

# WHS OPERATIONAL PROCEDURES 2009 - 2010



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Dr. Michael Doran, Principal

# OPERATIONAL PROCEDURES 2009 – 2010

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## **MISSION STATEMENT**

*The mission of Thomas S. Wootton High School, with its diverse and challenging programs, is to provide an exceptional learning environment in which all students have access to quality instruction and rigorous coursework as well as extensive co-curricular activities and support systems that both enable their academic success and prepare them to become lifelong learners and informed, productive citizens.*





**THOMAS S. WOOTTON HIGH SCHOOL**  
**2100 Wootton Parkway, Rockville MD**  
**Pre-Service Agenda**  
**August 24-28, 2009**

**Desired Outcomes**

By the end of the week, participants will have:

- Heard about the local school focus for 2009-2010
- Heard updates on Patriot Advisory Time
- Heard about opening school procedures
- Heard about new programs and initiatives
- Reviewed updates to the Staff Handbook
- Received required time in department meetings and individual planning

Date & Location	Time	Topic(s)	Presenter(s)
<b>Monday, August 24</b>			
Cafeteria ↓	8:00-8:45	<ul style="list-style-type: none"> <li>▪ Welcome Breakfast &amp; Distribution of Keys</li> </ul>	Dr. Michael Doran, <i>Principal</i> Mr. Philip Hill, <i>Business Manager</i>
	9:00-9:15	<ul style="list-style-type: none"> <li>▪ Review of Pre-Service Agenda &amp; Introduction of New Staff</li> </ul>	Dr. Michael Doran, <i>Principal</i> & Resource Teachers & Department Chairs
Departments and various locations ↔	9:30-11:30	<ul style="list-style-type: none"> <li>▪ Department &amp; Team Meetings</li> </ul>	Resource Teachers & Department Chairs
	11:30-12:45	<ul style="list-style-type: none"> <li>▪ Department Working Lunch</li> </ul>	
Auditorium ↓	1:00-1:20	<ul style="list-style-type: none"> <li>▪ Staff Handbooks</li> </ul>	Dr. Frank Critton, <i>Assistant Principal</i>
	1:20-1:40	<ul style="list-style-type: none"> <li>▪ Hardware and Software Updates &amp; Support</li> </ul>	Mr. Juan Burgos, <i>IT Systems Specialist</i>
	1:40-2:10	<ul style="list-style-type: none"> <li>▪ Introduction to Professional Learning Communities</li> </ul>	Kim Boldon, <i>English Resource Teacher</i> Amani Elkassabany, <i>Staff Development Teacher</i> Monica Matthey, <i>Technology Resource Teacher</i>
	2:10-2:30	<ul style="list-style-type: none"> <li>▪ This Year's Theme: Local to Global</li> </ul>	Dr. Michael Doran, <i>Principal</i>

Time: Administration – 1/3 day  
 Departments – 2/3 day

*“There are no insignificant acts of kindness, no forgotten words of encouragement, no meaningless hugs of congratulations. Long after students have forgotten day to day lessons, they remember who you are, what you stood for, and how you treated them.” ~Jim Mahoney*

Date & Location	Time	Topic(s)	Presenter(s)
<p><b>Tuesday, August 25</b></p> <p>Auditorium</p> <p style="text-align: center;">↓</p> <p>Designated Locations</p> <p style="margin-left: 40px;">Room 141 Room 162 Room 105 Room 130</p> <p style="text-align: center;">◆————◆</p> <p>Designated Locations</p> <p style="text-align: center;">◆————◆</p>	8:00-8:30	<ul style="list-style-type: none"> <li>▪ Local to Global : Wootton's Extended Family</li> </ul>	Dr. Michael Doran, <i>Principal</i>
	8:30 -8:45	<ul style="list-style-type: none"> <li>▪ New Student Orientation (Agenda Review)</li> </ul>	Ms. Sue Thorpe, <i>Arts Resource Teacher</i>
	8:45 – 9:00	<ul style="list-style-type: none"> <li>▪ myMCPS: Getting Started</li> </ul>	TBD
	9:00 - 9:40	<ul style="list-style-type: none"> <li>▪ Patriot Advisory Time Program               <ul style="list-style-type: none"> <li>➤ Grade level information                   <ul style="list-style-type: none"> <li>A. 9<sup>th</sup> Grade Teachers</li> <li>B. 10<sup>th</sup> Grade Teachers</li> <li>C. 11<sup>th</sup> Grade Teachers</li> <li>D. 12<sup>th</sup> Grade Teachers</li> </ul> </li> </ul> </li> </ul>	<p>TBD</p> <p>Dr. Frank Critton, <i>Assistant Principal</i> Mrs. Carol Sander, <i>Assistant Principal</i> Ms. Renee Negin, <i>Assistant Principal</i></p>
	9:40-10:00	<ul style="list-style-type: none"> <li>▪ BREAK</li> </ul>	
	10:00-12:00	<ul style="list-style-type: none"> <li>▪ myMCPS Department Training               <ul style="list-style-type: none"> <li>➤ Arts/Technology – Room 110</li> <li>➤ Counseling Services – Room 109</li> <li>➤ English – Room 242</li> <li>➤ Foreign Language/Physical Education/Health - Room 111</li> <li>➤ Mathematics – Room 105</li> <li>➤ Science – Room 289</li> <li>➤ Social Studies –Media Center</li> <li>➤ Special Education/ESOL– Room 208</li> </ul> </li> </ul>	Resource Teachers, Department Chairs, or Designees
	12:00-1:00	<ul style="list-style-type: none"> <li>▪ LUNCH (On your own)</li> </ul>	
1:00-3:00	<ul style="list-style-type: none"> <li>▪ Individual Time in Classrooms</li> </ul>		

