



**STUDENT HANDBOOK**

**2013-2014**

Student Name: \_\_\_\_\_ Grade/HR: \_\_\_\_\_

Friendship Academy of Engineering and Technology  
Student Handbook

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## PRINCIPAL'S MESSAGE

August 1, 2013

Welcome back students!

FAET has made tremendous gains this school year while improving the culture and climate of the building. Most of you believe that your teachers and administrators are too strict. However, the rules and expectations that you are asked to follow will keep you safe and improve your academic capacity.

Please review the student handbook so that you know and understand what is expected of you each and everyday. There will be incentives that can be earned just by helping another student, teacher or administrator. FAET is a great place because of you! Continue to follow the rules, attend class everyday, and your grades will soar!

**TEAM FAET LOVES YOU!! KEEP UP THE GOOD  
WORK AND HAVE A SUCCESSFUL SCHOOL  
YEAR!**

*Mrs. K. Wiley*

Principal

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SCHOOL INFORMATION

Address	2500 E. Northern Pkwy Baltimore, MD 21214
Phone	443-642-5616 443-642-5617 443-642-5618
Fax	410-444-6150
Website	<a href="http://www.Baltimorecityschools.org/339">www. Baltimorecityschools.org/339</a>
Principal	Katrice M. Wiley
Assistant Principal	Lisa Miller
Academy Director 6-7 <sup>th</sup> Grade	Angelia Williams
Academy Director 8-9 <sup>th</sup> Grade	Tonisha Montgomery
Academy Director 10-12 <sup>th</sup> grade	Tenerra Pitts
Dean of Culture and Climate	Damien Ford
IEP Chairperson	Nahleen Small
Business Manager	Ebony Martin
School Secretary	Janice Banks
Guidance Counselor	Vernice Generette
CollegeBound Counselor	Lawrence Williams
Social Workers	Luanda Johnson Mary Jo Poppek
Schools Psychologist	Susan Scharf

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## VISION

Upon completion of the program, Friendship Academy of Engineering and Technology graduates will be ethical, literate, well-rounded and self-sufficient citizens prepared to be successful 21st century leaders.

## MISSION

Friendship Academy of Engineering and Technology's mission is to provide an intimate, safe, and inclusive learning environment using project-based learning, advanced placement courses, extended time for academic support and parent & community involvement. During their tenure at FAET, students will engage in a rigorous instructional program with authentic learning opportunities geared towards college and career readiness. Through the provision of a world class education designed to motivate scholars to reach high academic standards, students will complete programs of study that include Technology, Business, Homeland Security and Project Lead The Way.

## CORE VALUES

<b>CONFIDENCE--</b>	Know that you can achieve.
<b>INTEGRITY--</b>	Be honest and fair to others.
<b>CARING--</b>	Help others.
<b>PERSISTENCE--</b>	Face problems with understanding, not anger or violence.
<b>RESPONSIBILITY--</b>	Choose right over wrong. Accept consequences for your actions.
<b>COMMITMENT--</b>	Find your purpose and stay true to it.
<b>PATIENCE--</b>	Face problems with understanding, not anger or violence.
<b>RESPECT--</b>	Hold others in high regard and understand that you can learn from them. See each person's value.

## CREED

We care about ourselves and each other.

We believe in ourselves and each other.

We make no excuses.

We work hard to overcome all obstacles in our way.

We are dedicated, committed and focused.

We will never accept mediocrity in our education or in our lives.

We are accountable for all aspects of our lives.

We have a responsibility to our families, community and world.

We respect ourselves and, in doing so, respect all people.

We are college bound.

## INSTRUCTION

Here at FAET we take pride in the rigorous instructional program. Students have a responsibility to take full advantage of the opportunities given to obtain a quality education. In order to ensure your success you are charged with the following responsibilities:

- ✓ Arrive to all classes ON TIME and PREPARED with the necessary tools
- ✓ LISTEN and follow all directions given by your instructor
- ✓ RESPECT the rules of the classroom
- ✓ Complete and turn in all assignment ON TIME

### Grading Policy

Projects.....	30%
Assessments.....	20%
Classwork.....	35%
Homework.....	15%

### Required School Supplies

To ensure every student at FAET has the opportunity for a quality education, the following school supplies are needed for all students for the 2010-2011 school year:

