WELCOME TO CHURCHILL

Dear Parents/Students,

This “Parent and Student Handbook” was developed so that we could place information about our school in one reference source. It is our hope that this handbook will help improve the communication between our school and you.

Please see www.churchillhs.org for other helpful information, including a more extensive directory, school calendar, the daily announcements and information about counseling, academics, clubs, colleges, sports, the Media Center, testing, summer classes, summer assignments and school programs.

Please take time to read and discuss the handbook’s content with your child. He or she is responsible for knowing and adhering to the rules and regulations spelled out in this handbook. Please place it in a safe location for easy reference throughout the year.

Sincerely,

Joan C. Benz
Principal

CHURCHILL IN BRIEF

Churchill is a public high school which opened in 1964. It is accredited by the Maryland State Department of Education. In 1989-1990, Churchill added ninth grade to become a four year high school. In 1991-1992, the school was recognized by the President of the United States as a National School of Excellence. In the summer of 1999, Churchill entered a total facility modernization project which was completed at the end of 2001. In 2007 Churchill High School was named a Maryland Blue Ribbon School. In 2008 Churchill again gained recognition by being named a National Blue Ribbon School of Excellence.

Vision Statement: Where all are proud to belong.

Mission Statement: All Churchill students will achieve academic success and social-emotional well-being as a result of superior instruction, a welcoming environment, and strong support from peers, staff, and community members.
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## 2016–2017 School Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Independence Day—Offices and schools closed</td>
</tr>
<tr>
<td>August 23, 24, 25, and 26</td>
<td>Professional days for teachers</td>
</tr>
<tr>
<td>August 29</td>
<td>First day of school for students</td>
</tr>
<tr>
<td>September 5</td>
<td>Labor Day—Offices and schools closed</td>
</tr>
<tr>
<td>September 12</td>
<td>No school for students. Professional day for teachers</td>
</tr>
<tr>
<td>September 30</td>
<td>Early release day for all students. Planning/grades/interims</td>
</tr>
<tr>
<td>October 3</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>October 12</td>
<td>No school for students and teachers</td>
</tr>
<tr>
<td>November 7</td>
<td>No school for students. Professional day for teachers</td>
</tr>
<tr>
<td>November 8</td>
<td>Election Day—Offices and schools closed</td>
</tr>
<tr>
<td>November 10</td>
<td>Early release day K–8. Parent conferences</td>
</tr>
<tr>
<td>November 11</td>
<td>Early release day K–8. Parent conferences</td>
</tr>
<tr>
<td>November 23</td>
<td>Early release day for all students</td>
</tr>
<tr>
<td>November 24 and 25</td>
<td>Thanksgiving—Offices and schools closed</td>
</tr>
<tr>
<td>December 26, 27, 28, 29, 30</td>
<td>Winter Break—No school for students and teachers; offices closed Dec. 26</td>
</tr>
</tbody>
</table>

## 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2</td>
<td>New Year’s Day—Offices and schools closed</td>
</tr>
<tr>
<td>January 16</td>
<td>Dr. Martin L. King, Jr. Day—Offices and schools closed</td>
</tr>
<tr>
<td>January 20</td>
<td>Presidential Inauguration—Offices and schools closed</td>
</tr>
<tr>
<td>January 27</td>
<td>No school for students. Professional day for teachers</td>
</tr>
<tr>
<td>February 20</td>
<td>Presidents’ Day—Offices and schools closed</td>
</tr>
<tr>
<td>March 3</td>
<td>Early release day for all students. Planning/grades/interims</td>
</tr>
<tr>
<td>April 7</td>
<td>No school for students. Professional day for teachers</td>
</tr>
<tr>
<td>April 10, 11, 12, 13, 14, 17</td>
<td>Spring Break—No school for students and teachers; offices closed April 14 &amp; 17</td>
</tr>
<tr>
<td>May 29</td>
<td>Memorial Day—Offices and schools closed</td>
</tr>
<tr>
<td>June 16</td>
<td>Last day of school for students. Early release day for all students</td>
</tr>
<tr>
<td>June 19</td>
<td>Professional day for teachers</td>
</tr>
</tbody>
</table>

## School Contingency Calendar, 2016–2017

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended. If schools are closed...

<table>
<thead>
<tr>
<th>Days Closed</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 days</td>
<td>1 day to June 19, 2017</td>
</tr>
<tr>
<td>6 days</td>
<td>2 days to June 19 and 20, 2017</td>
</tr>
<tr>
<td>7 days</td>
<td>3 days to June 19, 20, and 21, 2017</td>
</tr>
<tr>
<td>8 days</td>
<td>4 days to June 19, 20, 21, and 22, 2017</td>
</tr>
<tr>
<td>9 days</td>
<td>5 days to June 19, 20, 21, 22, and 23, 2017</td>
</tr>
</tbody>
</table>
**BELL SCHEDULES**

**REGULAR BELL SCHEDULE**
Warning Bell 7:40 a.m.

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45 – 8:30</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>8:35 – 9:20</td>
<td>45</td>
</tr>
<tr>
<td>3</td>
<td>9:25 – 10:10</td>
<td>45</td>
</tr>
<tr>
<td>4</td>
<td>10:15–11:05</td>
<td>50</td>
</tr>
<tr>
<td><strong>LUNCH</strong> (Per 5)</td>
<td>11:10-12:00(50)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12:05-12:50</td>
<td>45</td>
</tr>
<tr>
<td>6</td>
<td>12:55– 1:40</td>
<td>45</td>
</tr>
<tr>
<td>7</td>
<td>1:45 – 2:30</td>
<td>45</td>
</tr>
</tbody>
</table>