Time: Administration – ¼ day  
 Department – ¼ day  
 Teachers – ½ day

<b>Date &amp; Location</b>	<b>Time</b>	<b>Topic(s)</b>	<b>Presenter(s)</b>
<b>Wednesday, August 26</b>			
Auditorium	8:00-8:15	<ul style="list-style-type: none"> <li>Emergency Instructional Plan-Using Edline</li> </ul>	Dr. Michael Doran, <i>Principal</i>
	8:15-8:30	<ul style="list-style-type: none"> <li>School Cell Phone &amp; IPOD Policy</li> </ul>	
	8:30-8:45	<ul style="list-style-type: none"> <li>Building Updates &amp; Copy Machines/Copy Plus</li> </ul>	Mr. Philip Hill, <i>Business Manager</i>
↓	8:45-9:00	<ul style="list-style-type: none"> <li>MCEA Update</li> </ul>	Mr. Paul Pinsky, <i>MCEA UniServ Director</i>
Co-Teachers meet in Media Center	9:15-10:45	<ul style="list-style-type: none"> <li>Co-Teaching Team Meeting <b>OR</b> Departmental Team Meeting</li> </ul>	Mr. Tony Maturana & Mr. Justin Sybenga, <i>Co-Teaching Team Leaders</i>  Team Leaders
	10:45-12:00	<ul style="list-style-type: none"> <li>Individual Time in Classrooms <b>OR</b> Departmental Team Meeting</li> </ul>	Team Leaders
◆————◆	12:00-1:00	<ul style="list-style-type: none"> <li>LUNCH <b>Athletic Lunch for Coaches</b></li> </ul>	Mr. Christopher Thompson, <i>Athletic Director</i>
Athletic Office	1:00-3:00	<ul style="list-style-type: none"> <li>Individual Time in Classrooms <b>OR</b> Office 2007 Training for Designated Staff</li> </ul>	Mr. John Spano, <i>MPCS Technology Consultant</i>
Room 289			

Time: Informational Sessions – ½ day  
Teachers—½ day or more

<b>Date &amp; Location</b>	<b>Time</b>	<b>Topic(s)</b>	<b>Presenter(s)</b>
<b>Thursday, August 27</b>			
Auditorium & Classrooms	7:00-11:40	<ul style="list-style-type: none"> <li>New Student Orientation</li> </ul>	All Staff (Please report no later than <u>7:00 AM</u> )
School Entrance	11:35-11:40	<ul style="list-style-type: none"> <li>Exit Drill</li> </ul>	All Staff (Please assist students exiting the building)
Cafeteria	11:50-12:50	<ul style="list-style-type: none"> <li>LUNCH Provided</li> </ul>	PTSA
Commons	12:50-3:00 (By Dept.— See next page)	Dept. Photos, Chaperone Duty & Shirt Orders  <b>AND</b>	All ** <u>See schedule on next page</u>
* <u>See Tuesday's Locations</u>		<ul style="list-style-type: none"> <li>➤ Office 2007 Training by Department</li> <li>➤ Classroom Preparation</li> </ul>	Resource Teachers, Department Chairs, or Designees
Classrooms		<b><u>WEAR YOUR RED, WHITE, AND BLUE!!!</u></b>	All

