

BOWTIE HIGH



STUDENT HANDBOOK

September, 1974


Dear Students,

We are pleased to present you with this handbook for your use during this new school year. In our school community of more than 2700 students and 140 teachers, the dissemination of information is perhaps the single most difficult task to accomplish. We ask that you read carefully the information this booklet contains, and that you seek assistance from your teachers, counselors, or any member of the administration when you have questions or wish clarification.

We are committed to the proposition that the primary objective of our school is to foster the development of each individual student so that he may realize his potentialities and assume his place as an intelligent, responsible, contributing member of our society. How well you are able to accept the responsibility of this charge will determine the success you enjoy as a student in this school.

I wish to each of you a successful and rewarding school year.

Sincerely,


Armand Biscontini
Principal

AMB:ep

SCHOOL CALENDAR -- 1974-75

JULY 1974

- 1-First day of summer school
- 4-Independence Day(schools & offices closed)

AUGUST 1974

- 9-Last day of summer school-second.
- 15-Last day of summer school-evening secondary
- 19-20-Pre-school meetings(administrative and supervisory staff)
- 21-22-Principals' meetings
- 21-22-23-New teachers' workshops

- 27-New teachers' orientation-report to school
- 28-29-30-All teachers on duty

SEPTEMBER 1974

- 2-Labor Day(schools & offices closed)
- 3-First day for pupils
- 10-Primary Election(schools & offices closed)
- 17-Rosh Hashanah*(Beginning the evening of the 16th)
- 18-Rosh Hashanah*
- 25-Professional Day(pupils dismissed for half day)
- 26-Professional Day(schools closed for pupils)

OCTOBER 1974

- 14-Columbus Day(schools & offices closed)
- 17-18-MSTA Convention(schools closed for pupils & ten-and eleven-month professional personnel)
- 28-Veterans' Day(schools & offices closed)

NOVEMBER 1974

- 5-General Election(schools & offices closed)
- 11-End of first grading period
- 28-Thanksgiving Day(schools & offices closed)

- 29-Schools closed for pupils and ten-and eleven-month personnel

DECEMBER 1974

- 20-Final day of classes
- 23-School and offices closed
- 24-Christmas Eve(schools & offices closed)
- 25-Christmas Day(schools & offices closed)
- 26-27-Schools closed for pupils and ten-and eleven month professional personnel
- 31-New Year's Eve (schools & offices closed)

JANUARY 1975

- 1-New Year's Day(schools & offices closed)
- 2-Schools reopen at regular time
- 15-Martin Luther King's Birthday+
- 30-End of second grading period
- 31-Professional Day(schools closed for pupils)

FEBRUARY 1975

- 12-Lincoln's Birthday+
- 17-Washington's Birthday(Schools & offices closed)

MARCH 1975

- 25-Maryland Day+
- 27-Holy Thursday
- 27-First Day of Passover* (beginning the evening of the 26th)
- 28-Good Friday and Second Day of Passover(schools & offices closed)
- 31-Easter Monday(schools & offices closed)

APRIL 1975

- 1-4-Spring Vacation(schools closed for pupils & ten-and eleven-month professional personnel)
- 7-Schools reopen at usual time
- 14-End of third grading period

MAY 1975

- 16-First Day of Shavuoth* (beginning the evening of the 15th)
- 26-Memorial Day(schools & offices closed)

JUNE 1975

- 18-Half day for pupils
- 19-Last day for pupils-half day for pupils. End of fourth grading period.
- 20-Last day for teachers
- 30-First day of summer programs-elem., secondary, evening secondary

*Tests, activities, and field trips will not be scheduled.
+Appropriate exercises will be held in all schools.

Days of Attendance: Pupil Days - 183 Teacher Days - 188

BELL SCHEDULES - 1974-75

REGULAR BELL SCHEDULE:

7:30 - 7:40 A.M. HOME ROOM
7:47 - 8:37 A.M. PERIOD I
8:44 - 9:34 A.M. PERIOD II
9:41 - 10:31 A.M. PERIOD III
10:38 - 11:28 A.M. PERIOD IV
11:35 - 1:05 P.M. PERIOD V

LUNCH I

11:35-12:05 LUNCH
12:10- 1:05 PERIOD V

LUNCH II

11:35-12:05 First Half of PERIOD V
12:05-12:35 LUNCH
12:40- 1:05 Second Half of PERIOD V

LUNCH III

11:35-12:35 PERIOD V
12:35- 1:05 LUNCH

1:12 - 2:00 P.M. PERIOD VI
2:00 - 2:07 P.M. BUSES LEAVE

ACTIVITY/EARLY DISMISSAL BELL SCHEDULE:

7:25 A.M. WARNING BELL FOR HOMEROOM
7:30 - 7:40 A.M. HOMEROOM
7:47 - 8:19 A.M. PERIOD I
8:26 - 8:59 A.M. PERIOD II
9:06 - 9:39 A.M. PERIOD III
9:46 - 10:19 A.M. PERIOD IV
10:24 - 11:55 A.M. PERIOD V

LUNCH I

10:20-10:50 LUNCH
10:55-11:55 PERIOD V

LUNCH II

10:24-10:50 First Half of PERIOD V
10:51-11:20 LUNCH
11:25-11:55 Second Half of PERIOD V

LUNCH III

10:24-11:25 PERIOD V
11:26-11:55 LUNCH

12:00-12:25 P.M. PERIOD VI
*12:30 Dismissal for Activity, Athletic Event, or Departure of Busses.

