Towson High School



Operating Procedures

Торіс	Area	Description	Links & Resources
Topic Calendars & Schedules	Area School Schedules Student Schedules Early Release Students	 Description Towson High School will operate on an A/B schedule with 4 class periods per day with 4 lunch shifts. Attached are the A-Day/B-Day calendar and the regular and half-day school schedules. Students can access their schedule, including classroom numbers and lunches, on the FOCUS student portal beginning Monday, August 15, 2022. Students should "Sign in with Microsoft" and login with student's BCPS username (ex: ABC123@bcps.org) & password. If your schedule indicates 'Release Time' for the following 	Links & Resources A/B Calendar THS School Bell Schedules FOCUS Student Portal
		Period(s), you must arrive or dismiss by the corresponding times below. 'Release Time' Arrival/Dismissal Period 1 Arrive at 9:25 am Periods 1 & 2 Arrive at 10:55 am Periods 1, 2, & 3 Arrive at 12:55 pm Periods 2, 3, & 4 Dismiss at 9:25 am	

	BCPS Calendar	Periods 3 & 4 Period 4 • The BCPS calendar lists brea	Dismiss at 10:55 am or 11:25 am if eating A lunch Dismiss at 12:55 pm	ool <u>BCPS 2022-2023 Calendar</u>
	Calendar of Events	 Please reference Calendar of events and fundraisers. Events and fundraisers. 		class <u>THS Calendar of Events</u> are ty.
Schedule Corrections	Schedules and Courses		e corrected, click on the link to m. Please read the instructions ting the form.	
Health & Safety	Use of Health Suite	 Health & safety continue to information and updates can continue to ask that you scruschool. Students should state healthcare provider for any attend school if they are av Please notify the school number of the sch	be our priority, and the latest an be found on the BCPS websit reen your child(ren) prior to ser ay home when sick and contact COVID-like illness. Students m vaiting the results of a COVID te rse if your child has tested posit ose contact with someone with	nding to your ay not est. tive for

		 Any student identified as having symptoms of COVID-like illness during the school day will be immediately isolated and must be picked up from school as soon as possible. The school nurse will provide further instructions. We will also continue to encourage management of minor issues, such as paper cuts or chapped lips, independently or in the classroom to limit healthy students' exposure to germs. All non-scheduled health suite visits will be coordinated between the classroom teacher and the nurse. Forms for the administration of medications in schools can be found on our website under "Nurse Information & Resources." You can also select the link to the right. 	
Attendance	Daily & Period Attendance	 Daily Attendance is the official attendance record for each school day and refers to whether a student is marked present, absent, or half-day. This value is recorded on students' official high school transcripts. Students are expected to maintain satisfactory attendance at the state standard of 94%. Teachers take Period Attendance using FOCUS (Student Information System) for each period of the school day. Parents/guardians can monitor in real-time their student's Daily and Period Attendance records in FOCUS. On Fridays, a Weekly Attendance Report will be emailed to parent/guardian contacts. 	FOCUS Parent PortalDirections to Create a FOCUS Parent AccountDirections for Navigating the FOCUS Parent PortalDirections for Reading Weekly Attendance Report
	Late Arrival	 Students are expected to be in class on time. Students arriving late to school may enter at the Cedar Avenue entrance only. Aigburth lobby will not be accessible after 8:00 a.m. Late-arriving students must buzz in and state their name to gain access to the building. Students who arrive before 9:00 a.m. can report directly to 1st period. After 9:00 a.m., students should report to the Main Office. 	

	Early Dismissal	 Early Dismissal notes – Notes should be submitted to the labeled bin outside of the Main Office by 8:00 a.m. for verification - Students exit the building at the time of early dismissal. The day a student returns from an excused absence, a note should be submitted to the labeled bin outside of the Main Office. The note should include the student's name, student's grade, reason for the absence, dates of the absence, and parent/guardian name and contact information. Vacations are not excused absences. 	
Transportation, Parking, & Morning Entrance Procedures	Bus Riders	 Bus assignments will be available on FOCUS. All bus riders are dropped off in the bus loop in the student parking lot off Aigburth Ave. All bus riders will report directly to the auditorium until dismissed unless needing breakfast in the cafeteria. 	Directions to Access Transportation Assignment in FOCUS
	Car Riders & Walkers	 Students who are dropped off by parents must be dropped off on Cedar Avenue. Cedar Avenue is a one-way street for this purpose and must be accessed from Hillside Avenue only. Students should never be dropped off in the school parking lot unless needing handicap access. Students should never be dropped off in the Aigburth bus loop. Car riders will enter the building through the Cedar Avenue entrance. Doors will be open for students at 7:20 a.m. Car riders and walkers will report directly to the gymnasium each morning until the first bell unless needing breakfast in the cafeteria. 	