Time: Teachers - ½ day  
Orientation - ½ day

Date & Location	Time	Topic(s)	Presenter(s)
<b>Friday, August 28</b>			
Commons	8:00-8:30	<ul style="list-style-type: none"> <li>▪ Open Forum &amp; Opening Day Procedures</li> </ul>	All
Classrooms	8:30-12:00	<ul style="list-style-type: none"> <li>▪ Classroom Preparation</li> </ul>	All
	12:00-2:00	<ul style="list-style-type: none"> <li>▪ Lunch (On your own) &amp; Individual Time</li> </ul>	All
Commons	2:00-2:30	<ul style="list-style-type: none"> <li>▪ Staff "Kick Off" – '09-'10</li> </ul>	

Time: Teachers - 1 day

Total Time: Administration - 1 day  
Departments/Teams – 1 day  
Orientation/Training – ½ day  
Teachers – 2 ½ days

**Extra Notes:**

- **\*\*Department Photos and Chaperone Duty Sign-up Schedule:** (Staff are **called** to the Commons in the order listed below. Take department photo first, then sign up for chaperone duty.)
  - 1. English
  - 2. Social Studies
  - 3. Physical Education/Health
  - 4. Arts/Music
  - 5. Science
  - 6. Special Education
  - 7. ESOL
  - 8. Foreign Language
  - 9. Math
  - 10. Media Center
  - 11. Technology
- Student Tours, Friday August 28<sup>th</sup> from 9-11 AM
- School Building **Open** Saturday, August 29<sup>th</sup> from 8:00 AM – 3:00 PM. Closed Sunday.
- Following the first day of school on August 31<sup>st</sup> there will be a brief staff meeting at 2:30 to process the opening day procedures and prepare for Back To School Night (September 3, 2009).

# THOMAS S. WOOTTON HIGH SCHOOL

August 24, 2009

## MEMORANDUM

TO: All Staff

FROM: Dr. Frank Critton, Assistant Principal

SUBJECT: Opening Day Homeroom/1st Period Procedures for Monday, August 31, 2009

The beginning of the school year is exciting but busy. The following procedures are designed to ease student and staff transition in the new school year. There is a great deal to accomplish in homerooms on the first and second days. I ask that you read over the information below prior to Monday so that you may ask questions if you have any concerns.

Homeroom will be 52 minutes long on the first day of school. At the beginning of homeroom, please introduce yourself, get the students settled and take roll. At 7:30 a.m., Dr. Michael Doran will be speaking to the students via television for approximately 10 minutes. He will be discussing ID cards, cell phones and other related information. An announcement will be made asking you to turn on your television to Channel 19 at 7:30 a.m. on Monday. Please make sure you check ahead of time to see if your TV's are working.

### Monday, August 31, 2009:

1. All students will report to homeroom at 7:25 a.m.
2. Staff is asked to be in the halls between classes throughout the first day to assist students in finding their classes.
3. First Day Bell Schedule:

Homeroom	7:25	-	8:17	52 minutes
Period 1	8:22	-	9:02	40 minutes
Period 2	9:07	-	9:46	39 minutes
Period 3	9:51	-	10:30	39 minutes
Period 4	10:35	-	11:14	39 minutes
Period 5	11:19	-	11:58	39 minutes
Period 6	12:03	-	12:42	39 minutes
Period 7	12:47	-	1:26	39 minutes
Period 8	1:31	-	2:10	39 minutes

HOMEROOM TEACHERS – August 31, 2009.

1. Check roll. Send any student to the Department of Counseling Services who is not on the roster and does not have a schedule. If a student has a schedule and should be in your homeroom but is not listed on your roster, add his/her name at the bottom.
2. Hand out emergency yellow information forms to student. Important: Tell students and families to follow directions about how to update information.
3. Complete the "youngest in family" and "bus ridership" information on the homeroom roster/attendance. On the roster you will see two columns that indicate "youngest" and "bus ridership". For youngest, ask students if they are the youngest or only child in their family attending MCPS (put a check if yes) and for bus ridership, ask if students are eligible to ride the bus (check if yes). We realize that some students may be eligible to ride a bus but choose to get a car ride.
4. Distribute student schedules to students. Send any student who does not have a schedule to the counseling department at the end of homeroom. Remind students that the schedule they receive today is their current schedule. Make sure that students review the schedule during this part of homeroom. Remind students that we will start no bells on Thursday, September 3, 2009.
5. Distribute free-lunch form and letter to each student; tell them they should return this form as soon as possible to the main office secretary.
6. Distribute student accident insurance pamphlets to every student. Tell them to take this home to their parents.
7. Review the bell schedules for Tuesday (special), Wednesday (special), Thursday (normal), and Friday with students.
8. Teachers inform students that we will provide an agenda book for \$6.00. It is not mandatory for students. However, we believe that the information in the agenda book is very helpful and contributes to student success. Ask students to raise their hands if they want an agenda book. Teachers record the names on your roster. Let students know that they must bring in the \$6.00 (cash or check on Tuesday, September 1st. They will receive the agenda book on the same day).  
  