**EARLY DISMISSAL**
Warning Bell 7:40 a.m.

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
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<tbody>
<tr>
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<td>7:45 – 8:10</td>
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<td>2</td>
<td>8:15 – 8:40</td>
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<tr>
<td>3</td>
<td>8:45 – 9:10</td>
<td></td>
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<tr>
<td>4</td>
<td>9:15 – 9:40</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>9:45 – 10:10</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>10:15 – 10:40</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>10:45 – 11:10</td>
<td></td>
</tr>
<tr>
<td><strong>LUNCH</strong> (Per 5)</td>
<td>11:15 – 11:50</td>
<td></td>
</tr>
</tbody>
</table>

**DELAYED TWO (2) HOURS**
Warning Bell 9:40 a.m.

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9:45 – 10:15</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10:20 – 10:50</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>10:55 – 11:30</td>
<td></td>
</tr>
<tr>
<td><strong>LUNCH</strong> (Per 5)</td>
<td>11:35 – 12:10</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>12:15 – 12:45</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12:50 – 1:20</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>1:25 – 1:55</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>2:00 – 2:30</td>
<td></td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE HOMEROOM**
Warning Bell 7:40 a.m.

<table>
<thead>
<tr>
<th>Homeroom</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45 – 8:30</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>8:35 – 9:20</td>
<td>45</td>
</tr>
<tr>
<td><strong>Homeroom</strong></td>
<td>9:25 – 9:35 (10)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9:40 – 10:25</td>
<td>45</td>
</tr>
<tr>
<td>4</td>
<td>10:30 – 11:20</td>
<td>50</td>
</tr>
<tr>
<td><strong>LUNCH</strong> (Per 5)</td>
<td>11:27 – 12:00 (35 min)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>12:05-12:50</td>
<td>45</td>
</tr>
<tr>
<td>6</td>
<td>12:55– 1:40</td>
<td>45</td>
</tr>
<tr>
<td>7</td>
<td>1:45 – 2:30</td>
<td>45</td>
</tr>
</tbody>
</table>

**ASSEMBLY/PEP Rally**
Warning Bell 7:40 a.m.

<table>
<thead>
<tr>
<th>Assembly</th>
<th>Time</th>
<th>Duration</th>
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<tbody>
<tr>
<td>1</td>
<td>7:45 – 8:03</td>
<td>38</td>
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<tr>
<td>2</td>
<td>8:28 – 9:06</td>
<td>38</td>
</tr>
<tr>
<td>3</td>
<td>9:11 – 9:49</td>
<td>38</td>
</tr>
<tr>
<td>4</td>
<td>9:54 – 10:32</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>10:37 – 11:22</td>
<td>45</td>
</tr>
<tr>
<td><strong>LUNCH</strong> (Per 5)</td>
<td>11:27 – 12:17 (50)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>12:22 – 1:00</td>
<td>38</td>
</tr>
<tr>
<td>7</td>
<td>1:05 – 1:43</td>
<td>38</td>
</tr>
<tr>
<td>8</td>
<td>1:45 – 2:30</td>
<td></td>
</tr>
</tbody>
</table>
SPORTS BY SEASON

**Fall**
- Boys-Varsity & JV Football
- Varsity & JV Soccer
- Girls-Varsity & JV Volleyball
- Tennis
- Pompoms
- Varsity & JV Cheerleading
- Varsity & JV Soccer
- Varsity & JV Field Hockey
- Coed- Golf
- Cross Country
- Coed- Handball

**Winter:**
- Boys- Varsity & JV Wrestling
- Varsity & JV Basketball
- Girls-Varsity & JV Basketball
- Poms
- Varsity Cheerleading
- Coed-Indoor Track
- Swimming/Diving
- Coed- Bocce

**Spring:**
- Boys- Varsity & JV Baseball
- Varsity Volleyball
- Varsity Tennis
- Varsity & JV Lacrosse
- Girls- Varsity & JV Softball
- Varsity & JV Lacrosse
- Coed- Outdoor Track
- Volleyball

**Sportsmanship**
All spectators including students, parents, friends and family members at any athletic events are expected to uphold the highest standards of sportsmanship. Appropriate behavior includes positively encouraging and recognizing athletes through cheering while showing respect for all other spectators. Profanity, as well as all other derogatory or belittling remarks or gestures targeted at players, coaches, referees or other spectators, is strictly prohibited. All spectators are expected to demonstrate concern for the safety and welfare of athletes by exiting the field or gymnasium at the direction of officials. “Storming” the field or gym floor places players and spectators at great risk and is prohibited. Anything that interferes with the play of the game, such as but not limited to, air horns, lasers, noisemakers or whistles are not permitted at any event.

All spectators including students, parents, friends and family members who fail to conduct themselves appropriately will be subject to the following consequences which include but are not limited to: (1) removal from the event, (2) suspension from attending future events, (3) detention, (4) suspension from school and (5) a police referral.
CONTACT INFORMATION

School Office Hours 7:00 a.m. - 3:30 p.m.

Administrative Offices
Dr. Joan C. Benz, Principal 469-1221
Mr. Stephen Reck, Assistant Principal (9th Grade) 469-1223
Mr. Bradley W. Rohner, Assistant Principal (10th Grade) 469-1173
Dr. La Faye Burris, Assistant School Administrator (11th Grade) 469-1204
Ms. Doreen Brandes, Assistant Principal (12th Grade) 469-1209

Athletic Director – Jesse Smith 469-1240
Business Manager – Lisa Wellek 469-1210
Financial Assistant – Lynn Besch 469-1205

Main Office 469-1200
Attendance – Cathleen Libbee 469-1222
Building Services – Angel Delgado 469-1233
Career Center – Luana Zimmerman 469-1242
Counseling Office 469-1211
Health Room - Deborah Stapleton 469-1207
Media Center – Paige Pagley 469-1206
Registrar – Kari Lantos 469-1220
Security Office - Terry Bell 469-1101

