



# PARENT & STUDENT GUIDEBOOK

*Celebrating Excellence through Diversity*

OWINGS MILLS HIGH SCHOOL  
124 TOLLGATE ROAD  
OWINGS MILLS, MD 21117

410-887-1700

Web: <http://owingsmillshs.bcps.org>

Twitter: @OMHS\_Eagles

**Principal's Message:** Parents and students, welcome to another exciting school year! Know that faculty and staff of Owings Mills High School is committed to your child's success and wellbeing. The information contained in this guidebook outlines OMHS practices and procedures, all of which are aligned with BCPS Board Policy and Rules as well as the BCPS Student Behavior Handbook. I hope that you find the information in this guidebook to be helpful and informative. As always, if you have questions, please feel free to call us at 410-887-1700. We are ready to serve you.

Best Wishes for an excellent year!

Abbey E. Campbell  
Principal

**Vision:** *Building a culture that fosters acceptance, integrity, and perseverance; provides challenging academic expectations and empowers seekers of new knowledge.*

**Mission:** *In cooperation with all partners, Owings Mills High School will deliver excellence in teaching and learning that develops self-advocating, culturally adept, life-long learners who are prepared for an ever-changing global landscape.*

### **Attendance**

1. Regular attendance is necessary for a successful program of education. It is the student's responsibility to ask each teacher for instructions about making up work missed due to absences.
2. All absences, regardless of the reason, must be accounted for on the day a student returns with a note written and signed by either a parent or guardian. This note should contain the date(s) and reason for the absence, a telephone number where a parent/guardian can be reached, and signature of the parent/guardian. The note should be presented to the first period teacher who will code the absences and issue an absence slip to the student. The first period teacher will keep the note for future reference.
3. Parents will be notified of an absence via *School Messenger* phone call by 11:00am on the day of the absence.
4. Excessive absence, regardless of the reason, may result in failure to meet the objective of the course and in a failing grade.
5. If a student is absent from school for more than two days due to illness, a parent or guardian may contact the guidance secretary, 410-887-1702, to arrange for the collection of assignments and materials from teachers that cannot be delivered through BCPS One.
6. Students who plan to be absent from school because of family travel must request the **principal's prior approval** at least two weeks in advance.
7. Students who must leave school early should present a signed note from a parent or guardian which states the reason for early dismissal from school and must include a parent phone number for verification. This note should be presented to the main office before first period. Once an early dismissal is verified, a dismissal pass will be prepared.
8. Students may not leave Owings Mills High School during the school day without authorization from the office. Students are not permitted to go to cars or to the parking lot during the school day without being escorted by a staff member. Failure to follow this policy will result in disciplinary action. Students are to park only in the authorized student parking areas.
9. After school, all students are expected to be under the direct supervision of a teacher, advisor, or coach by 2:10 p.m. No student is permitted to remain in the building, unsupervised, after this time.
10. Any student in the halls during class time must have an authorized pass from a staff member.

### **Lateness to School**

1. Students are encouraged to develop good habits of prompt attendance. Students must be in his or her seat, ready to learn at the time the bell rings at the start a given class period.
2. Students arriving late to school must sign-in and receive a pass before reporting to Period 1. Parents will be notified via *School Messenger* phone call when a student is absent or arrives late to school.
3. Habitual lateness to school or to class is subject to classroom and administrative consequences.

### **Inclement Weather, Early Closings**

Announcements of delayed openings, closings, or early dismissals are made over local radio stations. (WBAL is recommended.) You may also find inclement weather closings and other calendar information at [www.bcps.org](http://www.bcps.org).

Please do not call the school or request release of your child unless it is an emergency. Orderly dismissal and adequate supervision for safe and complete departure make it necessary for all staff to devote full time to the school operation. A request for the individual release of one student imposes on the time that needs to be devoted to ALL students. Thank you for your cooperation.

### **BCPS Student ID Cards**

1. To ensure safety and security, all BCPS students and staff are required to wear BCPS issued ID Badges and should be prepared to show the ID at any time.
2. Students must have an ID Badge to obtain a laptop computer, enter the Learning Commons, check-out books, and attend school dances at OMHS or other BCPS schools.
3. Students entering Grade 9 or newly enrolled from another school will receive an ID at the time of enrollment.
4. The cost for replacement of a lost or stolen ID Badge is \$5.00 and can be paid in the Guidance Office.