Teachers will have a copy of the agenda book to show students. We will put the number of books requested in the class bag (blue) after the first date.
9. We strongly encourage each student to purchase an agenda book. However, be advised that students who do not want to purchase an agenda book will receive a daily pass sheet to use during the month as a hall pass when they leave the subject class for any reason. Distribute one copy of hall pass sheet to each student.

10. Distribute "computer and network security contract" for students to sign and return to you. On the second day of school, students will receive papers with their computer passwords.
11. Indicate on the sheet the items that students have received. This is very important; some teachers didn't do it in the past. You will be reminded at the pre-service in August.
11. Please read the following statement to the students when you distribute the request directory withholding form: "Please remind your parents if there is no information to withhold, do not complete this form."

### DISTRIBUTION OF LOCKS AND LOCKERS

**All 9th graders will receive hall locker assignments** during homeroom on August 31st. Students will receive their locker assignments on individual index cards. (Give the appropriate index card to each student). The locker number will be noted on the index card.

**10th - 12th graders lockers are optional.** A sheet containing 10-15 lockers and combination information will be provided to each homeroom teacher to give to the students who wish to have them. Teachers should write down their names and IDs next to the assigned lockers and put the sheet back in the homeroom bag. If more lockers are needed, the homeroom teachers should indicate the student's name below the sheet and we will provide more lockers the next day. Teachers should take their homerooms to their lockers to check the locks and then return to homeroom.

### ALL STUDENTS

Please remind all students:

1. Students will receive their locker assignment.
2. Students should not share lockers or lock combinations unless assigned by a homeroom teacher.
3. Students are responsible for keeping their assigned lockers clean and in good condition.
4. A fee will be charged to replace lost locks.
5. Any damage to lockers will be assessed to students for financial reimbursement.
6. The school assumes no responsibility for lost or stolen items.
7. Students are not to change locks on their lockers. Unauthorized locks found on hall lockers will be removed.

8. To clean their lockers at the end of the school year. Everything left behind in the lockers will be cleaned out and thrown away.

### STUDENT ID'S

All students will be given a student ID that will have their name and a barcode. Dr. Doran will be discussing the ID cards with students at the beginning of homeroom on Monday, August 31st, via the television.

#### **Please remind all students:**

1. ID cards will be needed to purchase food in the cafeteria and to borrow books from the media center.
2. Students who did not have their pictures taken in June for ID's should see security during their lunch periods to get their ID's.

### IMPORTANT

At the end of the homeroom period, teachers should return the following items to the main office conference room in the homeroom bags (DO NOT HAVE A STUDENT RETURN THE BAG).

1. Return the homeroom roster/attendance form and collection sheet.
2. Include the student schedule cards for absentee students.
3. Return all computer security contracts and undistributed passwords.
4. Return all unassigned locker index cards.
5. Return checklist, undistributed ID cards and all unissued materials.

#### **Homeroom teachers: Please discuss the following items with your students:**

1. Review the bell schedule and post it in your classroom.
2. Review attendance procedures.
3. Review fire drill procedures and exits with students as well as code red/code blue situations.
4. Please remind students that they will report to homeroom at 7:25 on Tuesday, September 1<sup>st</sup>.

# THOMAS S. WOOTTON HIGH SCHOOL

August 24, 2009

## MEMORANDUM

TO: All Staff

FROM: Dr. Frank Critton, Assistant Principal

SUBJECT: Second Day Homeroom Procedures for September 1, 2009

Students will report to homeroom on Tuesday, September 1st at 7:25 a.m. Homeroom teachers should complete the tasks listed below during the homeroom session.

Homeroom on the second day will be 40 minutes long. At the beginning of homeroom, please take roll. Students not assigned to your homeroom should be sent to the counseling services department for redirection.

### Tuesday, September 1, 2009:

1. All students report to homeroom at 7:25 a.m.
2. All faculty members are asked to be in the halls between classes throughout the second day to assist students in finding their classes.