DEPARTMENTS
Art – Brendan Roddy 469-1227
Bridge Program – Jan Shapiro 469-1231
Counseling – Jennifer Oristian 469-1211
English – Caitlyn Moriarty 469-1172
Newspaper Office – Mary Dempsey 469-1230
Mathematics – Audrey Phillips 469-1224
Instrumental Music – Kristofer Sanz 469-1091
Choral Music – Matt Albright 469-1243
Physical Education - Don Higgins 469-1236
Resource Room – Tishya Soni-Chopra 469-1235
Science – Clinton Brown 469-1164
Social Studies – Rodney VanTassell 469-1166
Technology Education – Don Higgins 469-1234
World Languages – Lois Laclef 469-1241
Yearbook Office/Theater – Naomi Ratz 469-1245

SGA Sponsor: Ms. Shelley Perrett
9th Grade Class Sponsor: Karen Yeagle
10th Grade Class Sponsor: Jonathan Lee
11th Grade Class Sponsor: Evan Rosenthal
12th Grade Class Sponsor: Kevin Doherty

Parents are urged to subscribe to the “Bulldog Blips,” the parent email notification system. Directions on how to subscribe are available at the Churchill PTSA website: www.churchillptsa.org. Email addresses are not visible and are kept private. Emails are sent out weekly and as needed.
ATTENDANCE

Students should be enrolled in a full-day program composed of at least seven (7) class periods of the school day or of a comparable period of time in an alternative program or activity approved by the student’s parent/guardian and principal.

Each student shall attend all scheduled classes and approved educational activities and shall be responsible for completing all assigned work on time. Parents and school personnel shall do everything possible to ensure each student’s regular attendance.

Academic achievement is difficult to attain with poor attendance habits. Excessive absences, tardiness, or irregular attendance may necessitate requiring a student to provide professional medical verification.

**Legitimate absences will be excused if a note is submitted within three (3) days of the student's return to school.** Failure to observe this time limit is considered unexcused by the Maryland State Board of Education. Upon returning to school, the student will give his/her absence note to the attendance secretary. However, a written note will not necessarily excuse a student unless the reason offered conforms to MCPS reasons stated below.

**Excused Absences/Tardies**
All students are expected to be in every scheduled class on time, every day, unless legitimately excused. According to state regulations, absences from school for the following reasons are lawful and shall be excused:
- Death in Immediate Family
- Court Summons
- Certified Illness of the Child
- Observance of Religious Holiday
- Work or Activity Accepted by School Authorities (Written prior administrative approval required)
- Violent Storms
- State Emergency
- Suspension

The principal may excuse other necessary absences based on countywide guidelines established by the superintendent. Once the principal has approved the absence, the student is responsible for picking up the note from the main office and delivering it to the Attendance Office.

**Absentee Notes**
All parental, medical, or "age of majority" notes **must include:**
- student name
- student identification number,
- date
- grade
- reason for absence or tardiness,
- phone number where a parent may be reached during the day.

**Legitimate absences will be excused if a note is submitted within three (3) days of the student's return to school.**
Absences
- If a student is absent on the day of an assessment, teachers will assign a grade of Z. If the absence is excused, then the student can make up the assessment. If the absence is unexcused, then the grade will be changed to a “0”.
- If a student has a confirmed unexcused absence, teachers will refer the student to the grade level administrator on the first offense and thereafter. The administrator will assign consequences.

Tardiness to School/Class
- Students who are late to school must submit a parental note with a valid excuse as noted in Excused Absences/Tardies on the previous page.
- Students must go to Attendance Office at all times during the day when they are tardy except during 1st period. If students arrive during 1st period with a note, they should report to the Attendance Office. If students arrive during 1st period without a note, they must go directly to class.
- An unexcused tardy to class is 1/3 of an unexcused absence.
- Students who arrive twenty (20) minutes late or more will be considered absent for the entire class period.
- Students arriving at school during the lunch period MUST sign in at the Attendance Office, otherwise they are unexcused for their morning classes.

Tardiness to school because of illness is an excused absence for attendance purposes, but prohibits participation and/or performance for that day in any extracurricular activity.

Early Departure

Illness Departure
- In the case of illness during the school day, the student MUST report to the health room with a note from a teacher.
- The health room, not the student, must make the first contact with the parent/guardian in order for a student to be dismissed from the health room due to illness.

Planned Departure
- All dismissal cases, except for illness (see above), are handled by the Attendance Office.
- A student who needs to leave school for an appointment must present a parental note to the Attendance Office in the morning and receive a departure pass.
- A student departing school during the lunch period MUST sign out at the Attendance Office. If a student does not sign out at the Attendance Office, the classes missed will be “unexcused”.
- After a teacher dismisses the student from class, the student MUST go to the Attendance office to sign out.
- Students who return the same day MUST sign in at the Attendance Office and get a pass to class. This applies to the lunch period also.

Unexpected Departure
- Parent/guardian should call the Attendance Office (301 469 1222) prior to parent/guardian arrival at school.
- Present an absentee note to the Attendance Office as outlined above.
- This facilitates the early dismissal process and lessens the parent/guardian wait time.

Electronic Notes
Students are NOT ALLOWED to submit electronic notes unless they have age of majority. Consequences will take place by the grade administrator. Electronic notes may be submitted on the Churchill website, www.montgomeryschoolsmd.org/schools/churchill. Go to Quick Links on the left hand column and click Attendance Main Page. Then click Turn in an Absence excuse or note online. Please submit electronic notes for early departures the night before the early departure if possible. This expedites the sign out procedure for the students. Submit only one note, either electronic or handwritten.
College Visits and Educational Experiences
Seniors and second semester juniors may be excused for a maximum of five (5) days each school year to visit colleges. Freshmen, sophomores and first semester juniors may take up to five (5) days each school year for educationally related trips. A parental note must be submitted to the Attendance Office in advance to be stamped for signature by the grade level administrator and then by teachers. This must be done 48 hours prior to the trip or college visit. Due to the limited number of instructional days, April 30 is the last day for school approved field trips, educational trips, and college visits.