### **HP Revolve Laptops**

#### Use and Care

1. Every student is expected to care for and use devices appropriately at school and home in accordance with the BCPS *Technology Acceptable Use Policy for Students*.
2. Students will be issued the same device each year.
3. If a student withdraws from OMHS, the device and all accessories (bag and charger) will be returned.
4. Students are expected to bring the device to school each day, fully charged.
5. The device should be transported in the BCPS-issued bag to prevent damage.
6. Both the device and bag should be left undecorated.

#### Damage or Loss

1. Accidental damage includes liquid spills, drops, collisions, etc... and replacement devices are covered by BCPS under the following circumstances:
  - Student writes a statement for school administration to report damage
  - Statement and circumstances are reviewed and determined to be accidental damage
2. Vandalism includes, but is not limited to:
  - accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resource
  - receipt, sale, possession, or distribution of property stolen from BCPS
  - throwing or striking the device
3. Devices found to have been vandalized are not covered by BCPS and will be handled as a police matter.
4. If a student is approached for their device and feel ANY threat, he or she should hand over the device.
5. A lost or stolen device must be reported to administration immediately.

### **Dress**

1. The school atmosphere is dignified by respectful dress which promotes educational and career success. Appropriate dress for school is modest and does not bare undergarments, cleavage, or other private parts.
2. Clothing with inappropriate references to sex, drugs, or alcohol are not permitted.
3. Length of shorts and skirts should fall no higher than the fingertips when standing with arms extended straight down.
4. Headgear, bandanas, and sunglasses should be removed upon entering the building.

### **Personal Electronics**

1. Use of personal telecommunication/electronic communication devices, such as cell phones, tablets, or any wireless or cellular communication device is not permitted during classroom instruction except as authorized by, and under the supervision of the classroom instructor when used in conjunction with the instructional program.
2. Use of personal electronics for music, gaming, or texting is permitted during scheduled student breaks, including lunch and class changes.
3. Students may not make personal phone calls at any time, unless granted permission to report to the office to do so.
4. For safety reasons, headphones may be worn in one ear only. At no time should music or sound from personal devices be audible to others.
5. Failure to comply with the above practices may result in revocation of privileges and/or other appropriate disciplinary action.

### **Learning Common**

1. The Learning Common is a quiet work/study zone available to all students. Appropriately quiet, on-task behavior is expected. Students not exhibiting appropriate behavior in the Learning Common will be asked to leave.
2. All students must swipe in with his or her BCPS ID upon entering the Learning Common.
3. Unless otherwise noted, students may utilize the Learning Common during the assigned lunch break. Students must receive the appropriate pass before leaving the cafeteria and present the pass to staff in the Learning Common.

### School Dances and Events

1. All school dances and extra-curricular events are a privilege. Students must demonstrate appropriate behavior and have earned the appropriate number of Student Service Learning Hours (see below) to be eligible to participate.
2. Students may bring a non-OMHS student as a guest to any school dance under the condition that the appropriate guest form is completed and approved.
3. Guests must be in high school or a recent graduate. No guest age 21 or older is permitted. BCPS or other school or state-issued ID is required at the door.
4. All BCPS Policies and Rules apply to all school-sponsored events, on or off campus.

### Student Service Learning Hours

1. All students must earn 75 Service Learning Hours in order to meet graduation requirements.
2. Submit hours to the SSL Coordinator, Mr. Needel, or contact him with questions – [bneedel@bcps.org](mailto:bneedel@bcps.org).
3. It is expected that all students will have fulfilled the requirement of 75 hours by the end of Grade 10.
4. To be eligible for senior activities (prom, picnic, etc...), seniors must have earned the required 75 hours.

### Bullying, Harassment, or Intimidation Information

Students' safety and well-being, both physical and social-emotional, is of utmost importance to us. Board of Education Policy and Superintendent's Rule 5580, "Bullying, Harassment, or Intimidation," prohibits students from engaging in intentional conduct involving bullying, harassment, or intimidation, which can substantially interfere with a student's educational opportunities, or any acts of retaliation against those who report instances of bullying, harassment, or intimidation.

