



**STUDENT &
PARENT
HANDBOOK
Fall 2020
Virtual Learning**

MISSION STATEMENT OF KENT ISLAND HIGH SCHOOL

The mission of Kent Island High School is to develop well-rounded, independently thinking individuals that can compete in a changing and diverse world. We, as a team, will do this by creating an environment where learning is valued as a continuous process. "A Collaborative Community of Learners."

ADMINISTRATION

John Schrecongost, Principal
Stacey Rankin, Academic Dean
Billie Brice, Assistant Principal
Daniel Harding, Assistant Principal/Athletic Director
Carrie Mitten, Assistant Principal, 9th Grade KI Annex

COUNSELING DEPARTMENT

Julie Steinbruck
9th Grade Counselor

Heather Tranquill
Grades 10-12, A-G

Charlotte Driscoll
Grades 10-12, H-N

Bianca Pilewski
Grades 10-12, O-Z & Students with English as a Second Language

KIHS Virtual Learning Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours 8:00-10:15	Office Hours <ul style="list-style-type: none"> ➤ Reteaching ➤ 1:1 or Group Tutoring ➤ Small Group Instruction ➤ Student/Parent Meetings ➤ Special Education/504 Case Management 		NO OFFICE HOURS <ul style="list-style-type: none"> Professional Development Collaborative Planning Grading 	Office Hours <ul style="list-style-type: none"> ➤ Reteaching ➤ 1:1 or Group Tutoring ➤ Small Group Instruction ➤ Student/Parent Meetings ➤ Special Education/504 Case Management 	
1st Period 10:15-11:00	Synchronous, Teacher-led Learning Pd 1-10:15-10:37 Pd 2-10:38-11:00	10:15-10:25 Review expectations, Synchronous student check-in 10:25-11:00 Asynchronous Learning Office Hours for 1st	10:15-10:25 Check-in 1st Period Asynchronous Learning	Synchronous, Teacher-led Learning Pd 1-10:15-10:37 Pd 2-10:38-11:00	10:15-10:25 Review expectations, Synchronous student check-in 10:25-11:00 Asynchronous Learning Office Hours for 1st
2nd Period 11:05-11:50	Synchronous, Teacher-led Learning Pd 3-11:05-11:27 Pd 4-11:28-11:50	11:05-11:15 Review expectations, Synchronous student check-in 11:15-11:50 Asynchronous Learning Office Hours for 2nd	10:30-10:40 Check-in 2nd Period Asynchronous Learning	Synchronous, Teacher-led Learning Pd 3-11:05-11:27 Pd 4-11:28-11:50	11:05-11:15 Review expectations, Synchronous student check-in 11:15-11:50 Asynchronous Learning Office Hours for 2nd
3rd Period 11:55-12:40	11:55-12:05 Review expectations, Synchronous student check-in 12:05-12:40 Asynchronous Learning Office Hours for 3rd	Synchronous, Teacher-led Learning Pd 5-11:55-12:17 Pd 6-12:18-12:40	10:45-10:55 Check-in 3rd Period Asynchronous Learning	11:55-12:05 Review expectations, Synchronous student check-in 12:05-12:40 Asynchronous Learning Office Hours for 3rd	Synchronous, Teacher-led Learning Pd 5-11:55-12:17 Pd 6-12:18-12:40
4th Period 12:45-1:30	12:45-12:55 Review expectations, Synchronous student check-in 12:55-1:30 Asynchronous Learning Office Hours for 4th	Synchronous, Teacher-led Learning Pd 7-12:45-1:07 Pd 8-1:08-1:30	11:00-11:10 Check-in 4th Period Asynchronous Learning	12:45-12:55 Review expectations, Synchronous student check-in 12:55-1:30 Asynchronous Learning Office Hours for 4th	Synchronous, Teacher-led Learning Pd 7-12:45-1:07 Pd 8-1:08-1:30
Teacher Lunch 1:30-2:00	Teacher Lunch				
Office Hours 2:00-3:30	Office Hours <ul style="list-style-type: none"> ➤ Reteaching ➤ 1:1 or Group Tutoring ➤ Small Group Instruction ➤ Student/Parent Meetings ➤ Special Education/504 Case Management 		NO OFFICE HOURS <ul style="list-style-type: none"> Professional Development Collaborative Planning Grading 	Office Hours <ul style="list-style-type: none"> ➤ Reteaching ➤ 1:1 or Group Tutoring ➤ Small Group Instruction ➤ Student/Parent Meetings ➤ Special Education/504 Case Management 	

Kent Island High School will be open Monday-Friday, 8:00-3:30. Please contact an administrator if you need to access the building at an alternative time.