- One binder (3 inch) with dividers for each subject (plan on 4 classes each semester)
- College ruled notebook paper
- Pens/pencils
- Dictionary/thesaurus
- Two spiral notebooks for journals
- One composition book for science
- Highlighters
- Red pens
- Colored pencils (no markers)
- Metric ruler
- Index cards
- Folders
- Erasers
- 2 Gigabyte USB jump drive
- Texas Instruments® Scientific Calculator (Lower School)
- Texas Instruments® TI84 Graphing Calculator (Upper School)
- **TWO** Combination locks (one for P.E (if scheduled) the other for general locker)
- Clear or Netted Book Bag (Bags that one cannot see through must be kept in locker, NO bags with wheels; they do not fit in the locker.)

**\*\*\*NOTE: Teachers may add to the list during the school year**

## HOMework

The objective of homework is to assist and improve learning, and to strengthen skills and understandings gained in the classroom. At Friendship Academy of Engineering and Technology homework is a vital aspect of the instructional program.

1. Homework must have a valid educational purpose and must never be punitive.
  2. Homework assignments must relate to the class objectives, and the Core Standards.
  3. Homework should always challenge the learner at the appropriate level of difficulty.
  4. Homework assignments should not require the use of resource material that is not readily available to the students.
  5. Teachers should make every effort to insure that students understand the assignment, when it is due, and the consequences for not completing the assignment.
  6. Teachers should review and correct all homework assignments and keep accurate records regarding their completion.
  7. Teachers may use homework grades to assess student performance and determine final grades.
  8. Teachers should contact the parents when they feel that students are not completing homework assignments on a regular basis.
- **Students will receive homework in each class at least 3 times a week**
  - **Homework is worth 15% of the student's grade**
  - **Students should be given an opportunity to make up homework if they participate in school-sponsored activities**

## Student Discipline Code

### BCPSS Philosophy

The Baltimore City Public School System (BCPSS) is committed to providing safe and orderly classrooms and schools for all students. When classrooms are orderly, teachers are able to teach, and students are able to learn. All students, including those with disabilities, are held accountable for actions that impede instruction and other students' ability to learn. To ensure a free and appropriate public education for students with disabilities, the BCPSS implements the requirements of IDEA through the current "Disciplinary Procedures for Students with Disabilities."

Education provides a means for human development and a means for remediation and adjustment. Therefore, the BCPSS believes that when possible, students should be placed in alternative learning environments, and that suspension and expulsion should be used as a last resort. The BCPSS is working to implement this philosophy. However, until alternative learning environments are available at all schools, school staffs will adhere to current policies that require students to be expelled or suspended for certain offenses. **No child may be expelled without the approval of the Chief Executive Officer (CEO).** Every effort will be made to place students who are expelled in existing alternative programs.

Administrators will keep in mind the need for age appropriate consequences when determining consequences for code violations. Administrators should have the ability to take degree of severity, frequency of offense, situation, age, and decision-making capacity of a student into account in determining sanctions and shall be required to provide a rationale for any deviations from the code.

The BCPSS reserves the right to consider disciplinary action against students who have been adjudicated for violent criminal acts in the general community, such as rape, murder, or kidnapping.

### Expectations

Students are expected to behave appropriately at all times. When a child misbehaves, he/she must be confronted and advised that the behavior is not acceptable and school staff must find ways to help the child replace the unacceptable behavior with acceptable behavior. However, school staff members will not tolerate violent and chronically disruptive behavior. BCPSS Police will be called in all cases of violence, and charges will be placed against the offender(s), including students with disabilities, whenever appropriate. For students with disabilities, an IEP Team must meet within required timelines to determine IEP modifications and the appropriate alternative placement. **Students should be aware that the school has the authority to take disciplinary action even when the misbehavior occurs off school property, or when schools are closed, if the behavior affects the good order and discipline of the school.** Examples of when this can occur are the following:

- misbehaving on the way to or from school
- misbehaving while participating in school-related activities such as field trips, dances, and athletic events



Violations of law can result in arrest by the BCPSS Police and referral to the appropriate court.

## SCHOOL CODE OF CONDUCT AND EXPECTED STUDENT BEHAVIORS

Students at FAET are required to abide by the following rules and model the expected student behaviors every day. These rules have been put in place to assure that our students are learning in a safe, civil, and secure environment every day.