All incidences of bullying, harassment, or intimidation should be reported to an adult immediately. Faculty and staff members will report incidences to administration for investigation. The "Bullying, Harassment or Intimidation Reporting Form" is available to all students and parents to report incidents to administration. This form is used to track alleged instances of bullying, harassment, or intimidation. The form is available in the main office or on the Baltimore County Public Schools' Web site under the "Student" and "Parent" tabs. You may contact a counselor or administrator for additional information or assistance at any time.

### School Communication

BCPS One Parent Portal - All parents and students in BCPS Grades 1-12, will have access to pertinent information, such as class schedules and assignment grades in BCPS One. We encourage both parents and students to access this information regularly and keep open lines of communication with teachers.

#### BCPS One Access

1. A Parent verification code is required to create an account and add a student. Information about receiving a verification code can be obtained at the time of enrollment.
2. Visit [bcpsone.bcps.org](http://bcpsone.bcps.org) and click the "Create a Parent Account" link.
3. Complete all of the fields on the form; once complete, click the "Create Account" button. An account activation code will be sent to the email address you entered in the form.
4. Check your email for the account activation code and click the link in the email to activate the account and follow the commands to verify your account.
5. To add a student to your BCPS One account, click the "Add a Student" button. Complete these steps for each child.
6. Enter your parent verification code and your child's date of birth. Click "Submit".

For more information, video tutorials, and parent workshops, visit <http://www.bcps.org/bcps.one>

### School Counseling and Administration

Our School Counseling Department collaborates with administration to serve students, parents, and teachers with valuable information and counsel. We welcome your inquiries and invite you to call or email your child's counselor at 410-887-1702 to discuss any concerns that arise during the school year.

Last Names	Counselor		Administrator/Facilitator	
A-G	Mr. Lee	<a href="mailto:clee6@bcps.org">clee6@bcps.org</a>	Ms. Wallace	<a href="mailto:lwallace@bcps.org">lwallace@bcps.org</a>
H-O	Ms. Drylie, Chairperson	<a href="mailto:edrylie@bcps.org">edrylie@bcps.org</a>	Mr. Flam	<a href="mailto:eflam@bcps.org">eflam@bcps.org</a>
P-Z	Ms. Wilson	<a href="mailto:awilson3@bcps.org">awilson3@bcps.org</a>	Ms. Koehler	<a href="mailto:lkoehler@bcps.org">lkoehler@bcps.org</a>
ESOL Grades 9-11	Ms. Gaultney	<a href="mailto:ngaultney@bcps.org">ngaultney@bcps.org</a>	Ms. Ugarte-Caffyn	<a href="mailto:mugartecaffyn@bcps.org">mugartecaffyn@bcps.org</a>

### **Student Support Team (SST) Meetings**

During the course of the school year, some students experience academic, social/emotional, behavioral, or physical and health problems that impede school progress. A parent, faculty, or staff member can refer such a student to a SST. The SST members will meet to review the concern and recommend appropriate and related services to those students. The team members are the school nurse, school psychologist, teacher(s), administrator(s), and others as needed. Parents/guardians are also invited to these meetings. As parent/guardian, if you'd like to make a referral, please contact your child's guidance counselor.

### **Health Services**

Any medical or health concerns should be shared with the school nurse, Ms. Kate Good, at 410-887-1529.

1. ALL medicine, including aspirin and other over-the-counter or prescription drugs must be brought to the school nurse in its original container with written permission from the student's parents/guardians or physician. Included with the medicine should be the student's name, directions for administering the drug, and the name of the drug. The proper form from the student's physician, authorizing the administering of a prescription medicine, must be on file at the school. Extra forms are available in the Health Suite.
2. Students taking any medication without following the guidelines subject themselves to serious disciplinary consequences.
3. Elevator keys may be given to students who are unable to use the stairs. These keys are expensive to duplicate and must be returned to the school nurse when the student no longer needs the key. A **\$10.00 deposit** is required to borrow an elevator key. When the key is returned, the deposit will be refunded.

### **Wellness Center**

OMHS is pleased to partner with the Baltimore County Department of Health to provide a Wellness Center. This school-based health center increases access to health care to reduce absences. The Wellness Center provides preventive care such as, check-ups, immunizations, health assessments, and sports physicals. Services also include evaluation and treatment of acute illnesses and injuries, management of chronic illnesses, mental health screenings, and referrals for specialty care. The Wellness Center does not replace the child's primary care physician.

To access the Wellness Center, parents must complete and return the Parental Consent Form available in the Health Suite.

