Calendar.

Searches

According to Maryland State Law, any school administrator may conduct a reasonable search of a student, their locker or car if there is a reasonable suspicion that the student possesses an item which constitutes a violation of Maryland State Law or is in violation of QACPS Policy. The search must be made in the presence of an adult third party. During the year, local law enforcement officers may bring drug-detecting dogs onto school property, including the building and the parking lots, to conduct a general search for illegal drugs and drug paraphernalia.

Tobacco Products and Accessories

Students are not permitted to possess or use/smoke cigarettes, cigars, cigarette/cigars packages, smokeless tobacco pouches/containers, or any paraphernalia. Any prohibited items are subject to confiscation. In the event this provision is not followed, the appropriate law enforcement agencies will be notified. Additionally, QACPS

discipline policy will be followed as listed in the QACPS Student Handbook and Calendar.

Drugs (Controlled Dangerous Substances), Intoxicants, and Alcohol

Any student using or under the influence of, or who attempts to distribute any drugs (controlled dangerous substances), intoxicants, inhalants, hallucinogens and/or alcohol; or any substance that they represent as the any of the above or any look-a-like of these prohibited items; or any paraphernalia as defined in the criminal statutes of Maryland, will be suspended for ten (10) days. Also, a recommendation will be forwarded to the Superintendent of Schools for expulsion. This also applies to non-controlled dangerous substance look-a-likes.

Prior to consideration for re-admission, the student and parent(s)/guardian(s) must agree to a drug assessment by the Queen Anne's County Health Department and follow all recommendations.

Fighting, Harassment and Bullying

Every student has the right to be free from fear or attack, assault and intimidation. Any actions that deny others of this right will not be tolerated at QACHS. There are many supports available at QACHS that students may access, to help resolve conflicts appropriately. Faculty and staff, counselor and administrators are available to help anyone who believes a fight may occur. Adult staff will help students get assistance from another adult the student(s) trust. In the event of an unprovoked attack, fighting bullying or harassment; the QACPS discipline policy will be followed as listed in the QACPS Student Handbook and Calendar. Depending on the severity of the situation, a violation of this provision could mean that the appropriate law enforcement agencies will be notified.

The repeated act of troubling, worrying, or tormenting another person who wants to be left alone is a violation of school policy.

Unless it is clearly a case of an unprovoked attack by one person on another, anyone involved in a fight will face disciplinary action.

Theft

The attempt or successful theft of any item without the owner's consent is prohibited. Materials improperly taken from the school, classroom or media center are included in this provision. In the event this provision is not followed, the appropriate law enforcement agencies will be notified. Additionally, QACPS discipline policy will be followed as listed in the QACPS Student Handbook and Calendar.

Weapons

Articles such as firearms, knives (including pocket knives), martial arts items, chemical sprays (i.e. Pepper spray), paint guns, or any other implement(s) and accessories that could be used to hurt another person are prohibited from school, school grounds and school activities. This includes toys that look like the above items. In the event this provision is not followed, the appropriate law enforcement agencies will be notified. Additionally, QACPS discipline policy will be followed as listed in the QACPS Student Handbook and Calendar.

Electronic Communication Devices

The use of pagers, scanners, and cell phones are not allowed during the school day; 7:25am – 2:20pm. All such equipment must be turned *off and out of sight* during school hours. The consequences for violation of this policy are listed in the Student Calendar Handbook.

Academic Dishonesty

Cheating is a lack of respect for oneself, for learning and for others. In the event of academic dishonesty, the student will receive a zero (0) on that assignment and depending on the circumstances. Additionally, QACPS discipline

policy will be followed as listed in the QACPS Student Handbook and Calendar.

Spotters

Included as a violation of school policy are actions of students that act as lookouts or spotters who warn others that staff members or others are approaching. Depending on the severity of the situation, a violation of this provision could mean that the appropriate law enforcement agencies will be notified. Additionally, QACPS discipline policy will be followed as listed in the QACPS Student Handbook and Calendar.

Insubordination

Insubordination is defined as when a student refuses to comply with a reasonable request of any faculty or staff member. This especially includes such requests by substitute teachers. Consequences are listed in the QACPS Student Handbook and Calendar.

Computer Usage

Students will follow the established guidelines for computer use. Failure to do so could mean a loss of computer privileges for a set time and/or further consequences depending on the nature of the violation. Additionally, QACPS discipline policy will be followed as listed in the QACPS Student Handbook and Calendar.

Student Dance Guidelines

Dance Policies:

- Students will demonstrate good character, maintain high community standards, and follow all school rules.
- All students must comply with the Dance Guidelines as they attend a school dance.
- Each student must have his/her own ticket under his/her own name. No one may obtain a ticket for another student unless it is for a date.

- All students will be observed for illegal or controlled substances prior to entry and during the dance.
- All vehicles, including limousines, can be searched at any time. Passengers will be held responsible any illegal substance in the vehicle and will suffer consequences accordingly.
- No outside food or drink will be allowed into the venue or on school property.
- The dance hours are 8:00 p.m. to 11:00 p.m. No one will be admitted after 9:00 p.m.
- Once a student leaves the dance they may not return; students are not allowed to go to their cars to retrieve items, except when accompanied by a chaperone.

Expected Student Behaviors at Dances:

- The manner of dancing will be appropriate for a school function. No moshing, slamming or sexually explicit dancing will be tolerated.
- Students will respect and be courteous towards all students and chaperones.

Dress Code for Dances:

- Clothing must remain intact and in its proper place.
- Clothing that expose excessive amounts of skin, including the midriff, chest, or legs above the knees, are not acceptable.

Consequences:

- Students violating the QACHS dance guidelines and/or policy, will be removed from the dance and face regular disciplinary procedures and the possibility of being prohibited from attending future dances.
- No refunds, if a student is removed for violating school rules and/or dance guidelines.

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