*If activity or athletic event, bell rings at 1:55 P.M. for Bus Dismissal.

BHS ATHLETIC SCHEDULE - 1974-75

Sept.	7 - Sat.	-Football, Arundel at Bowie, 1:00 P.M.
	14 - Sat.	-Football, Suitland at Bowie, 1:00 P.M.
	21 - Sat.	-Football, Bowie at Potomac
	23 - Mon.	-Soccer, Bowie at Potomac
	28 - Sat.	-Football, Bladensburg at Bowie, 1:00 P.M.
	30 - Mon.	-Soccer, Northwestern at Bowie
Oct.	3 - Thurs.	-Soccer, Bowie at Bladensburg
	5 - Sat.	-Football, Bowie at High Point, 1:00 P.M.
	7 - Mon.	-Soccer, Crossland at Bowie
	10 - Thurs.	Soccer, Bowie At DuVal
	11 - Fri.	Girls Volleyball, DuVal, Crossland at Bowie
	12 - Sat.	-Football, Northwestern at Bowie, 1:00 P.M. - HOMECOMING
	15 - Tues.	-Soccer, Suitland at Bowie
		-Girls Volleyball, Bladensburg, Bowie at Parkdale
	16 - Wed.	-Football, Bowie at Laurel, 1:00 P.M.
	21 - Mon.	-Soccer, Bowie at Parkdale
	22 - Tues.	-Girls Volleyball, Bowie, Suitland at Northwestern
	25 - Fri.	-Girls Volleyball, High Point, Potomac at Bowie
	26 - Sat.	-Football, Bowie at DuVal, 1:00 P.M.
	29 - Tues.	-Soccer, High Point at Bowie
Nov.	1 - Fri.	-Girls Volleyball, High Point, Bowie at Potomac
	2 - Sat.	-Football, Crossland at Bowie, 1:00 P.M.
	4 - Mon.	-Girls Volleyball, Bowie/Duval, at Crossland
	9 - Sat.	-Football, Bowie at Parkdale
		-Regional Soccer Play-off
	16 - Sat.	-State Soccer play-off
Dec.	9 - Mon.	-Wrestling, Bowie at Oxon Hill
	12 - Thurs.	-Wrestling, Central at Bowie
	13 - Fri.	-Girls basketball, Bowie at High Point
		-Boys Basketball, High Point at Bowie
	17 - Tues.	-Girls basketball, Potomac at Bowie
		-Boys basketball, Bowie at Potomac
	19 - Thurs.	-Wrestling, Bowie at Crossland
	20 - Fri.	-Girls basketball, Bowie at DuVal
		-Boys basketball, DuVal at Bowie
Jan.	6 - Mon.	-Wrestling, Surrattsville at Bowie
	7 - Tues.	-Girls basketball, Crossland at Bowie
		-Boys basketball, Bowie at Crossland
	9 - Thurs.	-Wrestling, Parkdale at Bowie
	10 - Fri.	-Girls basketball, Parkdale at Bowie
		-Boys basketball, Bowie at Parkdale
	13 - Mon.	-Wrestling, Bowie at DuVal
	14 - Tues.	-Girls basketball, Bowie at Suitland
		-Boys basketball, Suitland at Bowie
	16 - Thurs.	-Wrestling, Bowie at High Point
	17 - Fri.	-Girls basketball, Bladensburg at Bowie
		-Boys basketball, Bowie at Bladensburg
	20 - Mon.	-Wrestling, Potomac at Bowie
	21 - Tues.	-Girls basketball, Bowie at Northwestern
		-Boys basketball, Northwestern at Bowie
	23 - Thurs.	-Wrestling, Bowie at Bladensburg
	27 - Mon.	-Wrestling, Suitland at Bowie
	28 - Tues.	-Girls basketball, High Point at Bowie
		-Boys basketball, Bowie at High Point
	30 - Thurs.	-Wrestling, Northwestern at Bowie