Age of Majority
Public Law 93-380 states in part: "Whenever a student has attained eighteen years of age, the permission or consent required and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student..." Such authority includes submitting written excuses for absences, field trip permission, authorization for change of course or program, and access to his/her confidential records.

Therefore, students who reach their eighteenth birthday while still enrolled at Churchill may inform the Attendance Office that they choose to exercise their right of majority. At such time, a letter will be sent to the parents and appropriate school personnel will be given notification. When a student exercising age of majority is residing as a dependent with his/her parent or guardian, the school shall continue to notify parents on all matters of mutual concern.

Grievance Appeal Procedures
The appeal procedure is the process by which a student may seek a hearing regarding a problem or a complaint. If an appeal cannot be resolved by discussion with a teacher, the resource teacher for the department, or an assistant principal, the student may use the formal appeal procedure. Within five (5) days of the informal appeal, the student may request, in writing, a review of the complaint by the principal. The principal will respond to the student within ten (10) days of the formal appeal. For further information, refer to the Student Rights and Responsibilities Handbook. Copies are available in the Counseling Department.

Leaving School Grounds during School Day
Students who leave school grounds at any time without parental permission or administrative approval will be given detention and suspension warning on the first infraction. All students involved in extracurricular activities who violate this policy will be ineligible and will not participate in practice or the activity/game on that day. Thereafter, In School Intervention may be a consequence. Leaving school grounds without authorization may lead to a default of lunch and parking passes in the future.

MAKE-UP WORK PROCEDURES
Students have a responsibility to obtain and complete make up work regardless of the reason for the absence. If the absence is excused, the teacher will assist the pupil in making up the class work that is missed. If the absence is unexcused, the teacher has no obligation to accept make-up work. The pupil, however, is still responsible for making up the work so that continuing effective course participation is possible.

When a student is absent, it is the student's responsibility to see the teacher in order to schedule any make-up work or make other arrangements as necessary. If the student is present on the day that an upcoming test/quiz is announced, but is absent on the day that it is given, he/she is expected to make up the test on the day that he/she returns. For extended illness of three days or more, students are encouraged to have their parents or guardians contact each teacher and request that they put homework in an envelope marked with the student’s name and place it in the main office for parent(s)/guardian(s) to pick up. After an extended absence, the student will receive the same number of days he/she missed plus one to make up the work.
MEDIA CENTER

PHILOSOPHY
The media center staff attempts to create an open and inviting atmosphere where students are encouraged to think critically and creatively.

EXPECTED STUDENT BEHAVIOR
To assist in creating this open and inviting atmosphere, students are asked to be respectful of those around them. With these goals in mind, the following rules apply:

Please ask the staff for assistance. We are here to help. Please follow their direction at all times to create a safe and appropriate environment.

Maintain a level of conversation which allows no distractions.

Only four chairs to a table, in their proper place. Please do not move the chairs from where they are, either from the computers or from the tables.

No food and drink in order to keep the areas clean.

Using electronic devices for filming is prohibited, unless it is for an instructional assignment. Student must have agreed prior to recording to be filmed.

All school rules apply.

MEDIA CENTER USE WITH PASSES
Students may use the Media Center without passes before and after school and during lunch. At all other times during the school day, a pass or handbook signed by the appropriate staff member is required and is determined by the media center staff that the request can be accommodated.

COMPUTERIZED RESOURCES
The computer network in the Media Center changes and expands constantly. Programs for word processing, spreadsheets, video editing, multimedia creation, and the online card catalogue are currently on the network. Several online research services can also be accessed from home via the Internet. See the media center and the media center page for the class & grade notification software (Edline or MyMCPS) for the passwords to all of the databases, some of which are listed below. In addition, the pathfinders are accessible from the Churchill website. The password to the pathfinder is Churchill. Every single pathfinder has the same password.

CIRCULATION/LOAN PERIODS
Please check out materials from the circulation desk located near the door of the library. Loan periods are four weeks for general books and overnight for reference books. Some materials have an alternate due date by the media specialist.

OVERDUE FINES
We do not charge an overdue fine for late books or materials. However, students with overdue materials may not check out additional items. If the book or material is lost or stolen, the student will pay for the replacement cost of the book.
<table>
<thead>
<tr>
<th>Online Resources</th>
<th>Description &amp; URL</th>
<th>Username</th>
<th>Password</th>
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<tbody>
<tr>
<td>ABC-CLIO</td>
<td><a href="http://databases.abc-clio.com">http://databases.abc-clio.com</a></td>
<td>churchill</td>
<td>library</td>
</tr>
<tr>
<td>CultureGrams</td>
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<tr>
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<td>poto75637</td>
<td>wchs</td>
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<tr>
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<td>mcps</td>
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</tr>
<tr>
<td>History Reference Center</td>
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<td>S9611513</td>
<td>password</td>
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<tr>
<td>JSTOR (create your username and password after you register)</td>
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<td>You create!</td>
<td>You create!</td>
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<td>churchillhs</td>
<td>library</td>
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<tr>
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<td>mcps</td>
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<td></td>
<td><a href="http://literature.salempress.com">http://literature.salempress.com</a></td>
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<td></td>
<td><a href="http://science.salempress.com">http://science.salempress.com</a></td>
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<td>S9611513</td>
<td>password</td>
</tr>
<tr>
<td>SIRS Decades, Knowledge Source, Issues Researcher</td>
<td><a href="http://sks.sirs.com/">http://sks.sirs.com/</a></td>
<td>mcps</td>
<td>mcps</td>
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<tr>
<td>Student Resources in Context</td>
<td><a href="http://infotrac.galegroup.com/itweb/poto75637">http://infotrac.galegroup.com/itweb/poto75637</a></td>
<td>poto75637</td>
<td>wchs</td>
</tr>
</tbody>
</table>

*STOP BY THE MEDIA CENTER FOR PASSWORDS TO THE DATABASE ADDITIONS.*
DANCE POLICY

Students planning to attend a school dance should be aware of the dance procedures.