VIRTUAL LEARNING DEFINITIONS and EXPECTATIONS FOR STUDENTS

Synchronous Learning-Synchronous learning requires teachers and students to be online at the same time. During this time, teachers can provide direct instruction and facilitate class discussions.

Expectation: Students must sign into Schoology at the beginning of the Synchronous Learning time in order to be marked present and receive live instruction. In the event that a student is unable to sign in at the beginning of class, they are to sign in to Schoology at some point during the day to access and complete learning materials for that course.

Asynchronous Learning-Asynchronous learning allows students to access course material on their own schedule. Teachers will post learning materials to Schoology, which can be accessed by students at any time as long as assignments are completed by established due dates.

Expectation: Students must sign into Schoology at the beginning of the Asynchronous Learning time in order to be marked present and receive the expectations for the day. In the event that a student is unable to sign in at the beginning of class, they are to sign in to Schoology at some point during the day to access and complete learning materials for that course.

Office Hours-Pre-scheduled time to meet with students and/or parents to address their academic needs.

Expectation: Students should be aware of their teachers' office hours. Students can schedule time to meet with their teacher during office hours to receive additional support. Teachers may also schedule time to meet with students to provide support based on current student performance.

KIHS Sample Teacher and Student Day

	Teacher	Student
Office Hours 8:00-10:15	<p>8:00-8:15-Reconcile attendance from the previous day.</p> <p>8:15-9:00-Small Group with 1st period needs group, based on data review.</p> <p>9:00-9:45-Small Group with 2nd period needs group, based on data review.</p> <p>9:45-10:15-Communicate with parents/students</p>	<p>8:00-8:15-Check email for communication from teacher re: Small Group invites</p> <p>8:15-9:00-Meet with 1st Period teacher for additional support on content.</p> <p>9:00-9:45-Watch live teacher demo for extra support in the course.</p> <p>9:45-10:15-Meet with the teacher for individualized feedback on assignment</p>
1st Period 10:15-11:00	<p>10:15-10:20-Welcome Students, take attendance, set expectations for synchronous learning (mute microphone, use of chat, etc.)</p> <p>10:20-10:25-Communicate Objectives & Agenda for the day</p> <p>10:25-10:40-Explicit, direct instruction on content</p> <p>10:40-10:55-Student Practice (small group and/or independent practice)</p> <p>10:55-11:00-Closure to Lesson (review of content, allow for student sharing)</p>	<p>10:15-10:25-Sign into 1st period Schoology class to receive expectations, objective, and daily agenda</p> <p>10:25-10:40-Receive direct instruction from teacher</p> <p>10:40-10:55-Collaborate with other students and/or complete independent practice while in synchronous meetings.</p> <p>10:55-11:00-Student shares what they've learned, and receives additional independent assignments to complete</p>
2nd Period 11:05-11:50	<p>11:05-11:10-Welcome Students, take attendance, set expectations for synchronous Learning (mute microphone, use of chat, etc.)</p>	<p>11:05-11:15-Sign into 2nd period Schoology class to receive expectations, objective, and daily agenda</p>