BHS ATHLETIC SCHEDULE - 1974-75

-2-

Feb.	3 - Mon.	-Wrestling, Largo at Bowie
	4 - Tues.	-Girls basketball, Bowie at Potomac
		-Boys basketball, Potomac at Bowie
	6 - Thurs.	-Wrestling, Bowie at Laurel
	7 - Fri.	-Girls basketball, DuVal at Bowie
		-Boys basketball, Bowie at DuVal
	11 - Tues.	-Girls basketball, Bowie at Crossland
		-Boys basketball, Crossland at Bowie
	13 - Thurs.	-District Wrestling Tournament
	14 - Fri.	-Girls basketball, Bowie at Parkdale
		-Boys basketball, Parkdale at Bowie
		-District Wrestling Tournament
	15 - Sat.	-District Wrestling
	21 - Fri.	-Girls basketball, Suitland at Bowie
		-Boys basketball, Bowie at Suitland
		-Regional Wrestling
	22 - Sat.	-Regional Wrestling
	25 - Tues.	-Girls basketball, Bowie at Bladensburg
		-Boys basketball, Bladensburg at Bowie
	28 - Fri.	-Girls basketball, Northwestern at Bowie
		-Boys basketball, Bowie at Northwestern
		-State Wrestling
March	1 - Sat.	-State Wrestling
	24 - Mon.	-Baseball, Bowie at Suitland
	26 - Wed.	-Baseball, Northwestern at Bowie
April	7 - Mon.	-Baseball, DuVal at Bowie
	8 - Tues.	-Tennis, Bowie at Laurel
	10 - Thurs.	-Baseball, Bowie at Potomac
	11 - Fri.	-Tennis, Parkdale at Bowie
	14 - Mon.	-Tennis, Parkdale at Bowie
	15 - Tues.	-Tennis, Bowie at High Point
	18 - Fri.	-Baseball, Bladensburg at Bowie
		-Tennis, Northwestern at Bowie
	21 - Mon.	-Baseball, Bowie at Crossland
		-Tennis, DuVal at Bowie
	24 - Thurs.	-Baseball, Parkdale at Bowie
	25 - Fri.	-Tennis, Bowie at Largo
	28 - Mon.	-Baseball, Bowie at High Point
	29 - Tues.	-Tennis, Bladensburg at Bowie
May	1 - Thurs.	-Baseball, Suitland at Bowie
	2 - Fri.	-Tennis, Bowie at DuVal
	5 - Mon.	-Baseball, Bowie at Northwestern
	6 - Tues.	-Tennis, Largo at Bowie
	8 - Thurs.	-Baseball, Bowie at DuVal
	9 - Fri.	-Tennis, Bowie at Bladensburg
	12 - Mon.	-Baseball, Potomac at Bowie
	19 - Mon.	-Baseball, Bowie at Bladensburg
	22 - Thurs.	-Baseball, Crossland at Bowie
	27 - Tues.	-Baseball, Bowie at Parkdale
	29 - Thurs.	-Baseball, High Point at Bowie

BOWIE HIGH SCHOOL FACULTY (8-13-74)

ADMINISTRATION

Armand Biscontini, Principal
Anita Koster, Assistant Principal
Robert Moser, Assistant Principal
Anthony Verge, Assistant Principal
Robert Cashwell, Administrative Assistant

ART

Ronald Holden
Phyllis Levy
William Ross
Robert Shiver

BUSINESS

Dolores Ameiss
Joseph Apichella
Geraldine Baillie
Sylvia Bowers
Evelyn Crudup
Janet Dietrich
Alyce McGrath
Marie Powell
Sheila Schneider
Rosemary Swartwood
Saundra Wallace
Gay Wills

C.V.E.

Patricia Rinehart

DRIVER EDUCATION

James Franklin
Daniel Kelly
John Kylus
Robert Smith

ENGLISH

Elizabeth Barnes
Kathleen Bennett
Patricia Brown
Robert Brunner
Deborah Calhoun
Linda Choate
Martha Graban
Janet Hostetler
John Jack
Carolyn Kassabian
Diane Kitzes
Sylvia Markham
Sheila Martin
Joanne McKinley
Stella-Louise McLean
Melba Meador
Cody Plummer
Marilyn Recknor
Jane Richardson
Martha Sales
Barbara Smith
Sarah Stout
Emily Washington

FOREIGN LANGUAGES

Monique Calero
Patricia Carlton
Vanda Giedrys
Rose Marie Guccia
Kathleen Harmon
Kathryn Huff
Rosalind Johnson

Maria Padron
Patricia Winters

HEALTH EDUCATION

Stephen Girard

HEARING

Pauline Staggers

HOME ECONOMICS

Agnes Kuhn
Barbara Laari
Sara Shegogue
Bonolyn Snyder

INDUSTRIAL ARTS

Bruce Bowser
William Duenkel
Gerald Emerson
P. Lou Miller
Rodney Reed

INSTRUMENTAL

Robert Wiant

LIBRARY

Anna Jackson

MATHEMATICS

Mary Begor
Marie Burlinson
Andrea Collins
James Dail
John Filardo
William Holmes
Paul Lewis
R. Eugene Long
Robert Lord
K. William Miller
John Montie
Fred Sanford
Ellen Sweet
David Watkins
Patricia Young

MUSIC

Gordon Gustin

PHYSICAL EDUCATION

William Boyd
Robert Burkhart
Maxine Eggleston
Victor Schwartz
Lois Tucker
William Vaughan
Karen Wass

READING

Nathaniel Anderson
Laurel Jones

SCIENCE

Linwood Adams
Kevin Castner
Charles Dotson
Thomas Dove
Martin Johnson
Enrique Matta
Robert Mier
Jacqueline Moore
Louise Myers
George Padar
Vivienne Sharp
Larry Smouse

James Strandquist

Charles Thompson

Doris Watson

Della Whorton

Winnie Wooley

SOCIAL STUDIES

Marion Bartlett
Margaret Bees
Thomas Boltz
Joyce Brown
Crawford Coyner
Irene D'Michalis
William Haworth
Cecilia Jefferson
John Kaye
Jean Meacham
Mary Mortlock
Doris Nelson
Beverly Oringel
Richard Phillips
Ronald Robeson
Peter Romero
Paul Shelby

VOCATIONAL DEVELOPMENT

Peter Downs
Mary Ellen Kiss

ELIGIBILITY FOR PARTICIPATION IN SCHOOL ACTIVITIES - A student is permitted to participate fully in all school activities unless his record is seriously deficient in one or more of the following categories: scholarship, attendance, and conduct.