- School dances are limited to Churchill students and their approved guests.
- Churchill students may bring no more than one non-Churchill student. The host student shall be responsible for the behavior of the guest.
- Students bringing outside guests must have the completed Churchill guest forms turned into administration the day that ticket sales end.
- Every Churchill student must bring a valid Churchill ID card to attend the dance. Students without a validated school ID will NOT be allowed into the dance.
- A guest must have his/her school ID or a state ID if the guest has already graduated.
- Students may not bring backpacks, purses, etc. into the venue. The items will be checked at the door. No items will be given back without the appropriate ticket.
- No food, drinks, gum, candy, etc. will be allowed if the dance takes place in the school gym.
- Unsafe, inappropriate, sexually explicit dancing/conduct will not be allowed.
- The cut-off time to enter the dance will be 1.5 hours after the start time. Admittance after this time will not be permitted nor will a refund be given.
- Students leaving early for any reason may not re-enter the dance or receive a refund.
- Students choosing to ignore any rules will be asked to leave the dance and will not receive a refund.

Dress Code

As a part of the local discipline policy at Churchill High School, the following guidelines for student dress have been adopted:

- Straps that are less than one inch wide and all underwear, including bra straps, may not be exposed even when engaging in routine activities such as bending, sitting or stretching. Transparent clothing (including clothing made of a mesh material) that exposes underwear cannot be worn.
- The mid-section of the body and the rib cage must be completely covered. No bare midriffs or muscle shirts exposing the rib cage will be allowed.
- No tube tops, strapless tops or backless halters may be worn.
- The length and cut of skirts, shorts and shirts must provide appropriate coverage of the upper and lower body as determined by an administrator. No cleavage can be visible.
- Students are not allowed to wear head covering of any kind (e.g., hats, bandanas, skullcaps, etc.) during school hours unless for religious reasons and/or other reasons approved by administration.
- Clothing advertising alcohol, tobacco products or illegal substances are not permitted.
- Any clothing with profanity, as well as any clothing that communicates explicit or implied messages of a sexual nature is prohibited.
- No apparel suggestive of gang activity may be worn.
- No sunglasses are allowed to be worn while inside the school building.
- Students not meeting dress code will be required to comply.
- Final judgment about clothing considered disruptive to or inappropriate for the educational environment will be made by an administrator.
Lost/Found
Found items should be turned into the Security Office where they will remain until claimed. If a student has lost an item, he/she can see a member of Security Personnel and file a lost item report.

A word of caution – prevention is still the best policy. Students should make sure that their personal belongings are never left unattended. Items should be kept in secure lockers, particularly while students are eating lunch, using the locker room or participating in an extracurricular activity.

THE BEST PREVENTION IS TO LEAVE HIGH VALUE ITEMS AT HOME. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Community Table for Delivery and Pick up
Items such as student work, books, or lunches that need to be left for students can be taken to the main office and left on the Community Table with the students’ name on it. This table is not a secure area. Lunches and other student work left for student pick-up are not the school’s responsibility and are left on the table at your risk. We will not be responsible for lost or stolen items taken from the table.

Lunch Responsibilities
A fifty-minute period is scheduled each day for students to eat lunch, see their teachers for extra help and participate in club, mentoring or Signature Program activities. Students may only eat lunch on the first floor in the following areas: cafeteria, cafeteria patio, hallways, courtyards, campus lawn, and supervised classrooms. **No food** is permitted in the following areas: stair wells, second floor hallways, 1 and ½ floor near art rooms, Media Center, computer labs, marked areas, main gym or small gym. Students may not spread out and sit on the stairs or in the stair wells. Students may not be in any rooms without adult supervision (ex. both gyms, dance studio, classrooms). Inappropriate behavior during lunch, including but not limited to walking or sitting on cafeteria tables, cutting in line, throwing food, eating in prohibited areas or failing to discard personal trash could result in an administrative detention or other loss of privileges.

Following lunch, every student is responsible for discarding personal trash into the receptacles provided. Recycling bins are also available.

Secondary School Meal Prices:

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>Lunch Meal</td>
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<tr>
<td>Reduced-price Lunch Meal</td>
<td>$0.40</td>
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<tr>
<td>Breakfast Meal</td>
<td>$1.30</td>
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<tr>
<td>Reduced-price Breakfast Meal</td>
<td>$0.00</td>
</tr>
<tr>
<td>Milk</td>
<td>$0.60</td>
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</tbody>
</table>
Transportation & Parking

The Montgomery County Public School system provides bus transportation to all students who live beyond a reasonable walking distance and to those students who might encounter hazardous walking conditions regardless of distance. Bus listings of stops, pick-up and drop-off times, as well as rosters, are sent home to each student living in the area prior to the opening of school. Questions regarding this service can be directed to the Department of Transportation, Bethesda Transportation Depot at 301-469-1140.

General Parking Rules

- Staff and Students will park in their designated lots. Parking is only permitted in these lots with an authorized parking permit issued by Security and the Business Office. Unauthorized vehicles are subject to towing at the owners expense.
- Staff requiring a parking pass should work with the business office to register their vehicle and obtain their parking sticker. If they are not using their registered vehicle, they should notify security to ensure they are not towed.
- Visitor parking is provided in the Staff lot near the main office. Authorized visitors should sign-in at the main office and record in the log the make and model of their vehicle to avoid towing.
- Staff and Authorized visitors may park in the bus loop on a temporary basis, but must not park there between 6:45-7:30 AM and 1:00-2:30 PM so as not to block bus access and transportation. Students are never authorized to park in the bus loop during school hours.