KIHS STUDENT AND PARENT HANDBOOK
 VIRTUAL LEARNING FALL 2020

	<p>11:10-11:15-Communicate Objectives & Agenda for the day</p> <p>11:15-11:30-Explicit, direct instruction on content</p> <p>11:30-11:45-Student Practice (small group and/or independent practice)</p> <p>11:45-11:50-Closure to Lesson</p>	<p>11:15-11:30-Receive direct instruction from the teacher</p> <p>11:30-11:45-Collaborate with other students and/or complete independent practice while in synchronous meetings.</p> <p>11:45-11:50-Student shares what they've learned, and receives additional independent assignments to complete</p>
<p>3rd Period 11:55-12:40</p>	<p>11:55-12:05-Teacher reviews the objective and agenda for the day. Teacher checks for student understanding on the previous day's learning. Teacher shares what options will be available during office hours/asynchronous learning time (live demo, small group, chat support, etc.)</p> <p>12:05-12:20-Meet with small group to review content from previous day</p> <p>12:20-12:30-Perform a live demo of content (teacher modeling, think aloud, etc.), which students have the option to join.</p> <p>12:30-12:40-Monitor chat to provide student support</p>	<p>11:55-12:05-Sign into 3rd period Schoology course to receive information for asynchronous learning.</p> <p>12:05-12:20-Access asynchronous instruction and assignments.</p> <p>12:20-12:30-Watch live teacher demo on content</p> <p>12:30-12:40-Use chat feature to communicate questions to teacher, and receive support</p>
<p>4th Period 12:45-1:30</p>	<p style="text-align: center;">Teacher Planning</p> <ul style="list-style-type: none"> ● Grade student work and provide feedback ● Plan for future lessons ● Develop small group instruction plans based upon student data 	<p>12:45-12:55-Sign into 4th period Schoology course to receive information for asynchronous learning.</p> <p>12:55-1:10-Meet with 4th period teacher for small group instruction.</p> <p>1:10-1:20-Watch live teacher demo on content</p> <p>1:20-1:30-Begin asynchronous learning for 4th period</p>
<p>Lunch 1:30-2:00</p>	<p style="text-align: center;">Teacher Lunch</p>	<p style="text-align: center;">Student Lunch</p>
<p>Office Hours 2:00-3:30</p>	<p>2:00-2:10-Reconcile attendance for asynchronous learning periods.</p> <p>2:10-2:55-Small Group with 3rd period needs group, based on data review.</p> <p>2:55-3:10-Meet with student to provide feedback on assignment</p> <p>3:10-3:30-Communicate with parents/students</p>	<p>2:00-3:30-Complete assignments for periods 1-4. Communicate with the teacher for support, if needed.</p>

KIHS STUDENT AND PARENT HANDBOOK
VIRTUAL LEARNING FALL 2020

QACPS STUDENT VIRTUAL LEARNING EXPECTATIONS

- Login to Schoology on a daily basis for each course.
- Dedicate appropriate time to learning, comparable to a school day and/or as guided by their teacher/s.
- Check appropriate online platforms for information on courses, assignments, and resources daily.
- Connect with teachers daily and/or weekly.
- Participate in live and pre-recorded classroom sessions.
- Receive and complete new assignments.
- Review feedback from teachers.
- Attend regularly scheduled check-ins with teachers.
- Contact teacher with questions about assignments.
- Communicate tentative absences when possible to the teacher and attendance secretary.
- Identify a comfortable and quiet space to study/learn.
- Engage in all learning posted with academic honesty.
- Submit all assignments in accordance with the provided timeline and/or due dates.
- Communicate with teachers regarding access to the internet and/or ability to complete assignments on time.
- Ensure social and emotional balance by keeping healthy habits.

QACPS PARENT VIRTUAL LEARNING EXPECTATIONS

- Engage in training on Schoology in order to monitor student learning.
- Provide an environment conducive to learning (i.e., provide a safe and quiet space during the day for learning).
- Engage in conversations about printed and digital materials and assignments.
- Encourage attendance in synchronous engagements offered by the child's teachers.
- Monitor your child's social-emotional well-being and contact your child's counselor for resources.
- Support checking online platforms for information and assignments daily.
- Support the submission of all assignments in accordance with the directions provided by the teacher.
- Contact your child's teacher with any questions or concerns.
- Support engagement in all learning with academic honesty.

ATTENDANCE PROCEDURES

KIHS adheres to the Queen Anne's County Public Schools Student [Attendance Regulation](#). All students are expected to attend school regularly by signing into Schoology at the scheduled Synchronous Learning and student check-in times. **Students are marked present for class by signing into their Schoology account or communicating with their teacher or attendance secretary for each course.** Consistent virtual learning participation is a student and parent's responsibility. Maintaining close communication and cooperation between the home, school, and community promotes regular attendance. Students are expected to participate in and complete assignments for all classes on a daily basis. If a student is unable to sign in during the scheduled Synchronous Learning and student check-in times, they should sign in at another time during that day in order to access and complete instructional materials.

Students will be allowed a combination of five (5) personal (parent) emails and/or parent call-ins per semester. Five (5) or more unlawful absences per semester may result in course failure and loss of credit. This decision may be appealed to the Attendance Review Committee. In the event of an absence, students should email their teacher(s) and the attendance secretary (Grade 9: julie.connaire@qacps.org ; Grade 10-12: melissa.snyder@qacps.org .