<b>RULE</b>	<b>Expected Student Behaviors</b>
I am respectful.	Respect yourself Respect school property Respect property of others Respect backgrounds of others Respect the opinions of others
I am safe.	Follow school rules Follow community rules Practice positive and safe habits Report problems to adults
I am disciplined.	Model core values in school Model core value in the community Model core values beyond the community

## HIERARCHY OF CONSEQUENCES

The hierarchy of Consequences is a guide for teachers to use when reprimanding a student that is not adhering to the policies and procedures of Friendship Academy of Engineering and Technology. Teachers may skip steps in the hierarchy depending on the severity of the offense.

<b>OFFENSE</b>	<b>CONSEQUENCE</b>
1 <sup>st</sup>	Non-Verbal Warning
2 <sup>nd</sup>	Verbal Warning/Review Of Expectations
3 <sup>rd</sup>	Teacher-Assigned Detention with Parent Contact
4 <sup>th</sup>	FOCUS Room with Parent Contact
5 <sup>th</sup>	Administrative Conference/ Level II Detention
Ongoing Misbehaviors	Level III Detention

## DETENTION

### **Students are placed on after school detention for the following reasons**

1. Misbehavior in class, other areas of school or school grounds to include the cafeteria
2. Students reporting to the Focus Room more than 2x's in a week.
3. Students late to class more than 2x a week (with the A/B schedule sometimes the kids will only go to class 2x in a week)
4. Uniform violations
5. Disrespect
6. Class cutting
7. Hall walking
8. Leaving school grounds without permission
9. Misbehavior on school trips.
10. Inability to line up correctly and walk in the hallways quietly (middle school)

### **Level I Detention**

1. Level I detention can be held up to 5 times a week.
2. Teachers will provide students with a Notice of Detention
3. Teachers will hold detention in their classroom or can combine a detention with another teacher.
4. Students are responsible for reporting to the teacher's classroom for detention.

### **Level II Detention**

1. Level II detention will be held up to 3 times a week (Tues, Thurs, Fri) for 45 minutes by a an Academy Director.
2. The detention will be held in the cafeteria.
3. Students are responsible for reporting to the designated location for detention.

### **Level III Detention**

1. Level III detention will be held 1 time a week on Saturdays.
2. The time period for the detention for the 1<sup>st</sup> time Level III 9:30 – 10:30 a.m.
3. The time period for the detention for the 2<sup>nd</sup> time or more Level III 9:30-11:30 a.m.
4. The Academy Directors will provide names of the students to the Dean of Culture via e-mail
5. The Dean of Culture or Academy Director will hold the detention in the school cafeteria or an area of his/her choosing.
6. Students will be required to report to Saturday Detention with a parent/guardian.

### **Detention Procedures**

- Students will sign-in and sign-out of detention
- The Academy Director will notify teachers and leadership if a student did not serve the required detention and the team will follow the Skipped Detention process.

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### **Detention Rules**

1. No talking.
2. No sleeping
3. No electronic devices are to be in use during detention.
4. Students can:
  - a. Level I - Complete a reflection sheet and writing assignment #1.
  - b. Level II- Complete a reflection sheet and writing assignment #2 & #3.
  - c. Level III - Complete a reflection sheet and then engage in “Why Try?” a group of activities designed to help students grow both socially and emotionally.

When students complete the above tasks for their level of detention, then they can complete the following assignments:

- d. Work on homework
- e. Receive academic assistance
- f. Read a book and write a summary

### **At the End of Detention**

Students will:

- Straighten up the classroom or location of the detention
- Place all chairs on the table
- Line up and walk out of the building.

## **CAFETERIA/DINING HALL**

The lunch period provides a time for relaxation and social interaction, a break from the rigors of the day. However, the large number of students eating during each Dining Hall period requires mature and responsible behavior. Students are expected to demonstrate courteous manners at all times so that everyone can enjoy this break in the school day. In order for this to happen, students must:

- Purchase food items for **themselves only**.
- Always take their places at the **end** of the lines and not attempt to step ahead of others.
- Not allow their friends to join them in line.
- Dispose of all their trash and clean the eating area as **soon** as they have finished eating and **before** leaving the table.
- Avoid congregating/loitering in groups as this delays traffic, hampers visual supervision, and can lead to hassles and confrontations.
- **Do not leave the cafeteria until dismissed**; only by securing a written pass before coming to the cafeteria, may a student leave before regular dismissal time.
- Unless going into the bathroom, in line to get food, or going outside, **all students** are expected to be seated while in the cafeteria.