Student Parking Information

Any seniors who participated in the parking lottery this past school year and won a lottery space may choose to pick up their permits in person prior to the first day of school. Permits will be issued first to lottery winners and then to any eligible (please see further details below). Seniors who want to purchase a street permit in order to park on Victory, Gainsborough and Tuckerman.

The criteria for purchasing a parking permit (lottery or street) are as follows:

- All SSL hours completed
- Fee is $75 (please make checks out to WCHS) ask Lisa if this is correct
- No obligations
- Good academic standing
- Drivers Licenses (NO PERMITS)

Please note: Any eligible juniors who may want to purchase a street permit will be given the opportunity after seniors beginning in late September, early October. For more information, please contact Mr. Sal Riley, the security parking coordinator.
Student Parking Permits and Rules

- Student Parking Permits for On-Campus Parking are reserved for seniors only and will be distributed randomly at the Senior Parking Lottery held in May of the previous school year.
  - In order to participate in the Senior Parking Lottery students must meet 4 criteria:
    - Current Junior with a valid MD State Driver’s License
    - Academically eligible (higher than a 2.0, and no more than two E’s)
    - All SSL hours required for graduation must be completed
    - No financial obligations of any kind can be owed to the school
  - A small number of spots are held and provided in special cases with administrative approval. The Principal holds the authority to authorize the use of these spots. Any Medical exception to request an on-site parking pass must be accompanied by a Maryland State Motor Vehicle Administration Handicapped Permit.

- Seniors who do not get selected in the Lottery can purchase street parking permits on Gainsborough Rd. and Victory Lane. (See #4 for purchasing instructions)

- Juniors may request and purchase parking permits for street parking on Tuckerman Lane, but only until they run out. (See #4 for purchasing instructions)

- In order to purchase any parking permit (street or on-campus), students must have:
  - a valid driver’s license (No Permits),
  - proof of insurance,
  - completed Parking Permit form (Fee is $75.00),
  - Meet school requirements – (they must have completed SSL requirements, be academically eligible and have no obligations)

- Parking permits for the year are purchased by Seniors in August before school starts. Juniors may purchase parking after the start of the school year. Sales information will be posted on the school webpage with dates and times. Permits are provided until there are no more left on a first come, first served basis. Students may purchase spots during the school year by contacting Security.

- Parking permits may be suspended or confiscated without refund at any time due to infractions of school policy. These infractions may include driving and parking violations, excessive tardiness or absences, or any other school infraction in the handbook as determined by the administration.

Visitors

Students wishing to have a visitor attend classes with them must first have a parental note approved by Dr. Benz and then by each respective teacher at least twenty-four (24) hours prior to the visit. The completed parental note must be presented at the main office on the morning of the visit. A visitor's pass will be issued at that time. VISITS ARE LIMITED TO ONE DAY. Students may not have visitors on the day before a major holiday. April is the last month for student visitors.

Trespassing

Unauthorized persons on school grounds shall be guilty of a misdemeanor and upon conviction subject to a $1,000 fine and/or six (6) months imprisonment.
HONOR CODE OF CONDUCT

The students, staff and parents of the Winston Churchill High School Community adopt this Honor Code with the goal of cultivating a community based on trust, integrity and honor in both academic and social endeavors.

- We will be honest and forthcoming in all our actions.
- We will be fair and will avoid any personal gain that might result from inequity.
- We will treat others the way we would want to be treated.
- We will extend courtesy, kindness and respect to each other.
- We value both our school building and each individual’s personal property and will treat them with care.
- We will strive for a sense of cooperation and pride in all our school programs.
- We will uphold this Honor Code and exhibit these same behaviors when we represent WCHS off campus in the larger community.

We believe that the task of upholding academic and social integrity is entrusted to each of us. Any academic dishonesty violates this trust, gives unfair advantage to undeserving students and harms the entire community. It must not be tolerated by any member of the Churchill community.

We accept responsibility for our actions and understand the consequences of breaking this Honor Code, as outlined below.

RESPONSIBILITIES

A. Students have the responsibility
   - to know the honor code and discipline policy
   - to adhere to these policies
   - to discourage others from engaging in dishonest activities
   - to work cooperatively with all school staff members in the implementation of these policies
   - to model behavior in accordance with these policies

B. Parents have the responsibility
   - to know the honor code and discipline policy
   - to adhere to these policies
   - to educate the students about these policies
   - to encourage their children to adhere to these policies
   - to support the faculty in their efforts to implement these policies
   - to model behavior in accordance with these policies

C. Faculty members have the responsibility
   - to know the honor code and discipline policy
   - to adhere to these policies
   - to educate the students about these policies
   - to monitor student behavior and enforce these policies
   - to inform parents and administrators when necessary
   - to model behavior in accordance with these policies

D. Administrators have the responsibility
   - to know the honor code and discipline policy
   - to adhere to these policies
   - to educate the students about these policies
   - to monitor student behavior and enforce these policies
   - to keep parents informed when necessary
   - to support staff’s efforts to implement these policies
   - to model behavior in accordance with these policies
OFFENSES

A. Cheating
- Defined: To engage in dishonest and/or fraudulent behavior
- May involve, but is not limited to
  1. copying another student’s work
  2. unauthorized use of electronic/digital aids (including but not limited to cell phones, iPods, calculators, and computers)
  3. unsanctioned sharing of information (verbal or non-verbal)
- Includes conspiring and attempting to engage in any of the aforementioned

B. Plagiarism
- Defined: To represent the work of others as one’s own
- May include but not be limited to:
  1. failure to acknowledge or properly document sources of information including information from electronic sources
  2. failure to properly cite sources (i.e. failing to give credit where credit is due both in paraphrasing and in direct quotation.)
  2. submitting an existing idea or product as original
- Plagiarism may include, but is not limited to conspiring or attempting to engage in any of the aforementioned.
- “Group work” implies a unique product from each group member unless instructed otherwise by the teacher.