Eligibility is determined on a quarterly basis. Any student declared ineligible is ineligible for one quarter based on the previous quarter's record. A student will be declared ineligible if failing two or more subjects, guilty of gross or continued misconduct, frequently truant, or repeatedly absent. An ineligible student may not participate in any activity as a representative of the school. Teacher sponsors are responsible for the enforcement of this rule.

FACULTY ADVISORY COMMITTEE - The Faculty Advisory Committee is a group of faculty members elected by the full faculty. At its monthly meetings it advises the administration about faculty concerns.

HUMAN RELATIONS COMMITTEE - The Human Relations Committee was born in April 1973 when several concerned parents initiated meetings to discuss school problems, seeking to involve parents, teachers, students, and administrators in an unstructured free-wheeling exchange of ideas and suggestions for the growth of Bowie High School. Primary areas of concern are discipline, communications, human relations, and the need to assist some students in academic work.

The Human Relations Committee generally meets on Wednesday evenings at 7:30 P.M. in the school and is open to any parent, student, or teacher who is concerned about any of the areas mentioned above.

PARENT-TEACHER-STUDENT ASSOCIATION - The PTSA officers are deeply involved in the Human Relations Committee in addition to their own activities which generally are scheduled for the third Tuesday of the month.

ADMINISTRATION RESPONSIBILITIES - The responsibility of the administration is to prepare and maintain the optimum conditions for the teachers to teach and the students to learn.

RESPONSIBILITIES OF PARENTS - Parents are responsible for providing the maximum degree of encouragement to their children in their attitudes toward their academic programs and toward the learning process. The greater the cooperation and understanding between the parents, the faculty, and the administration, the greater the likelihood of student success in the high school program.

TEACHER RESPONSIBILITIES - Each teacher is responsible for conducting classes so that each student may learn as much as he can. Each teacher is to be familiar with the rules and policies of the school and the county school system and administer these rules and policies fairly and uniformly to all students. It is a teacher's responsibility to be honest and fair in his dealings with each student, to listen to legitimate questions and to answer them or direct the student to another source for the answer.

It is the responsibility of each teacher to contact parents directly and promptly if a student's work is showing marked deterioration or if there is prolonged questionable absence from class. The classroom teacher knows the individual student best and hence is in the best position to discuss solutions to problems with parents.

TEACHER RESPONSIBILITIES (continued)

The following conditions are favorable to the development of good school discipline: A responsible school in which the professional staff encourages the use of good guidance procedures; maintains an atmosphere conducive to good behavior; Exhibits an attitude of respect for students that has a positive influence in helping students develop good citizenship traits; plans a flexible curriculum to meet the needs of all students; promotes effective training or discipline based upon fair and impartial treatment of all students; develops a good rapport among the teaching staff and between the administration and the teaching staff, and endeavors to involve the entire community in order to improve the quality of life therein.

STUDENT GOVERNMENT ASSOCIATION - The Student Government Association is designed to meet the needs of the students of Bowie Senior High by providing a means to improve the school environment, socially, academically, and physically. The Student Government Association (SGA) is composed of a President, Vice-President, and Treasurer, all elected at large from the student body, and class representatives, called "senators." These officers and senators (with the exception of sophomore senators) are elected in late May. Sophomores elect their class representatives in late September. Along with these elected representatives the President of the SGA may appoint secretaries, a parliamentarian, and chairmen of the SGA's various standing committees.

Each senator must be a member of at least one standing committee. These include Ways and Means (financial), Educational Improvement, Human Relations, Activities, Elections, and Legislative Follow-up. It is the job of these committees to make recommendations to the general assembly and in most instances to follow them up.

Any student may suggest action to be taken by the SGA. All one must do is to secure a pass from the SGA sponsor, Mr. John Kaye, to attend an SGA meeting. Class officers or representatives will also be glad to assist students in making recommendations.

Students who feel they have not received fair treatment from teacher or administrator may take their grievance to the SGA Human Relations Committee which may then refer the problem to the full Human Relations Committee.

<u>Officers:</u>	<u>SGA</u>	<u>Senior Class</u>	<u>Junior Class</u>
President -	Jay Brown	Gary Klenkel	Mark Patrizio
Vice-President -	Leslie Tharpe	Diane Doty	Cathy Alcorn
Treasurer -		Laura Lighter	Kevin Bernstein
Secretary -	Cathy McGann	Nancy Wilson	Lisa Stephen

STUDENT INVOLVEMENT, RIGHTS, AND RESPONSIBILITIES - All senior high school students in Prince George's County are guaranteed by Board of Education action certain basic freedoms, rights, and responsibilities. The Student Government Association at Bowie is the organization for disseminating this information and for implementing the grievance procedures.

LUNCH PERIODS - There are three lunch shifts scheduled during the fifth period. Students will be notified on the first day of each semester by their fifth period teacher which of the lunch periods they will be assigned. The main cafeteria seats approximately 600 students; all Sophomores and Juniors are expected to eat in the main cafeteria. The Lounge, or Cafeteria #2, seats approximately 200, and Seniors enjoy the privilege of having their lunch here.