**All students must report to the dining hall daily at the beginning of their assigned lunch period. Students with written passes will be excused to go elsewhere.** Students may bring lunch from home or purchase it in the cafeteria. All food and beverages must be consumed in the cafeteria. No food is to be consumed in hallways or classrooms. Students are not permitted in classrooms during their lunch periods unless they have written permission from the teacher to complete make-up work or receive extra coaching/instruction at that time.

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**\*\*\*No student is permitted to leave the campus during lunch. STUDENTS MAY NOT HAVE FOOD DELIVERED TO THE SCHOOL BY OUTSIDE INDIVIDUALS OR VENDORS, NOR SHOULD OUTSIDE FOOD PURCHASES BE BROUGHT INTO THE SCHOOL. \*\*\***

**RULES FOR THE CAFETERIA**

	<b>Respectful</b>	<b>Safe</b>	<b>Disciplined</b>	<b>Teachers</b>
Looks like...	I will sit at my assigned table. I will place all trash in trash cans and clear my table even if the trash is not mine. I will encourage others to clean up after themselves. I will look around my table to make sure the floors are clear of trash. I will clean up after myself and friends.	I will eat my food only. I will raise my hand if I need assistance. I will stay in my seat.	I will hold my tray with both hands. I will keep my area clean/clear of trash. I will listen to the directions of the Lunch Monitors.	I will be at my door to greet students after lunch.
Sounds like...	I will enter quietly I will use an indoor voice. When directed I will stop talking so I can hear directions.	I will talk quietly with those sitting directly next to or across from me.	I will keep my mouth closed, while chewing food.	I will reinforce cafeteria rules.

POSITIVE BEHAVIOR INCENTIVE PROGRAM

**FAET's "Found Being Incredible"(F.B.I.) School-Wide Positive Behavior Incentive System**

*Students that are "Found Being Incredible" will be rewarded for such. Students can redeem their Grizzly Bucks for items such as pencils, erasers, stickers, ribbons. The students will receive these rewards when they are caught following the school-wide rules: Be Respectful, Be Safe, Be Disciplined.*

Students will be rewarded for being incredible in the following ways:

- Quarterly Awards Ceremony (Honor Roll, Attendance etc.)
- Grizzly Bucks (Appropriate wearing of your uniform, Returning required forms, Parents attending Parent Conferences and/or PTO meetings, Student of the Month, Completing the Summer Assignments, Appropriate Classroom, Hallway & Cafeteria Behavior)
- Student of the Month
- Monthly Core Values Luncheon with the principal
- Monthly Perfect Attendance Incentive

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### **Student of the Month**

Each month during the school year a core value will be highlighted. At the end of the month each teacher will nominate a student who exemplifies the core value for that month. The grade level team will choose one student from the nominees for their grade. The student of the month must be turned in to the Academy Director by the first Tuesday of the following month.

The student of the month will be introduced during the morning announcements on the first Friday of each month. The students will have their names and pictures displayed on a designated “Student of the Month” bulletin board. These students will also be treated to lunch with the principal or their grade level academy director. The students will be awarded a “Student of the Month” Certificate.

Month	Core Value
September	RESPECT
October	COMMITMENT
November	CARING
December	PATIENCE
January	PERSISTENCE
February	INTEGRITY
March	RESPONSIBILITY
April	CONFIDENCE

### **Student Attendance**

Students have the responsibility for attending school on time every day and for attending every class.

Students also have the responsibility for requesting make-up work for work missed while absent, within three days of their return to school.

Parents have the responsibility for making sure that their children attend school every day. They are also responsible for maintaining regular contact with the school and for sending a note to the school that gives the reason(s) for absence or lateness.

The school has the responsibility for educating each child; for notifying parents about unsatisfactory attendance; and for working with parents and students

to maintain the highest possible level of attendance. Schools also have the responsibility for enforcing the Compulsory Attendance Law.

The community has the responsibility for supporting the educational system.

### **System-wide Definitions**

The following official definitions are used by all public schools in Baltimore City.