LAWFUL ABSENCES

Reasons for lawful absences prescribed in the Code of Maryland Regulation (COMAR) 13A.08.01.03 include the following:

- Death in the immediate family
- Illness of the student
- Court summons
- Hazardous weather conditions
- Work approved or sponsored by the school
- Observance of a religious holiday
- State emergency
- Suspension

KIHS STUDENT AND PARENT HANDBOOK VIRTUAL LEARNING FALL 2020

- Lack of authorized transportation. This shall not include students denied authorized transportation for disciplinary reasons.
- Other emergency or set of circumstances which, in the judgment of the principal or designee, constitutes a good and sufficient cause for absence from school.

UNLAWFUL ABSENCES

An absence, including for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful and may constitute truancy. Five or more unlawful days per semester may result in course failure or loss of course credit. Course credit may be withheld for an individual class should a student be absent from the class five or more days unlawfully. This decision may be appealed to the Attendance Review Committee one week prior to the end of the semester. Students with 10 consecutive unlawful absences will be withdrawn from school and may be able to re-enroll, provided they meet enrollment requirements, upon their return.

SPECIAL EVENT/VACATION REQUESTS

Vacations or trips may be considered a legal excuse if the principal has given prior approval. Two weeks prior notice, in writing, is required. The principal or designee may approve up to five days per year for a trip. If approved, the absences are lawful. The student is to request make-up work from teachers upon their return. If the trip is not approved, the absences are unlawful. Any requested trip for students who have missed more than 10 days (excused or unexcused) in a semester may not be approved. Requests for approved absences for extra curricular activities such as participating in performances and competitions not affiliated with KIHS will be handled on an individual basis based on the merits of the request.

COLLEGE VISITS

Visits to college campuses may be pre-approved with documentation provided by the college of the visit.

PROCEDURES TO VERIFY ATTENDANCE/TARDINESS

Upon returning to virtual learning from an absence, a parent has one (1) week to email the attendance secretary stating the reason for absence. The email should contain the student's name, date(s) of absence, and reason for absence(s). Under certain circumstances, administrators may require a doctor's note. **After one week, an unlawful absence cannot be changed to a lawful absence.**

If a student is absent, the parent/guardian should call the school (410-604-2070) between 8:00AM and 1:00PM on the day of the absence to justify a lawful absence and email a note on the day of the student's return to virtual learning. Students will be allowed a combination of five (5) personal (parent) notes or parent call-ins per semester. Additional call-ins without submitting lawful documentation will be considered unlawful. A doctor's note is considered lawful documentation.

After 3:00PM, the school's automated calling system will begin calling parents of students whose absence has not been verified.

CONSEQUENCES FOR NOT ATTENDING SCHOOL

Beginning with the sixth (6) absence of the school year (lawful or unlawful), you may be subject to one or more of the following consequences: parent conferences, probationary periods, written contracts, restriction of extracurricular activities, referral to outside agencies, loss of credit, and other appropriate school-based interventions.

PERFECT ATTENDANCE

Perfect attendance is identified as no absences from school, excused or unexcused, and no excused or unexcused tardiness or lateness. Absences due to school sponsored field trips will not be considered an absence when calculating perfect attendance.

KIHS STUDENT AND PARENT HANDBOOK

VIRTUAL LEARNING FALL 2020

GRADING

KIHS adheres to QACPS High School Grading [Policy](#) and [Regulations](#). Below is a summary of the policy and regulations.

All grade books will be divided into the following categories and percentages:

Mastery Assessments - 50% of final grade

- a. A minimum of 7 mastery assessments is required for each course, with a minimum of 2 entered into the grade book by the mid-course interim report. One mastery assessment will be a cumulative assessment (exam, project, performance, paper, etc.)

Progress Assessments -50% of the final grade

- a. A minimum of 24 progress assessments is required for each course with a minimum of 12 grades entered into the grade book by the mid-course interim report.

DEFINITIONS:

Mastery Assessment: Mastery Assessments provide timely feedback after the instructional process for the purpose of demonstrating the level of mastery of the skills being assessed. These could include, but are not limited to, major projects, performances, unit tests, chapter tests, etc.