Two serving lines in the main cafeteria provide the Class A hot lunch; a third serving line offers a wide variety of a la carte items. There is a snack bar service in both the main cafeteria and Lounge. Soft drink vending machines are located in both cafeterias and in the lounge.

HEALTH ROOM - continued

Any students who becomes ill at school should report to the Health Room so that the Health Room Aide may determine the care necessary. If she feels that the student should be sent home, parents will be contacted to pick up the student. In cases of accident or medical emergency parents will be notified immediately.

SCHOOL INSURANCE - School insurance will be available and enrollment for it taken during the month of September. The cost per student is determined at the county level.

GUIDANCE AND COUNSELING SERVICE - The Guidance Department provides to students who seek it educational information, vocational information, assistance with personal adjustment and academic achievement. Each student has the same counselor for the three years at BHS. Two or three counselors are assigned to each grade according to division of the alphabet.

Students may make appointments with their counselors before school, during lunch, and after school to check their records, to discuss school offerings, opportunities for further education, and career training opportunities.

Parents are welcome to contact counselors by calling 464-8500 from 7:30 A.M. to 2:00 P.M. to discuss their student's placement, adjustment, future endeavors, or other aspects of the student's academic work. Appointments to see individual teachers about a student's work should also be made at the Guidance Office at the same phone number.

The Guidance Office provides up to three copies of a student's transcript free of charge; there is a charge of 50¢ for each additional copy.

COOPERATIVE VOCATIONAL EDUCATION - Cooperative Vocational Education (CVE) is a course of study offered to Juniors and Seniors, that combines school and work experience for credit. Under the supervision of the CVE Coordinator, Mrs. Rinehart, students attend school in the morning and work in the afternoon. Selection for the program is by application through Guidance and/or the CVE Coordinator.

CURRENT PHONE NUMBERS - It is essential that the school office be notified any time there is a change in the student's home phone number or the office number of parents. These records are maintained by Mr. Moser in the Main Office.

EMPLOYMENT OPPORTUNITIES - Bowie Senior High School offers a job placement service for students through the use of a Job Opportunities Bulletin Board located in the Attendance-CVE office. This service is under the supervision of Mrs. Rinehart. Most jobs posted are for students who are 16 years or older. Students who wish part-time employment are urged to check the job opportunity listings for current positions available.

EARLY RELEASE PROGRAM - Students interested in obtaining permission for a regular, extended period of early release from classes in order to work or to enroll concurrently in a college or university program should apply to their counselor. This program differs from CVE in that the student finds his own job and there is no school liaison between the employer and student.

PUPIL PERSONNEL WORKER - The Pupil Personnel worker is assigned by the county to BHS on a regular, part-time basis. The worker prepares reports for administrative conferences, aids students with chronic attendance problems or on probation, acts as liaison with the Central Office working with school counselors and the school administration.

HEARING AND SPEECH - BHS has a Hearing Resource Teacher who offers services designed to integrate students with hearing problems into a regular school program. She assists students with lip-reading, speech difficulties, and tutoring in content areas. She also works with teachers regarding ways of assisting students with hearing problems in their individual classes. Her office and classroom are located in the Health Suite.

LOCKERS - Locker numbers, corridor or location, and combinations are included on an IBM card for students. Each corridor will be labeled for easier location. Only the student and the vice-principal in charge of lockers has the individual's combination.

Students may go to their lockers before and after school, between classes, and at lunch time.

BICYCLES AND PARKING - Bicycles are to be parked in the cycle rack near the gymnasium area and should be locked. Students driving to school may park in the lot next to the multi-purpose room. As on any public parking lot, the school cannot assume responsibility for theft or damages to vehicles. However, the School Security Office should be notified when vandalism occurs.

LOST AND FOUND - The lost and found department is located in the Main Office and students may check for lost articles or turn in found items before or after school or during lunch period.

TEXTBOOKS AND FINES - Textbooks are distributed in each classroom by the teacher. These books represent a large amount of money and all students should exercise care in the treatment of them. Books should be covered at all times. The loss of a book should be reported immediately to the teacher. Fines for lost books are paid to the School Treasurer in the Attendance Office on the following basis: New books - full price; books in good condition - 40% of full price; in fair condition - 20% of full price. Fines are payable at the time books are lost.

FEES

Driver Education - No charge during school hours. Students are scheduled as for any other class.

Physical Education - Towel fee - \$2.00 per year; \$1.00 per semester.

Girl's gym suit - \$4.57

Boy's gym suit - \$4.46

Art - cost of materials for special projects.

Sewing - cost of materials, patterns, notions.

SCHOOL ATTIRE - Students are expected to maintain accepted standards of cleanliness and to refrain from wearing to school attire which will distract either themselves or other students from the learning process.

FIRE DRILLS - State law requires a fire drill once a month. The signal for a fire drill is a continuous blast of the fire alarm horn. Teachers in all classes will explain fire drill procedures. At any and every time when the fire alarm signal is sounded, the building must be evacuated.

Tampering with or pulling a fire alarm station is a serious offense, and all violators will be prosecuted by the Fire Marshall's office. Penalties are up to \$2,000. and/or two years in prison.

SCHOOL ACTIVITY CALENDAR - is maintained by the vice-principal for Student Activities and is updated each week as changes take place. Any group or club sponsoring any activity must schedule their event on this calendar. This calendar designates which activities students will attend and the bell schedule for that particular day. Copies of the weekly calendar are posted in each classroom and in the corridor opposite the multi-purpose room.