#### **Lawful Absence**

Absence from school will be considered lawful under the following conditions:

- Death in the immediate family
- Illness of the student (Note: The principal will require a physician's certificate for absences of three or more days.)
- Court summons
- Observance of a religious holiday
- State emergency
- Hazardous weather conditions
- Approved work or other activity sponsored by the school
- Suspension
- Lack of authorized transportation
- Other emergency or set of circumstances as determined by the Chief Executive Officer or his/her designee

Lawful or legitimate absence requires a written explanation from the parent, guardian, or custodian of the child. In certain circumstances, notification to the school may come from an official agency.

In cases where students have been lawfully absent, the school will provide make-up work. Where make-up work has been successfully completed, the student's grades will reflect the completion of such work. Students have one week from their return date to submit makeup work.

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### **Unlawful Absence**

Reasons for absence not denoted under “lawful absence” will be coded as unlawful.

Students, who participate in school-sponsored activities such as work-study, sports, student council activities, etc., should be marked present in the roll book provided they furnish the teacher with documentation of their participation in the activity. Students are responsible for making up work missed.

#### **Perfect Attendance**

A student must attend school every day to be considered for “perfect attendance” awards. If a student is absent from school—lawfully or unlawfully—he or she no longer has perfect attendance and does not qualify for awards.

#### **Specific Procedures**

- After each unexplained absence the school will communicate with the student's home to determine the reason for absence and whether additional assistance is needed.
- After five unexcused absences in a month, the school will request a meeting with the parent in an attempt to address the problem. Students may be referred to SST if the team deems it necessary.
- Procedures also include provisions for assisting students and/or parents with services or programs that support regular attendance.

In the case of a student with a disability, repeated absences (e.g., more than ten days in a school year, consecutively or cumulatively) may require the IEP team to convene to renew, and revise as appropriately, the student's IEP.

#### **Court Action**

If the student continues to be unlawfully absent, the case may be referred to the Office of Attendance and Suspension Services for possible court action.

#### **Appeals**

Consistent with state regulations, parents have the right to appeal attendance violation decisions and/or question the school records regarding attendance. This appeal should be made in writing to the principal and, if not resolved, then to the appropriate Area Executive Officer.

#### **Review of Policies**

Parents or community groups wishing to review the full attendance policy and procedure handbook may contact the principal or the Office of Attendance and Suspension Services, 443-984-2000.

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**ATTENDANCE POLICY**

Graduating from high school is a major event in a person's life. Many young people today are not reaching that milestone because of chronic absenteeism, lateness and truancy.

School absenteeism often leads to:

- Higher delinquency
- Higher dropout rate
- Unproductive adults with few or no marketable skills.

Attendance at school is a parental responsibility. However, the staff at our school will assist parents by informing them when their child is either late or unlawfully absent from school. The staff also will inform parents and students of all school rules, which are related to attendance and punctuality.

**School Day**

1. The school begins at 7:50 a.m. when students report to class.
2. All students should be in first period class at 8:00 a.m. to be marked on time.
3. Students arriving after the start of first period must be marked late on teachers' roll.
4. Students arriving after **8:00 a.m.** must sign the late log in their first period class. Teachers will review logs at the end of the week. If a student is late more than twice in one week, his/her teacher(s) will call home.
5. Once students are marked present, they are to remain in school and attend all classes until the end of the school day, unless administrative approval in writing has been secured for an early dismissal.

**CLASS CUTTING**

For students, unauthorized absence from class may result in the following sanctions: detention, suspension, expulsion, withdrawal of privilege(s), and any other sanction deemed appropriate. Special circumstances may warrant a recommendation for a disciplinary hearing with the superintendent and/or designee. Students suspended may not participate in any school-related activities.

The consequences for class cutting are as follows:

1. . Warning/Student Conference
2. Detention/Phone Call to Parents
3. Loss of Privileges for the month
4. Parent Conference
5. Suspension



## EARLY DISMISSALS

During the school year, there are times when students will need to be dismissed early from school. The Baltimore City Public School System requests that whenever possible, doctor, dentist, or other special appointments be scheduled after school hours to reduce the potential for lost instructional time. However, when this is not possible, **A WRITTEN PERMISSION REQUEST MUST BE SENT TO SCHOOL WITH THE STUDENT.** The note must have a valid and verifiable parent /guardian signature. Schools must contact the parent/guardian to verify the note.

Planned early dismissals as a result of staff development are noted on the school-year calendar and are included in this guide. The procedures for early dismissals due to weather conditions are also contained in this guide.