Progress Assessments: Progress assessments for learning are assignments and assessments given at a point in time when the students are progressing towards mastery. Progress assignments should vary in type. These could include, but are not limited to, class work, brief progress checks, and quizzes. Progress assessments are intended to be summative in nature only on a smaller scale when compared to the mastery assessments.

Homework: Homework are assignments completed by a student after school hours and consists of independent practice, which represents an extension of the daily objective.

LATE ASSIGNMENTS

Late assignments are those that are submitted after the due date, not due to an absence. Late work will be accepted with the following restrictions:

- a. Teachers are responsible for establishing due dates for assignments and a deadline for the last day they are willing to accept late assignments. Teachers are expected to separate the due date from the deadline in order to increase opportunities for students to complete assignments.
- b. Work must be turned in within 3 days of the due date (unless circumstances for an extension have been approved by the teacher and/or administration), with no late penalty.
- c. Work turned in after the third day and by the teacher's established deadline may be subjected to a lower grade due to lateness, not to exceed 10 percent per day.

EXTRA CREDIT

Extra Credit may be offered at the teacher's discretion. If extra credit is offered, it must satisfy all of the following guidelines:

- a. It must be available to all students.
- b. It must reflect extra learning or understanding, not participation.
- c. It must clearly relate to, or extend, content from the area it is assigned.
- d. It must be reported as a progress assessment and carry a weight that is no more than an average / typical progress assessment.
- e. Extra credit is not to be used to elevate a grade to passing when a student has not met course standards.
- f. A student electing not to complete extra credit cannot be penalized.

MAKE-UP WORK REQUIREMENTS

Whenever a child is absent, it is important for the child to have access to the information presented in class. The teacher will post work to Schoology and it is the student's responsibility to check their Schoology account for missed instruction and assignments. If the student is absent for multiple days, parents/guardians and teachers are encouraged to communicate regarding make-up work that may be completed while the child is absent. It is the child's responsibility to turn in the work to the teacher. A student shall be allowed a reasonable number of days, at least equivalent to the number of days absent to make up work.

KIHS STUDENT AND PARENT HANDBOOK

VIRTUAL LEARNING FALL 2020

DISCIPLINE

EXPECTATIONS – Students are expected to behave in a courteous, cooperative manner toward each other and toward all others in the virtual learning environment. Students are responsible for their behavior and the appropriateness of their learning environment throughout virtual learning. Most violations of this standard of conduct can be handled by the teacher and/or with the intervention of school counselors and assistant principals. Disciplinary consequences may include student conferences, parent conferences, removal from Synchronous Learning opportunities, and Saturday school. Severe violations are handled as required.

Students are also expected to refrain from Academic Dishonesty throughout the virtual learning experience. Failure to exercise academic integrity may result in academic and/or behavioral action. Academic Dishonesty includes, but may not be limited to, the following:

-Cheating: Fabricating written assignments, sharing or receiving information from other resources or peers without the permission of the instructor.

-Plagiarism: Presenting the ideas or words of another person as one's own without citing the source.

-Colluding/Copying: Allowing one's work to be copied or submitted by another student, including transferring one's work electronically and allowing it to be submitted.

The principal may suspend students immediately for up to ten days for a major offense. The following offenses shall be considered cause for recommendation for extended suspension or expulsion and may result in referral to legal authorities:

- Theft – taking personal or public property
- Weapons or explosive devices – possession, use or having a representation thereof
- Vandalism – injury to, defacement, or destruction of property
- Arson – False Emergencies or Alarms
- Sexual activity
- Repeated occurrences of inappropriate behavior/continual noncompliance
- Physical/verbal assault and/or abuse; intimidation and harassment/hazing/bullying
- Fighting
- Gang related activity
- Drug/alcohol possession or use of/distribution of/possession of paraphernalia
- Inciting/participating in a disturbance
- Possession of pornographic materials or accessing pornography on the computer
- Misuse of the Internet/computers

PUBLIC DISPLAYS OF AFFECTION – Students are reminded that the school is a place of work and they are to conduct themselves appropriately. Displays of inappropriate affection during virtual learning can be disruptive to the learning environment. In being respectful to all students, appropriate conduct is required. To maintain a respectful environment, disciplinary action may be necessary.