### **Visitation and School Safety**

When visiting school, all parents must register at the school office and receive a visitor's pass. Teachers will be instructed by the principal to refrain from conferring with anyone who does not have a visitor's pass. This action is absolutely necessary in order for us to maintain security in our building so that the students and teachers are protected from trespassers. We welcome parents to visit their child's classroom, however we ask that you make an appointment at least 24 hours in advance of your anticipated visit.

Our school is utilizing the Raptor system to check in all visitors. When you visit for the first time, you will be asked to present your driver's license or other government issued ID to a staff member in the front office. You will be required to check into the system even if you are only coming to school to pick up your child. The information collected will not be shared outside of the school. We appreciate your assistance in keeping our students and school safe.

### **Celebrations, Flowers, Balloons and Fast Foods**

Parents and friends should not send flowers, balloons, or bring fast foods to students at school. We appreciate your cooperation as the delivery of these items is disruptive to the educational program.

### **Bikes and Skateboards**

We are pleased to provide bike racks for a limited number of students. However, we cannot be responsible for the security of any bikes, but do expect students to provide themselves with a secure lock and chain for their own protection. Skateboards must be carried and secured in a locker upon arriving to school.

### **Lockers**

Students are assigned a locker by the A-Day, Period 1 Teacher. Baltimore County Public Schools has installed permanent locks on hall lockers. All locks and lockers in the school are provided for the use and convenience of the students and are subject to inspection by authorized personnel. Students may NOT share lockers.

### Student Progress Reporting & Parent-Teacher Conferences

Teachers will issue interim reports at the midway point of each marking period. Parent conferences will be held thereafter to give parents and students an opportunity to take corrective action, if necessary, prior to receiving a quarter grade report. Parent conferences are held by appointment and scheduled with each teacher as necessary. Interim and Report Card Distribution dates listed below are subject to change based on the BCPS calendar:

	<b>Interim Report Distributed</b>	<b>Report Card Distributed</b>
Quarter 1	October 6 <sup>th</sup>	November 16 <sup>th</sup>
Quarter 2	December 6 <sup>th</sup>	February 1 <sup>st</sup>
Quarter 3	February 22 <sup>nd</sup>	April 19 <sup>th</sup>
Quarter 4	April 27 <sup>th</sup> – SENIORS ONLY	*delivered at graduation
	May 11 <sup>th</sup> – Underclassmen	*mailed home

### Address and Telephone Number Changes

School records must be current. Any changes should be forwarded immediately to the school office with appropriate documentation. Mailing and home contacts are based on the information made available to the school. We are grateful for your assistance in helping us maintain accurate records and contacts for cases of emergencies.

### School Meals

No outside food may be ordered and/or delivered to students. Students may bring food from home or purchase meals to eat in designated locations at scheduled meal times. Students should not eat or drink in classrooms during instructional hours.

Both breakfast and lunch are served in the upper and lower cafeterias every day. Breakfast lines open at 6:55am and close after the last school bus has arrived. Lunches are assigned according to the student's schedule. Any prepayments for accounts are to be brought into the Cafeteria Manager BEFORE 10:00 A.M.

In order to receive free or reduced price meals, each student must reapply at the start of each school year. In order to avoid a lapse in service, applications must be completed and approved by September 15th. After that date students will be required to pay full price until an application is approved. Applications are available in the main office and should be returned there as well. Applications take approximately two weeks to process after submitting.

### School Meal Prices

Breakfast	\$1.55
Reduced Price	\$0.30
Lunch	\$3.00
Reduced Price	\$0.40

### Places to Eat

- Upper or Lower Cafeteria and Courtyard
- Learning Common – students may eat and read or study *quietly*
- Teacher Classroom – with a pass from the supervising teacher only

### Theft Prevention

While theft is an infrequent occurrence at OMHS and we celebrate students for turning in found items, we encourage students to develop good habits for securing their personal property. Lockers are provided to all students in academic hallways and in physical education locker rooms. Thefts most commonly occur when belongings have been left unattended and unsecured in an open classroom, corridor, or locker room.

Students are discouraged from bringing high value items, such as iPods, cell phones, MP3 players, expensive watches or jewelry, to school. If such items are brought to school, be sure to **place these items in a secured locker**. Rule of thumb: If you don't want it to be lost, stolen or broken, leave it at home.