**A note MUST be given to the secretary at the beginning of the school day (main office).  
This note should contain the following information.**

- Name
- Reason for requested early dismissal
- Date of the requested early dismissal
- Parent/guardian's signature
- Telephone number to verify request

FAET UNIFORM POLICY

Middle School	High School
<p><b>Pants/Skirt</b></p> <ul style="list-style-type: none"> <li>• Solid Grey</li> <li>• Solid Black</li> </ul> <p><b>(NO jeans, or khaki colored pants or skirts.)</b></p> <ul style="list-style-type: none"> <li>• Burgundy and Grey Plaid (<b>must be purchased by Flynn N O’Hara*.</b>)</li> </ul>	<p><b>Pants/Skirt</b></p> <ul style="list-style-type: none"> <li>• Solid Grey</li> <li>• Solid Black</li> </ul> <p><b>(NO jeans, or khaki colored pants or skirts.)</b></p> <ul style="list-style-type: none"> <li>• Burgundy and Grey Plaid (<b>must be purchased by Flynn N O’Hara*.</b>)</li> </ul>
<p><b>Shoes</b> <b>Parent Choice <u>except</u></b></p> <ul style="list-style-type: none"> <li>• NO flip-flops</li> <li>• NO Crocs/Birkenstocks</li> <li>• NO shower shoes</li> <li>▪ NO slippers</li> <li>▪ NO slide- ins or mules</li> <li>▪ <u>NO high heeled boots</u></li> <li>▪ NO open toed or strappy sandals or flip flops</li> </ul>	<p><b>Shoes</b> <b>Parent Choice <u>except</u></b></p> <ul style="list-style-type: none"> <li>• NO flip-flops</li> <li>• NO Crocs/Birkenstocks</li> <li>• NO shower shoes</li> <li>▪ NO slippers</li> <li>▪ NO slide- ins or mules</li> <li>▪ <u>NO high heeled boots</u></li> <li>▪ NO open toed or strappy sandals or flip flops</li> </ul>
<p><b>Shirt</b> Short/ Long Sleeved Polo <b><u>with collar</u></b></p> <ul style="list-style-type: none"> <li>• Burgundy- 8<sup>th</sup></li> <li>• Orange- 7<sup>th</sup></li> <li>• Grey- 6<sup>th</sup></li> </ul>	<p><b>Shirt</b> Short/ Long Sleeved White Polo <b><u>with collar</u></b> Oxford Shirt</p>
<p><b>Sweaters</b> <b>Solid Grey or Black Only!!!</b> <b>(NO “HOODIES”)</b></p> <ul style="list-style-type: none"> <li>• Cardigan Sweater</li> <li>• Vest</li> <li>• Blazer</li> </ul>	<p><b>Sweaters</b> <b>Solid Grey, or Black Only !!!</b> <b>(NO “HOODIES”)</b></p> <ul style="list-style-type: none"> <li>• Cardigan Sweater</li> <li>• Vest</li> <li>• Blazer</li> </ul>
<p><b>Physical Education Uniform (If Scheduled)</b></p>	
<ul style="list-style-type: none"> <li>• Plain T-Shirt</li> <li>• Dark-colored Athletic Shorts</li> <li>• No skid/non- marking sneakers</li> </ul>	

Plaid Skirts can be purchased from Flynn N’ Ohara on Loch Raven and Taylor Ave

## **City Schools Exclusionary Dress Code**

The Exclusionary Dress Code addresses issues related to the safety of the students. It represents a cooperative effort between the New Board of School Commissioners, the Chief Executive Officer, the school principals, and the students of the Baltimore City Public School System.

**Fur and Leather** -- No real or imitation leather, fur, or animal skin jackets, coats, vests, pants, or skirts are allowed.

**Sweat Suits and Jogging Suits** – No sweat pants or jogging pants with elastic at the bottom of the legs are allowed. No elastic fabric sportswear is allowed.

**Torn Clothing** – No clothing designed or altered to expose undergarments or parts of the body except arms or legs, as defined throughout these rules, is allowed.

**Jewelry** -- Because theft and/or loss are a school security concern, the wearing of precious jewelry in our schools is prohibited.

1. No metal chains, ropes, necklaces, bracelets, or rings are allowed.
2. No large or extravagant earrings are allowed.
3. No multi-fingered rings are allowed.