C. Dishonesty
- Defined: To intentionally deceive or create a false impression
- May include but not limited to:
  1. forging official school documents (passes, absence notes, etc.)
  2. failure to be truthful to school personnel
  3. omission of the whole truth
STUDENT ACTIVITIES

The staff and students encourage everyone to join our strong tradition of excellence in academics, sports, the arts, and community service. Churchill offers a rich variety of extracurricular opportunities which challenge students to stretch their imagination, develop special skills, reach new goals, and share good times. All students are encouraged to join in to enrich their experience here at Churchill and build a rewarding future.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Montgomery County Board of Education has established academic eligibility standards for participation in extracurricular athletic and nonathletic activities. Students in grades 9-12 must maintain a 2.0 un-weighted average with no more than one "E" (failure) in the previous marking period to be eligible to participate in any activities listed as nonathletic or athletic. **Incomplete grades that are not changed to a passing grade within ten (10) school days after report cards are issued will be considered failing grades for eligibility purposes.**

The following guidelines determine a student’s academic eligibility to compete.

- Students who have a 2.0 average with no more than one “E” (failure) in the previous marking period will automatically be eligible to participate or practice in an extracurricular activity governed by this regulation during the next marking period.
- A multi-hour course is counted as multiple courses when determining whether a student has maintained a 2.0 average, but is counted as one course when determining the number of failed classes.
- A grade of NC is considered a failing grade.
- A student may regain his/her eligibility status at the start of the next marking period if all failing grades are reduced to a minimum of one E or NC and if a 2.0 or higher average is achieved.
- Grades recorded as “incomplete” as a result of legally excused absences shall be considered passing until changed. Incomplete grades that are not changed to a passing grade within ten school days after report cards are issued will be considered failing grades for purposes of eligibility until they are changed.
- A student may withdraw twenty-five days (25) or less into a course without penalty. For purposes of academic eligibility, a student may not drop more than one passing course after the twenty-five day drop/add period.
- When a student withdraws from a course on day twenty-six or later, the student will be given the grade earned at the time of dropping from the course. That grade will be factored into the marking period average for the purposes of academic eligibility only.
- A marking period begins on the day a report card is issued and continues until the day that the next report card is issued.
- Students taking a minimum of one to two courses must pass each course and maintain a 2.0 average to be eligible.
- Students who do not maintain a 2.0 average with no more than one “E” (failure) in the final quarter will not be eligible in the fall. Students may repeat failed courses in summer school. However, if a failed course is not offered during the summer session, the student will be allowed to take another course in the same subject area, if available. If not available, the student and his/her counselor will decide on the course and/or subject area. The summer-session grade will replace the lowest course grade from the previous marking period and be factored in to determine the 2.0 minimum average for participation.

The only two exceptions are noted below:
1. This ruling does not apply to students entering high school in the fall for the first time;
2. This ruling does not apply to students engaged in activities that are extensions of a graded course, such as but not limited to band, show choir, journalism, leadership and orchestra.
ATTENDANCE AND ALL EXTRACURRICULAR ACTIVITIES

The following regulation regarding class attendance applies to all school sponsored activities and to all athletes and students participating in extracurricular activities which require extra rehearsal and practice time. Students are expected to be in all of their scheduled classes each day. With twenty-four (24) hour written prior approval of the principal, assistant principal or athletic director, a student may be excused for a pre-scheduled activity, court appearance, medical appointment, religious holiday observance, or for unforeseen emergencies. Students who receive twenty-four (24) hour written prior approval for a late arrival or early dismissal must still attend a minimum of four periods in order to participate. A student who has any absence, other than those specified, may not practice, compete, participate or perform on that date. Also, any student excused for an approved appointment must promptly return to school. Students are required to attend a minimum of four periods in order to participate in an extracurricular activity that day.

A student must attend four (4) periods in order to be eligible to practice, play, participate or perform on that date. If a student is unexcused tardy to any class he/she will not be allowed to practice, play or perform on that day. It is the student's responsibility to inform the coach/sponsor if he/she is absent from class or school for any reason. If a student must be absent because of scheduled appointments, it is his/her responsibility to obtain permission from the athletic director, performing arts director, event sponsor, or administrator in advance and to follow all school attendance procedures. This is called prior approval.

Tardiness to school or early dismissal because of illness, is an excused absence for attendance purposes, but prohibits athletic participation or performance for that day. Twenty-four (24) hour written prior approval must be obtained for eligibility.

ALCOHOL AND DRUG ABUSE POLICY

All students are expected to comply with the MCPS Code of Conduct and conduct themselves according to the provisions of the MCPS Students Rights and Responsibilities Policy. It is every student’s and every parent’s utmost responsibility at all times to uphold the laws and enforce school policies regarding underage drinking and drug use. While enrolled, all Churchill students are required to refrain from the use of drugs, alcohol, controlled substances and tobacco products twenty-four 24 hours a day, on and off school property. If a student violates these requirements the following penalties will apply:

Tobacco - Use of tobacco in any form (including vaporizers or e-cigarettes) is illegal at any school sponsored activity and will result in confiscation of tobacco products and related materials, parent notification, and administrative consequences in accordance with the MCPS Code of Conduct.

Alcohol/Drugs - Possession and/or use is illegal and thus a criminal offense. Police will be notified and this will result in additional MCPS consequences which may include expulsion from MCPS.

Any Churchill student with verified use or possession of alcohol, illegal drugs, and/or controlled substances on school property or at a school sanctioned event, shall be given consequences in accordance with the MCPS Code of Conduct. These consequences will include short- and long-term suspensions, required counseling sessions and conferences, and a Police referral. Additional consequences may include a recommendation for expulsion.