SCHOOL BUS REGULATIONS

In the event that bus transportation is required, all school and county policies are in effect while students are on the bus. Parents or legal guardians are responsible for the behavior and safety of their children until the time of boarding the bus in the morning, and from departing the bus at the end of the school day. Once the child enters the school bus, the authority to manage student conduct lies with the bus driver and the school administration. Behavior or activity jeopardizing safe operation of the school bus or interfering with the welfare of other vehicle occupants is prohibited. The school bus operator will report to administration conduct appearing to require disciplinary action in writing. Students must ride his/her assigned bus unless approval has been given by the administration. Such approval will only be given when the student presents a note from the parent and when it is an emergency situation.

CELL PHONE POLICY

The Board of Education adopted a new cell phone policy that took effect on January 4, 2017. The entire policy can be accessed [here](#).

High School students may possess Smart/Cell phones during the school day in accordance with the following regulations:

*Students may use a cell phone during transitions between classes.

*Cell phone use during synchronous learning is under the discretion of individual classroom teachers.

KIHS STUDENT AND PARENT HANDBOOK
VIRTUAL LEARNING FALL 2020

DRESS CODE AND LEARNING ENVIRONMENT EXPECTATIONS FOR STUDENTS

Students have the responsibility of choosing their attire and arranging their personal appearance and learning environment in a manner that is respectful, healthy, safe, clean, and appropriate to learning. The school has a responsibility to make sure the student dress and learning environment do not disrupt the educational process, and that the environment is comfortable for all. The administration reserves the right to exclude any items of apparel or accessories, which are disruptive to school activities.

Students whose dress or learning environment is disruptive during virtual learning will be asked to change or remove disruptive material. Continued refusal to adhere to the dress code and learning environment expectations may result in additional disciplinary action for insubordination.

FINANCE PROCEDURES

STUDENT IDENTIFICATION CARDS/CLASS FEE- All students must have their picture taken to have an ID produced. The financial secretary will distribute student ID's and collect the \$5.00 charge to be placed in your class funds. Student ID's are required when entering all games and events. Students should be able to show their ID card at any time during the school day if asked to produce. The student ID is considered a student financial obligation.

STUDENT LAPTOPS- Students are responsible for the laptop, charging cord and case that they receive at the beginning of the school year. If the cord and/or case is lost, stolen and /or broken it is the students responsibility to replace it. All unreturned computer components will become an obligation on the students account at the end of the current school year. Students are expected to bring their computers to school, fully charged, each day.

OBLIGATIONS – If students owe an obligation(s), his/her parking permit, graduation tickets or media privileges will be held until the obligation(s) is cleared through the finance office at the main campus and the KIHS office at the annex.

FUNDRAISING AND SELLING OF GOODS

Fundraising and/or selling of goods on school grounds must be approved by the administration. Any student found selling unauthorized goods of any type without approval from administration may receive a disciplinary infraction and items may be confiscated.

P.B.I.S--POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

PBIS is a systems wide approach to increasing positive behavior and reducing the number of discipline related incidents. PBIS encourages students and staff to respect others, respect themselves, respect learning and respect property.

TUTORING OPPORTUNITIES

Tutoring opportunities are available during teacher office hours. Individual tutoring with a teacher is offered by appointment only. Students are encouraged to schedule individual appointments with teachers on an as needed basis.

SATURDAY SCHOOL

Saturday School provides academic support and tutoring for students. Certified teachers are available to support students in completing make-up work, missing assignments and/or homework. The program will be offered on specified Saturdays, 8:00 am. – 12 noon.

HEALTH SERVICES/NURSE

AVAILABLE SERVICES – Health services to the school are provided by a full-time registered nurse. The nurse is available to consult with students and teachers on health-related concerns.

STUDENT ILLNESSES – Although the school encourages good attendance by students, students who are ill should not attend school.

INSURANCE – A student accident insurance program is made available at a reduced rate. This information will be distributed to students when available. Forms are available in the office.

COUNSELING DEPARTMENT

The school counseling office is an educational service planned specifically to help students to analyze themselves, to evaluate and understand their environment, to select appropriate solutions to their problems, and to make realistic plans. School counselors are available for

KIHS STUDENT AND PARENT HANDBOOK VIRTUAL LEARNING FALL 2020

conferences with students and parents. Services provided by the school counselor include the following: Helping students become oriented to their new environment, advising on curriculum offerings and planning student programs, advising students on career and employment opportunities, assisting students in college selection, technical school selection, Armed Service, etc, setting up, maintaining and interpreting student records, and referring students and parents to school, community, or county services when needed.