**Exceptions:**

1. Wedding rings for married students (These students will have to supply proof to the school of their marriage.)
2. School rings
3. Non-visible metal religious items
4. Medical identification bracelets

**Underwear** - No undergarments worn as outerwear are allowed.

**Printed Matter on Clothes** -- No wearing apparel printed with vulgar statements or statements promoting the use of drugs, alcohol, sex, and/or violence is allowed.

**Footwear** – No footwear such as slippers, thongs, and flip-flops is allowed.

**Headwear** – No hats, hair rollers, and hair curlers are allowed.

**Bedtime Apparel** – No pajama-type attire, undershirts, or other bedtime attire is allowed.

**Shorts, Skirts, and Tops** – No shorts above the knee (when student is standing), halter tops, tank tops, muscle shirts, or see-through tops are allowed. No mini-skirts are allowed.

### **School Level Implementation of Exclusionary Dress Code**

The implementation of the citywide exclusionary dress code should be uniformly applied throughout Baltimore City's secondary schools. This means that an individual school may not add to or subtract from the exclusionary dress code. However, each school may, at its option, establish its own non-exclusionary dress code for such purposes as adopting a school uniform.

Each secondary school will establish a school safety committee composed of students, faculty, and parents to work on school safety matters, including the implementation of the citywide exclusionary dress code. The committee must have at least 50 percent student membership. This committee will hear concerns about the dress code and make recommendations on changes to the citywide exclusionary dress code to the principal. In addition, the school safety committee will address other safety related issues, such as violence in the school and drug and alcohol abuse prevention.

## **STUDENT IDENTIFICATION CARDS**

To ensure the safety of our students, FAET will be issuing student identification cards (IDs) to students at the beginning of the school year. Students will be required to wear their IDs **AT ALL TIMES** during the instructional day. If a student leaves their ID at home they will have to purchase a temporary ID from the school store. The cost of the temporary ID is \$1.00 or 10 Grizzly bucks. If a student loses or misplaces their ID they will be able to purchase a replacement for \$10.00. The student will go to the main office to pay for his/her new ID. The student will then be given a temporary ID for the day and will be instructed to pick up his/her new ID at the end of the day from the main office.

## **ELECTRONICS POLICY**

### **Possession of Portable Electronics**

An individual's possession of any portable pager on public school property is prohibited. "Portable pager" means any device carried, worn or transported by an individual to receive or communicate messages. Such devices include cellular telephones. If any individual is found to be in possession of a portable pager, the school authorities may immediately confiscate the item. Confiscated items should be stored in a secure location, preferably the school's main office, and returned to the individual at the end of the school day with instructions to not bring the item back onto school property again. This policy does not apply disabled students using portable pagers for medical reasons.

### **Electronics Policies**

#### Purpose of Telecommunications

Telecommunications broaden the classroom and the educational experience beyond the traditional school building by affording users the ability to access information on local, state, national, and international networks, for example, the Internet. Students must use telecommunications in Baltimore City Public Schools for educational purposes only. Students are allowed to access curriculum-related information and research topics and ideas that promote innovation in learning. Learning how to electronically communicate and navigate through the wealth of information located on the Internet are information literacy skills which support student achievement in the 21st century.

#### Telecommunications Safety

Baltimore City Public Schools staff will make every attempt to ensure that the Internet is a safe learning environment. Students will be supervised while using the Internet and will be instructed in the appropriate and safe use, selection and evaluation of information.

#### Student users shall:

- Use telecommunications for educational purposes only.
- Communicate with others in a respectful and courteous manner.
- Obey copyright laws and intellectual property rights of others.
- Maintain the privacy of personal name, phone number, address, password, and respect the same privacy of others.

#### Student users shall not:

- Post or transmit photographs or personal information about themselves and others without prior written consent from parent/legal guardian.
- Bypass the school system's filtering server.
- Install personal software on computers.
- Access or distribute abusive, harassing, obscene, offensive, profane, libelous, pornographic, threatening, sexually explicit, or illegal material.
- Deliberately waste or overload computer resources, such as printing large quantities of a document from a work station.

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- Attempt to monitor or tamper with another user's electronic communications, alter or delete another user's files or software without the explicit agreement of the owner.
- Use telecommunications for commercial, purchasing, or illegal purposes.
- Use telecommunications in any other manner that would violate school board disciplinary policies.

#### Penalties:

Violations of the Technology Acceptable Use Policy may be a violation of the law, civil regulations or Board Policy 812. Suspension of telecommunications privileges, school disciplinary action and/or legal action may result from infringement of this policy.