	Student Parking	 Non-permitted student drivers are allowed to park in the student lot during the first two weeks of school only. Student parking permits will be issued throughout the first two weeks of school. All student drivers report to the auditorium until the first bell unless needing breakfast in the cafeteria. After the first two weeks of school, all student drivers must have a school issued '2022-2023 Student Parking Permit' to be able to park in the student parking lot. Please read all items below before opening the student parking application. Students must be logged into their BCPS Google Account to access the link to the application. The link to the right will not be open for submissions until August 15th at 9am. Only a limited number of permits will be issued this year. Consequently, applications submitted by seniors will be processed first. If there are still spaces available after September 2nd, 2022, applications submitted by juniors will be processed as well. All submissions are date and time-stamped. All applications will be processed on a first-come first-served basis until all available spots are assigned. Students with parking permits may only park in the student lot, which is located off Aigburth Avenue between the tennis courts and the softball field. 	Student Parking Permit Application
Academic Support	After-School Help Sessions	 Math Help: The math department hosts daily after school tutoring sessions with math teachers. A monthly calendar is accessible on Schoology and in the Cedar Avenue Lobby for reference. 	Points of Contact: Math teachers and Mr. Tregaskis, math department chair. btregaskis@ bcps.org

Academic & Social Emotional Learning (SEL) in daily schedule	Advisory Period	 Nation Honor Society (NHS) Peer Tutoring: Students can receive tutoring services from peers. Upperclassmen can earn service hours for aiding their peers. All students will receive support through an Advisory Period that will include academic and social-emotional support opportunities. The Advisory Period runs from 9:05 to 9:25 every morning. Our focus areas will be as follows: Monday - Advancing students' knowledge of and affirmation of themselves and others. Tuesday - Advancing students' understanding of self and connection of academics to the world around them. Wednesday - Advancing students' understanding of social and proficiencies. Thursday - Advancing students' understanding of social and civic contexts within and beyond their communities. Friday - Advancing students' sense of belonging and engagement in the school community 	Point of Contact: Mr. Tregaskis
Early Entry Day	9 th Graders Only	 Early Entry Day is for freshmen and will occur on Thursday, August 25th, from 7:20 am to 11:20 am. All participating 9th graders will report directly to the auditorium to meet with staff and then start to follow their class schedule. Buses will run their regular routes. A school lunch will be provided. Parents are welcome to attend this event. 	Early Entry Day Letter to Families Early Entry Day Student Agenda
Common Areas & Restrooms	Bathroom Use	 Bathrooms will be used during classes only. Students will use color passes as provided by teachers and check in with bathroom monitors. Students in portable classrooms will be provided with an access key by their teachers as needed. 	

Cafeteria	Food Service	School meals are scheduled to return to paid meals unless students qualify for free meals. We anticipate selling snacks in the serving lines and continuing to have students use their pin numbers to receive meals and snacks.	Application for Meal Benefits: <u>MySchoolApps - Select</u> <u>District</u>
	Lunch Times	 Towson High School has 4 lunch shifts every day. All lunches occur within 3rd period. 	Meal Pricing:
		 The assigned lunch for A/B days is listed on the student schedule. Lunch times are as follows. > Lunch A 11:00 a.m 11:25 a.m. > Lunch B 11:30 a.m 11:55 a.m. > Lunch C 12:00 a.m 12:25 p.m. > Lunch D 12:30 p.m 12:55 p.m. 	Meal and A La Carte Pric e_List 2022-2023.pdf (sharpschool.com) Add Money to Your Account: Fund Your Student Account
	Expectations	 Students are not permitted to leave the building during their lunch. Outside food deliveries are not permitted. 	(My School Bucks) - Division of Business Services (bcps.org)
	Seating	 Outdoor seating is permissible, but only in the designated patio area. 	
Cell Phone Use		 Cell phones should be off and away during instructional time. 	