Counselors also run a number of small, specialized, counseling groups (peer counseling, peer mediation, conflict resolution and discussion groups). Parents are welcome to contact counselors and may schedule appointments via email, or through the counseling secretary at the main campus, at 410-604-2070, ext. 4001 and with the annex secretary for ninth grade at 410-643-7172.

CLASS CHANGES (ADD/DROP)– Students’ classes may not be changed unless permission from parent, student and school counselor is received and **must occur within the first five (5) days of the semester**. When changes are made, a comparable class must be scheduled. The student and parent/guardian must make a request for a change in class. To request a class change, students must email their school counselor and “cc” their parent/guardian and teacher. **The last day to Drop/Add a course is September 8th.**

PROGRAM CHANGE – Any student wishing to change programs must have the parent/guardian make an appointment with the appropriate school counselor. A teacher may not drop a student from a class unless approval has been given by the school counselor.

PROMOTION – Students are promoted based on the number of credits earned during a school year. In order to be promoted from 9th grade to 10th grade, a student must earn 5 credits. To be promoted from 10th grade to 11th grade, a student must earn 12 credits. A student must earn 18 credits to be promoted to 12th grade. Promotions are finalized at the end of the second semester of the school year.

TRANSFERRING TO ANOTHER SCHOOL – When transferring to another school, a student must contact the appropriate school counselor for a conference. They must pick up a withdrawal slip from the counselor and take it home for parent/guardian signature. All books, uniforms, school property and obligations must be returned and signed off on the withdrawal form by teachers, and the finance secretary. The student then returns the withdrawal form to the appropriate school counselor after all signatures are completed.

NOTE: Records, transcripts, etc. will not be forwarded until a student has completed this withdrawal process.

WITHDRAWING FROM SCHOOL – When a student wishes to withdraw (dropout) the following procedures must take place; the student first meets with the school counselor. The student will then meet with the pupil personnel worker and both the student and the parent/guardian will sign the Exit Conference Form before the student is withdrawn. The student must return all books, uniforms, etc. and have the withdrawal form signed that all obligations are met. The student then returns the withdrawal form to the appropriate school counselor.

GRADUATION REQUIREMENTS

Students must also meet the Maryland Department of Education requirements for service learning and the Maryland High School Assessments.

English	4 credits	
Math	3 credits	
Social Studies	3 credits	
Science	3 credits	
Tech Ed	1 credit	
Health	½ credit	
Fine Arts	1 credit	
P.E.	½ credit	
Required courses for program emphasis:		4 or more credits
Additional course requirements		4 – 6 credits
TOTAL		26 credits

KIHS STUDENT AND PARENT HANDBOOK
VIRTUAL LEARNING FALL 2020

ASSESSMENT REQUIREMENTS

MARYLAND HIGH SCHOOL ASSESSMENT (HSA) REQUIREMENTS

Students must participate in, or pass the following high school assessments, depending on when the assessment was first taken:

- PARCC/MCAP Algebra I
- PARCC/MCAP English 10
- Government HSA
- Maryland Integrated Science Assessment or Biology HSA

Students who do not meet the minimum score requirements on these assessments, students will complete a Bridge Plan for Academic Validation in order to meet the high school assessment requirement.

STUDENT SERVICE LEARNING REQUIREMENTS

Five Service Learning Credits or 75 service hours are required for each student prior to Graduation. In addition to a requirement for National Honor Society induction, Community Service is also an important part of a resume and something strongly considered by colleges when granting acceptance. Many opportunities to complete Community Service are offered both within and outside of school.

STUDENT ASSISTANCE PROGRAMS – The Queen Anne’s County Public School system recognizes that it is not isolated from the nationwide problem of alcohol and drug abuse. These behaviors have a profound impact on the learning process. The Queen Anne’s County Student Assistance Program operates on a continuum of services that include prevention, early identification, intervention, referral, and follow-up for those students who are educationally at risk. Student Assistance Programs operate in the secondary schools. Students may be referred for appropriate assistance by parents, students, outside agencies, and employees of our school system. All such referrals and subsequent information are held in the strictest of confidence.