## **COMMUNITY SERVICE REQUIREMENTS**

Community service is a vital component to the instructional program. MSDE requires that all students perform 75 hours of documented, approved, community service. Because it is so important that students finish their service requirements before the culmination of their high school careers FAET requires that students adhere to the following guidelines for service learning:

- Students must have all 75 hours documented before FAET will issue a work permit.
- Students must have at least 50 hours documented in order to be eligible to attend junior prom.
- Students must have all 75 hours documented in order to be eligible to attend senior prom.

Mrs. Generette, the school's guidance counselor, can assist students in finding ways to complete their service learning requirements. Please see Mrs. Generette if you have any questions.

## **EXTRA-CURRICULAR ACTIVITIES POLICY**

### **Academic Eligibility for Extracurricular Activities Policy**

Extracurricular activities are a valuable part of the entire education of each student. However, participation in extracurricular activities should be maintained and supported by academic standards. Each student should maintain high academic standards while also pursuing extracurricular activities that contribute to a well-rounded education.

Extracurricular activities are defined as all activities EXCEPT those in which student participation is necessary to receive a grade in a course in which the student is currently enrolled (i.e., school student government offices, class offices, school clubs, and Interscholastic athletics).

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Procedures for Eligibility:

- Students who have **no more than one grade below passing in the previous marking period automatically will be eligible to participate or practice in any extracurricular activity** governed during the next marking period.
  - On the day that the report is issued, each activity sponsor, athletic director, or coach will verify student eligibility for extracurricular participation.
  - The following grading period shall be used to determine eligibility and shall be in force by the last issuing date of report cards on the current New Board of School Commissioners' calendar:
    - first marking period
    - second marking period plus final/mid-term exams
    - third marking period
    - fourth marking period plus final exams
- Note: Students may become eligible for all activities by completing summer school.

## GUIDELINES FOR PROM

Prom is a wonderful time in the life of high school students. Starting their freshman year, most students look forward to the day when they can get all dressed up, surrounded by family and friends, and party the night away. However, students must realize that **prom is a PRIVILEGE**, not a right. Here at FAET we have guidelines that must be followed in order for students to attend prom:

### JUNIOR PROM:

- Must pay class dues in full
- Must have **at least 50 documented** service learning hours
- Must complete the PSAT assessment in October of your junior year

### SENIOR PROM

- Must pay class dues in full
- Must have **at least 75 documented** service learning hours
- Must have taken the SAT assessment at least once
- Must have completed the Federal Application for Student Aid (FAFSA) with the CollegeBound Counselor
- Must have applied to **AT LEAST** one post-secondary institution:
  - Community college
  - 4-year college/university
  - Trade school

We are a college and career preparatory school and it is imperative that our students are prepared to enter the post-secondary world upon graduation.

**PLEASE RETURN THIS FORM TO YOUR FIRST PERIOD TEACHER**

**Student Name (Printed):** \_\_\_\_\_

Please **initial** in the spaces provided your understanding of the student handbook, including the policies concerning uniform requirements, Possession of Portable Electronics policy, and Electronics policy beside each policy below.

\_\_\_\_\_ My student and I have read and understand the policies and procedures of Friendship Academy of Engineering and Technology as detailed in the student handbook. My student will adhere to all guidelines set forth and understand the consequences if said guidelines are not followed.

\_\_\_\_\_ I understand that all students are expected to wear the school uniform each and every day unless there is a pre-determined event. I have read and will uphold the uniform policy outlined in this letter. I understand that if my child is not in uniform he/she may be sent home.

\_\_\_\_\_ I have read and understand the **Possession of Portable Electronics Policy for Baltimore City Public Schools**. I **WILL NOT** CALL MY CHILD ON HIS/HER CELL PHONE DURING REGULAR SCHOOL HOURS. If my child calls me I **will** ask him/her to hang up and report to an office to use a school phone. I understand that failure to follow this policy could result in my child's phone being confiscated until the end of the day or year if there are repeated violations.

\_\_\_\_\_ I have read and understand the **Electronics (Internet) Policy for Baltimore City Public Schools**. I understand that suspension of telecommunications privileges, school disciplinary action and/or legal action may result from violation of this policy.

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_

**Parent Phone Number:** \_\_\_\_\_

**Parent email:** \_\_\_\_\_