Approximately once a week during October, January, February, and April, a BHS athletic event is scheduled for which students are dismissed early in order to attend. Alternate enrichment activities are often scheduled for those not attending the athletic event.

ATTENDANCE - Classes will begin at 7:30 each day and terminate at 2:00 P.M. Students must be in their homerooms no later than 7:30 A.M. Homeroom will be from 7:30 to 7:40 A.M. each day. First period begins at 7:47 A.M.

Students will be informed of their homeroom assignments prior to the opening of school. During the period of 7:30 to 7:40 A.M., morning announcements are given over the public address system including the Pledge of Allegiance, a brief interval of silence, and information concerning the school day and special events.

According to state law a student must attend school regularly until he or she is sixteen years of age. Legal absence from school is limited to death in the immediate family, illness, court summons, physical incapacity, mental incapacity, violent storm, or observance of a religious holiday.

On the day following an absence students are required to bring a written excuse to the homeroom teacher, showing the reason for the absence, day and date of absence, signature and telephone number of parent or guardian.

School work missed because of an excused absence may be made up upon the request of the student. An unexcused absence means a zero for the day's work and cannot be made up.

TARDINESS - If a student is tardy for school (not in homeroom by 7:40 A.M.) the student is to report to the Attendance Office to obtain a tardy slip for admission to class. Tardiness is legal only in the same cases as noted under absences, or in the case of a medical or dental appointment, and a note from parent or guardian or doctor's office must be presented to the office by the student.

EARLY DISMISSAL - A student needing to leave school before regular dismissal must bring a note signed by parent or guardian to the Attendance Office prior to 7:30 A.M. that day. Upon receiving the early departure slip, it is the student's responsibility to present it to the homeroom teacher and to each teacher of classes to be missed.

The student's name will appear on the daily bulletin showing the time excused and he/she is to check out of the Attendance Office before leaving school. If a student returns to school after an early dismissal, he/she is to report to the Attendance Office so that his/her name can be recorded.

SCHOOL CLOSING OR DELAYED OPENING - In case of inclement weather, schools throughout the county may be closed. The following radio stations make school closing announcements: WTOP, WWDC, WMAL, WRC, WOL.

BUSSES - Information about bus schedules is mailed to students prior to the opening of school along with their class schedules. Following the opening of school, the BHS administration applies to the county for activity busses to permit students who ride busses to participate in after-school activities. It is expected that BHS probably will have activity busses leaving school at 4 PM Tuesdays and Thursdays, at a minimum.

TELEPHONES - Public telephones are available for student use, located in the main entrance lobby, near the gym, and near the cafeteria.

REPORT CARDS - Report cards are issued four times a year, at the end of each quarter on dates determined by the county. The first three reports are given to the student, the last one is mailed home.

Interim reports are issued about the middle of each quarter, no later than four weeks before the end of the quarter. They indicate unsatisfactory and/or failing work, and are issued to the student to take home.

GRADES -- Letter grades are used on report cards and permanent records:

- A -- excellent (100-90)
- B -- good (89-80)
- C -- fair (79-70)
- D -- poor (69-60)
- E -- failing (59-0)

Plus (+) and minus (-) grades cannot be recorded. Students should note that a failing grade can range from 59 to 0; therefore it is possible that a student who does no work for half a course (0) and excellent work for the other half (A) may still fail the entire course.

The following factors are considered in determining grades: competence, accomplishment, participation, and work habits. Students should note that extra work is not a substitute for work assigned to the entire class.

Students who miss class work because of legitimate absence from class may make up the work within a time limit specified by the teacher. It is the student's responsibility to make the proper arrangements for making up work. Excessive absence can affect grades because students may miss classroom activities which cannot be repeated or duplicated. Permission to make up work missed because of suspension or illegitimate absence is at the discretion of the teacher.

LIBRARY - The BHS library serves the students and staff of our school. All materials circulate within the following framework:

Regular books; college catalogues - 2 weeks with renewals

Reserve books; reference; magazines; audio-visual materials - overnight only, due back first thing next morning

There is no limit to the number of items which you may use. Please return all materials promptly so that others may use them. All students should make every effort to use all phases of the collection, print and non-print materials.

HEALTH ROOM -- The Health Room Aide views the Health Room as a service for students. It is open 7:30 A.M. to 2:30 P.M. for basic first-aid, medical-clinical referrals, and information regarding Prince George's County medical resources. Parents are asked to inform her of any serious health problem students may have.

HALL PASSES - Students not in class during class periods must have a green hall pass issued by the classroom teacher noting the date, time, and destination of the student. The pass must be returned to the issuing teacher.

SMOKING AREAS - Please read carefully the section of the Code of Student Conduct which relates to smoking on school premises. There are only two (2) designated smoking areas for this school: (1) outside the multi-purpose room toward the parking lot; or (2) in the breezeway between the 20's and 40's classrooms on the ground level.

IDENTIFICATION CARDS - The school will issue a wallet size card for identification purposes. These will be distributed through the homeroom. Losses should be reported promptly to Mrs. Koster in the Main Office, and a duplicate copy will be issued. Students should carry this card at all times when on school property.