STUDENT ELIGIBILITY FOR NATIONAL HONOR SOCIETY (NHS)

- Candidates must have a minimum cumulative GPA of 3.5.
- Evidence of leadership and service through school and community activities.
- Demonstrates an outstanding record of conduct and behavior with regard to school and community rules, or to be able to demonstrate sufficient growth and improvement to compensate for previous inadequacies. Any suspension from school or proven incidents of cheating during the school year prevents induction into the Queen Anne’s County Schools’ chapters of NHS.
- A minimum of five (5) teacher recommendation forms completed by teachers who are currently teaching the candidate or who have taught him/her during the previous school year.
- Candidates must have been in attendance for a period of at least one semester at the high school. He/she must be a second semester sophomore, junior, or senior and must demonstrate the qualities of scholarship, leadership, character, and service as measured by rating sheets based on a point system.

STUDENT ACTIVITIES /CLUB INFORMATION

Various clubs and school organizations sponsor activities throughout the school year for the benefit of the students. At this time, all student activities/clubs will occur virtually. The activities are a means of providing a source of wholesome recreation and enjoyment for the students of KIHS, and they should be a credit to our community and to our school. The following rules and regulations are established for student activities:

- All school-sponsored activities must be cleared with the assistant principal in charge of the building use calendar.
- Students attending activities should wear clean, neat and appropriate attire.
- There will be no re-admittance to activities once a student has left.
- Guests at dances will be admitted only as dates of students currently in good standing at this school. Students will be permitted to bring only one guest to a school dance. Students must seek permission to bring a guest in advance by signing up in the office. Both the guest and the host student must sign in at the dance. The school reserves the right to require identification of guests

KIHS STUDENT AND PARENT HANDBOOK VIRTUAL LEARNING FALL 2020

prior to admittance. Students are responsible for the conduct of their guest. No guests over 20, or currently enrolled in an elementary or middle school will be admitted to high school dances.

- Students must present their student identification cards for admission.
- Students who are under suspension or who have been expelled from school will not be admitted to dances or other student activities held at the school.
- Alumni will be considered as students up to age 20 and will be required to observe all school regulations and policies.
- Tickets for dances will not be sold at the door.
- The administration has the right to remove any student that displays inappropriate affection or suggestive sexual movements on or off the dance floor.

PLEASE VISIT, WWW.KIHIGH.ORG FOR A COMPLETE LIST OF CLUBS AND ACTIVITIES.

STUDENT ATHLETE CONDUCT- Currently, athletics are postponed until February 1, 2021. Additional information can be found [here](#).

- The student athlete's first responsibility will be academics.
- The student athlete will refrain from using all forms of alcohol, tobacco and illegal drugs.
- Any suspension (in-school or out-of-school) will restrict the student from participating (contests and practices) during the suspension period.
- A student must participate in all virtual learning classes in order to practice or participate in an interscholastic sport. Exceptions to this rule may be made by the principal of a member school for extenuating circumstances. (Bayside Conference Rule)
- Coaches will establish additional guidelines for practice and participation in contests which should be submitted to the athletic director for approval.
- The student athlete will be required to take care of all equipment and uniforms and is accountable for that equipment. Any damage to school property will not be tolerated and disciplinary or legal action will result.

Any student who wishes to participate in interscholastic sports must first meet the eligibility policy located in the QAC Calendar/Handbook. Athletic schedules are available at the beginning of each season.

VISITORS IN THE SCHOOL BUILDING

All visitors to KIHS are to wear a mask while in the building. Visitors should use the main entrance, and complete the self-screening process. Visitors must then report to the main office.

INCLEMENT WEATHER

Unless schools are officially closed by announcement over WBey (103), WBAL (104), WCAO (60AM), WCEI, WCTD, WCTR, WDOV, WDSC, WFBR, WMIX, WLIF, WMAL, television (Channels 2, 11 and 13) and on the QACPS website prior to 7:30AM, school will be open. Closure announcements will begin by 5:45AM. If some part of the route is safe and some other part is not safe, the bus will operate only where it is safe.

KIHS ADHERES TO ALL QUEEN ANNE'S COUNTY PUBLIC SCHOOL POLICIES WHICH CAN BE FOUND ON THE [QACPS WEBSITE: www.qacps.org](http://WWW.QACPS.ORG)

**INFORMATION IS ALSO AVAILABLE ON OUR WEBSITE:
[www.kihigh.org](http://WWW.KIHIGH.ORG)**