### SECOND DAY BELL SCHEDULE

Homeroom	7:25	-	8:05	40 minutes
Period 1	8:10	-	8:55	45 minutes
	(morning announcements)			
Period 2	9:00	-	9:40	40 minutes
Period 3	9:45	-	10:25	40 minutes
Period 4	10:30	-	11:10	40 minutes
Period 5	11:15	-	11:55	40 minutes
Period 6	12:00	-	12:40	40 minutes
Period 7	12:45	-	1:25	40 minutes
Period 8	1:30	-	2:10	40 minutes

### BACK-TO-SCHOOL NIGHT

1. Back-to-School Night information sheets will be placed in homeroom bags prior to Wednesday morning.

2. Please distribute “portable electronic device registration” forms to 9<sup>th</sup> graders only. They are to complete the form and return it to you. If you have new students in grades 10-12, they can complete and return the form to the HRA teacher also.

HOMEROOM TEACHERS

1. Check roll. Send students not on the roster and who do not have a schedule to the counseling services department. If they have a schedule and are not on the roster, just add the names to the bottom of the roster.
2. Distribute new schedules to students. Remind them that the schedule they receive today (if there is a new one for them) is their current schedule. Tell them to review the schedule during this part of homeroom.
3. Please collect \$6.00 fees for students purchasing an agenda book and distribute them.
4. Distribute computer contract for students to sign and return back to you today. Then distribute a computer password to each student. Students will be denied access to school computers and the internet if a signed form is not on file at school. Any student who does not receive a password, should go to the Media Center during their lunch period.
5. Any uncompleted tasks from Monday, August 31<sup>st</sup> should be completed today.
6. Review the schedule for today, Wednesday, Thursday (normal day) and Friday(pep rally) with students.

AT THE END OF THE HOMEROOM PERIOD, TEACHERS SHOULD

1. Deliver in person the envelopes with agenda book fees and all forms for ID’s, lockers, agenda books and computer use (in blue homeroom bags)to the main office conference room. Students should NOT do the delivery.
2. Return all items that have not been distributed in blue homeroom bag.
3. Teachers should collect money again on Wednesday following the same procedures that were used on Thursday

**Friday, September 4<sup>th</sup> Pep Rally Bell Schedule**

Period 1	7:25	-	8:14
Period 2	8:19	-	8:59
Period 3	9:04	-	9:44
Period 4	9:49	-	10:29
Period 5	10:34	-	11:14
Period 6	11:19	-	11:59
Period 7	12:04	-	12:44
Period 8	12:49	-	1:29
Pep Rally	1:34	-	2:10

# THOMAS S. WOOTTON HIGH SCHOOL

August 24, 2009

## MEMORANDUM

TO: All Staff

FROM: Dr. Frank Critton, Assistant Principal

SUBJECT: Third Day Homeroom Procedures for September 2, 2009

Students will report to homeroom after first period at 8:12 a.m. on Wednesday, September 2nd, for their first official homeroom advisory. Please take attendance using the sheet in the folder. Teachers should look in their bags for their folders. Remind students that Thursday is Back-to-School Night. They must give copies of their schedules to their parents.

Homeroom on the 3rd day will be 29 minutes long; 10 minutes for morning announcements and 19 minutes for homeroom advisory activities.

It is imperative that teachers return their folders immediately after homeroom in the bag along with unused materials to the main office conference room after homeroom.

### Wednesday, September 2, 2009

1. All students will report to homeroom at 8:12 a.m.
2. All staff members are asked to be in the halls between classes throughout the third day to assist students in finding their classes.

### 3. THIRD DAY BELL SCHEDULE

Period 1	7:25	-	8:07	42 minutes
Homeroom	8:12	-	8:41	29 minutes
Period 2	8:46	-	9:28	42 minutes
Period 3	9:33	-	10:15	42 minutes
Period 4	10:20	-	11:02	42 minutes
Period 5	11:07	-	11:49	42 minutes
Period 6	11:54	-	12:36	42 minutes
Period 7	12:41	-	1:23	42 minutes
Period 8	1:28	-	2:10	42 minutes

4. Review the schedule for today, Thursday and Friday.

5. If a student still wants to purchase an agenda book, he/she should see Ms. Wu in the main office to pay for and receive the agenda book.
6. In your blue bag, you will find blank schedule forms. Please give one to each student and tell them to write their class schedule on the sheet. We expect students to give their parents the form (completed) so they can visit their subject teachers on Back to School Nite – Thursday, September 3, 2009 from 7-9p.m.
7. Attention Staff: \*\*\*\***REVISION**\*\*\*\*

Here are the instructions from the Summer Reading Instructions flier that each student received at the end of the school year and that are posted on Wootton's Web site:

- . Read at least **one** book on the list
- . Create a poster, 11 X 14 or larger, or jackdaw\* for one of the books you read to share with student in your homeroom.

\*jackdaw (a paper bag with 5 objects in it that relate to your book)

If anyone has questions, please see Ms. Anita Anderson in the Media Center.