SECURITY COUNSELOR/INVESTIGATOR - A Security Counselor/Investigator is assigned to the school on a full time basis. His office is located in the Main Office Suite. His primary assignment is to provide assistance in all matters of a criminal nature and to serve as a liaison person with law enforcement officials. ANY incident which occurs on school property should be reported immediately to the Security Office.

RULES AND REGULATIONS - The Student Bill of Rights sets forth these Basic Student Responsibilities:

1. Each student has a responsibility not to interfere with the education of his fellow students.
2. Students have the responsibility to attend regularly scheduled classes and to follow those local school rules affecting tardiness and the day-to-day operation of the school.
3. Every student has a responsibility to use his own abilities and talents to gain optimum learning benefits from the school and its community.
4. Students should have the responsibility to participate in student representation through such groups as student government and its various activities related to the extra-curricular program of the school.

In May, 1974 the Board of Education of the Prince George's County Public Schools adopted for evaluation a proposed Code of Student Conduct. The objective of such a uniform set of rules and regulations is to "maintain...the atmosphere of order and discipline necessary for effective learning." It is anticipated that a Code, with modifications, will be adopted by the Board of Education in late September, 1974 and that this modified code will become effective in early November, 1974. Details of the proposed Code may be found in the brochure mailed to each citizen of the county in July, 1974. Until adoption and modification, the provisions of the proposed Code will constitute the rules and regulations of this school.

A student may be suspended from school for a definite period of time by the principal or his duly authorized agent for persistent disobedience, gross misdemeanor, or habits detrimental to the school. Examples of the meaning of the aforementioned terms are the following: Arson, Closed Campus, Continued Class Disruption, Disrespect, Distribution of Unauthorized Printed Materials, False Alarms, False Reports, Fighting, Fireworks or Explosives, Forgery, Gambling, Inciting Others in Violence or Disobedience, Indecency in Behavior, Insubordination, Littering, Loitering, Obscenity, Physical Attack, Possession or Using Weapons, Shakedown and/or Strong Arm, Smoking, Theft, Truancy and Tardiness, Threatening or Intimidating Acts, Unauthorized Petitions, Unauthorized Sale or Distribution, Unauthorized Student Protest, Unlawful Drugs and Behavior-Altering Substances, or Vandalism.

THE SQ3R METHOD OF STUDY -

SURVEY

1. Make a hasty survey of your assignment to get the main ideas. This need not take over two or three minutes. Note the title of the chapter; read any introductory, summary and concluding paragraphs and leaf through the assignment to determine the main sections thus getting the framework of the chapter. To begin reading your lesson without this bird's-eye view is like beginning an automobile trip without a road map or without knowing where you are going.

QUESTION

2. Turn the first heading into a question. This will arouse your curiosity and give you a purpose in reading. The question will make important points stand out while explanatory detail, elaboration, and repetition are recognized as such. If there are no headings, ask questions that you think might be asked by your instructor.

READ

3. Read to answer your question. This means that you read to the end of the headed section. Your rate will depend on your purposes, the difficulty of the material, and your familiarity with it. While reading make use of the editor's signals (italics and bold-face type), topic sentences, signal words (first, second, further, therefore), and various summaries (including graphs, charts, or diagrams) to help you organize the material. This is not a passive PLODDING along each line, but an active search for the answer.

RESTATE

4. After you have read the first section, look away from your book and try briefly to restate the answer to the question. Use your own words. If you can't give the answer, re-read the section rapidly. A good way to do this reading from memory is to jot down cue phrases in outline form in your notebook, particularly for later review. Make this brief.

Now repeat steps 2, 3, and 4 on each succeeding headed section. That is turn the heading into a question, read to answer the question, restate the answer by jotting down cue phrases in your outline. Read in this way until the assignment is completed. (Studies show that a quick review or restatement immediately after each reading period will insure almost 50% greater efficiency in remembering.)