		 Cell phone use to support the instructional program is at the discretion of the teacher. Beyond the classroom setting, students may access cell phones during unstructured time. (E.g., lunch shifts) 	
After School	Waiting for rides	 Beyond 2:35 p.m., students should wait outside the building at the Aigburth entrance. Following dismissal, all students should be in the presence of an adult. 	
	Clubs/Activities	• Towson High School has a variety of after-school clubs and student organizations. We encourage all students to get involved as much as possible socially as well as academically. See attached for a list of current clubs and student organizations.	Student Clubs & Organizations
		• Any student who is in the building beyond regular school hours is expected to be in the presence of and supervised by their club sponsor.	
		• Students should exit the building immediately upon completion of their meeting time.	
Communication	School Website	• See our school website for a variety of information resources.	https://towsonhs.bcps.org
	Newsletter	• The school newsletter is published bi-monthly and sent via email.	
	School Email Directory	 See attached directory of all staff email addresses Many communications are relevant to specific school groups only and are sent via email to their families. 	<u>22-23 Staff List with</u> <u>Emails.pdf</u>

	Addressing concerns at the source	• Classroom concerns should be addressed with the educator. Department Chairs serve as the next line of communication. Our school counseling team provides additional support as well.	
Dress		 As indicated and reviewed annually in the BCPS Student Handbook, public schools do not regulate dress and/or appearance of students unless the dress interferes with any aspect of the educational process. Examples of attire that are considered disruptive are reviewed annually with students during The Student Handbook Presentation. 	Policy 5520 https://www.google.com/ur I?client=internal-element- cse&cx=abe6e3f80cfab0538 &q=https://www.bcps.org/s ystem/board_policies_and_ superintendent_s_rules&sa =U&ved=2ahUKEwi9pK705K _5AhXKEmIAHabhCBoQFnoE CAQQAQ&usg=AOvVaw1YRI nNDsutlZqMjNGkqZQA
Lockers	Hallway Lockers	 Students are not required to use a hallway locker. All students are allowed to carry a reasonably sized backpack to class. If, however, a student wants to use a school locker, it must be requested and assigned. Since we have less students using a hallway locker, we can provide options for its location. Please check your school schedule on or after August 15th to help you decide which classroom you'd prefer to have your locker closest to. If requesting the use of a school locker, use the attached link. Students must be logged into their BCPS Google Account to access this application. 	<u>School Locker Request</u> <u>Form</u>
	Locks	 Students using a school locker must use a Towson High School combination lock. The cost of a school combination lock is \$6. Students may purchase locks online. Additional information will be forthcoming once available. 	

School Supplies/Materials	Locker Room Lockers	 If you are taking a course in physical education or if you are participating in athletics, please see your teacher or coach for information on locker access in the locker rooms. Individual teachers will advise their students on what is necessary for classes. Students should plan on bringing their device, pen, pencil, and paper to class on the first day of school. 	
Physical Education Uniforms		 paper to class on the first day of school. Students that are enrolled in physical education courses will need to purchase a uniform. All uniforms are sold online. The cost of the uniform is \$6.00 for shirts and \$10.00 for shorts. Please access the link to purchase uniforms. Purchased uniforms will be distributed via physical education classes. Students are required to wear closed-toe shoes and clothing that permits movement and flexibility. Students will need to purchase a lock for their belongings. Outside locks are not permitted in the building. Only locks sold by the school are permitted for use within the school building. The cost of a lock is \$6.00. The locks should be purchased through this link and will be disseminated through physical education classes. 	https://osp.osmsinc.com/ba ltimorecountymd/
Technology	Device Distribution Device Issues	 Students who are new to BCPS will be issued a BCPS student device during the first week of school. 10-12th grade students will exchange their Microsoft device for a Google device during the first few weeks of school. Returning BCPS students should bring their charged devices each day. 	BCPS Tech Support Website Contact Mr. Ickes: bickes@bcps.org

	Password Reset	 General BCPS technology support can be accessed via the BCPS Tech Support Website. Students who are experiencing issues with their device should see Mr. Ickes in the Library during Advisory. For all other tech inquiries, contact Mr. Ickes, Towson High School Technology Liaison. Students who need their username and password should ask their classroom teachers. 	
School Safety Updates for the new school year	Safety Assistants	 All Baltimore County schools have added positions for School Safety Assistants for this upcoming school year. Based on Towson High School's enrollment, our staff has been augmented with four Safety Assistants. The Safety Assistants will be present in all common areas throughout the school day to assist in providing a safe and orderly environment. 	
Food Waste Compost Program		 Also new this year, Towson High School will begin a composting initiative. Towson High School's Environmental Club will be overseeing an environmentally sound 'Food Waste Compost Program.' Students will learn of the procedures when they return to school through morning announcements. Bins will be strategically placed in the cafeteria to assist with this initiative. 	
Supply List		 High Schools do not have supply lists. Teachers advise students of materials needed for each course. Pens/pencils and paper are suggested at minimum. 	