REVIEW

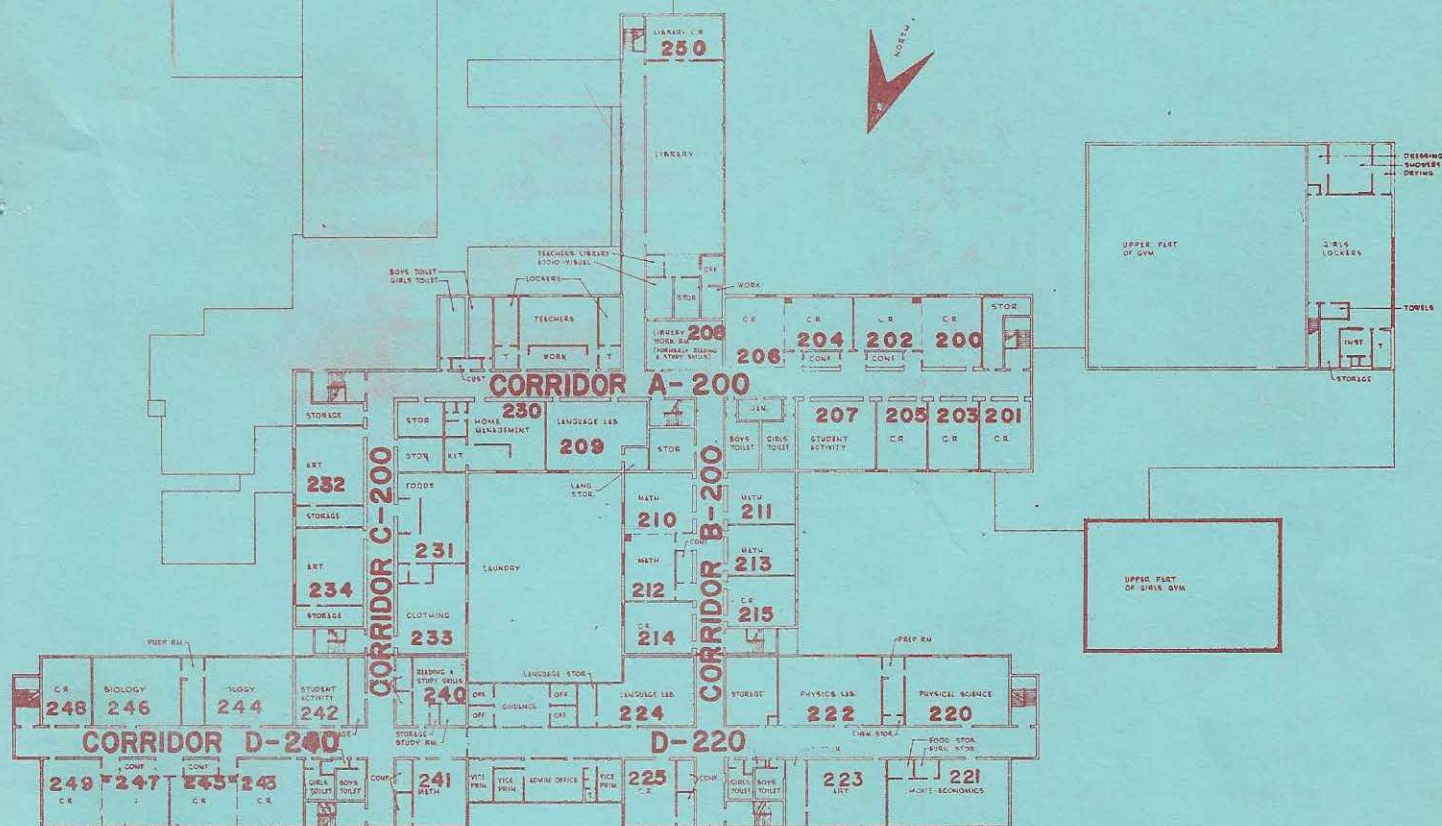
5. When your lesson has been read, look over your notes to get a clear impression of the various ideas and their relationships. Check your memory by covering up the notes and trying to recall the main points. Then expose each main point and try to recall the subpoints under it.

CLUBS, ORGANIZATIONS, ACTIVITIES, PUBLICATIONS

Attendance Office Workers	Key Club
Band, Marching	Keyettes
Band, Symphonic	La Societe Francaise
Baseball, Varsity	Latin Club
Baseball, Junior Varsity	Lettermen
Basketball, Varsity	Library Workers
Basketball, Junior Varsity	Main Office Workers
Camping and Hiking Club	Majorettes
Cheerleaders, Varsity	Musical Activities
Cheerleaders, Junior Varsity	National Honor Society
Chess Club	Pacesetter
Civitan Club	Pep Squad
Cross Country	Photography
C.V.E.	Pom Poms
Drama Club	Prince George's Regional Association of
Drill Team	Student Governments
Etcetera	Refreshment Committee
Football, Varsity	School Store
Football, Junior Varsity	Science Club
French Club	Soccer Team
F.T.A.	Spanish Club
G.A.A. Club	Stamp Club
German Club	Starliners
Girls' Basketball	Tennis
Girls' Field Hockey	Thespian Society
Girls' Track	Track, Indoor
Golf Team	Track, Outdoor
Guidance Workers	UMOJA
Gymkhana	Vocational Education
Health Office Workers	Wrestling
Its Academic	Yearbook

ADDENDA: ON AUGUST 12, 1974, THE FEE FOR PHYSICAL EDUCATION UNIFORMS WAS CHANGED TO \$4.75 FOR BOTH BOYS AND GIRLS.

SECOND FLOOR



LOCKER NO./CORRIDOR

1-42	C-100
43-278	A-100
279-418	B-100
419-476	A-100
477-534	C-100
535-582	C-200
583-801	A-200
802-932	B-200
933-1007	A-200
1008-1083	C-200
1084-1104	C-40
1105-1246	D-40
1247-1280	C-40

LOCKER NO./CORRIDOR

1281-1330	D-40
1331-1355	C-40
1356-1379	C-100
1380-1519	D-140
1520-1568	C-100
1569-1608	D-140
1609-1635	C-100
1636-1659	C-200
1660-1814	D-240
1815-1863	C-200
1864-1905	D-240
1906-1923	C-200
1924-1934	B-20

LOCKER NO./CORRIDOR

1935-2046	D-20
2047-2117	D-20
2118-2128	B-20
2129-2160	B-100
2161-2210	D-120
2211-2246	B-100
2247-2368	D-120
2369-2395	B-100
2396-2423	B-200
2424-2461	D-220
2462-2497	B-200
2498-2652	D-220
2653-2680	B-200