In addition, students will receive up to a consecutive thirty (30) school day suspension from participating in or attending all extracurricular activities. Resumption of extracurricular activities will not occur until the confirmation of completion of or continuance of a counseling component for the prevention and treatment of substance abuse. Students who hold a leadership position within a team, club or other school organization will be removed from that position for the remainder of the year. Students who possess parking passes or lunch passes will be asked to relinquish those passes.
INTERSCHOLASTIC SPORTS

Churchill offers interscholastic sports on the varsity and junior varsity levels. Generally, students must try out for the teams and attend daily practices. Fall sports have tryouts and begin practice around August 13th, winter sports around November 15th, and spring sports around February 28th. Some teams may require practice during holiday recesses. Dates and times for tryouts will be announced through a variety of methods such as: morning announcements, the daily bulletin posted in the main office and the Churchill website http://www.montgomeryschoolsmd.org/schools/churchillhs.

Each coach holds a parent meeting early in the season to review practice and game schedules, means of transportation, goals and expectations.

All candidates for varsity and junior varsity teams must have a medical (physical) exam on file before the start of the first practice. Each candidate's physical is valid for one year and for sports within that school year. The form needed to bring to your physical can be found at: http://www.montgomeryschoolsmd.org/uploadedFiles/schools/churchillhs/athletics/sr i prepart physical evaluation.pdf . Please keep a copy of your physical; you will need it for all teams you try out for.

Forms needed to tryout

- SR-8
- Med-card
- Parent Student Contract
- Impact Consent Form
- MSDE Concussion Awareness Form
- MSDE Pre-Participation Head Injury Concussion Reporting Form

Students who are selected to participate in interscholastic sports teams are considered to be representatives of the school and must uphold the highest standards of behavior. All participants must meet eligibility and attendance requirements as defined in this handbook. In addition, failure to follow school rules, or any infractions of school policies, may lead to a suspension of participation from extracurricular activities for a selected period, the whole season, or even removal from the team permanently.
PARENT, TEACHER, STUDENT ASSOCIATION (PTSA)

Churchill High School has an active Parent, Teacher, Student Association that depends on your support to help promote its many diverse activities and programs. Your involvement is encouraged for the benefit of your student and the school! Please visit our website at www.churchillptsa.org for valuable information that is updated frequently. Our website includes a complete list of names, phone numbers and email address for all of the elected officers and committee chairs. Also on the website: an archive of “Blips” emails, schedule of meetings, available parent resources, and much more.

The mission of the PTSA is to:

- Support and speak on behalf of youth in the school and in the community
- Provide information and education for parents
- Encourage and promote parent and community involvement in the school

The elected/appointed executive board, committees, and PTSA members meet monthly to coordinate and carry out various activities and programs, including:

- Local, State, and National PTSA membership
- Representation of Churchill HS PTSA to the Montgomery County Council of PTAs (MCCPTA)
- Publication of school phone directory
- Weekly or more frequent emails to parents (the “Bulldog Blips”) concerning upcoming events and issues
- Staff appreciation and school support throughout the year
- Support for student groups and clubs (Athletic Booster Club, speakers, dances, and other functions)
- Club Night
- Cultural arts
- Parent support (coffees, mentoring, welcome, resource)
- Representation on school committees, including Guidance, Health, Discipline
- Character education and student life
- Representation on MCPS committees (Grading and Reporting)
- Fundraising
- Parent membership and involvement are critical to the success of these and other programs

Membership and involvement are critical to the success of these and other programs. Please join the Churchill PTSA and mail in your dues. We encourage your support of the PTSA by:

- Attending monthly PTSA meetings and grade level coffees
- Becoming a volunteer on a PTSA committee
- Adding a donation to supplement the PTSA dues

Membership information is emailed to parents of all WCHS students in the summer or may be requested by contacting the PTSA membership chairpersons c/o Churchill High School. Student directories will be distributed to all PTSA members in the fall.

Parents are urged to subscribe to the “Churchill-Blips,” a one-way communication tool that the PTSA uses to keep parents and community members informed. You can subscribe to it by going to http://churchillptsa.org/subscribeBlips.html or by going to the Churchill PTSA Website at churchillptsa.org.

Once you fill in the online form you will get the message “Almost finished…We need to confirm your email address. To complete the subscription process, please click the link in the email we just sent you.”
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jodie Ozatalar</td>
<td>240-205-9605</td>
<td><a href="mailto:jozatalar@yahoo.com">jozatalar@yahoo.com</a></td>
</tr>
<tr>
<td>1st Vice President</td>
<td>Wendy Emery</td>
<td>301-233-6047</td>
<td><a href="mailto:wkemery@yahoo.com">wkemery@yahoo.com</a></td>
</tr>
<tr>
<td>2nd Vice President</td>
<td>Rebecca Safdie</td>
<td>240-506-3489</td>
<td><a href="mailto:biqui@sbcglobal.net">biqui@sbcglobal.net</a></td>
</tr>
<tr>
<td>Recording Secretary</td>
<td>Carmen Collazo</td>
<td>301-299-0034</td>
<td><a href="mailto:rio_encantado@yahoo.com">rio_encantado@yahoo.com</a></td>
</tr>
<tr>
<td>Corresponding Secretary</td>
<td>Kim Band</td>
<td>301-802-3674</td>
<td><a href="mailto:luv10s@me.com">luv10s@me.com</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Peggy Tsirigotis</td>
<td>240-447-7554</td>
<td><a href="mailto:tsirigotiskids@yahoo.com">tsirigotiskids@yahoo.com</a></td>
</tr>
<tr>
<td>MCCPTA Delegate</td>
<td>Aman Shergill</td>
<td>609-751-8729</td>
<td><a href="mailto:shergillaman1@gmail.com">shergillaman1@gmail.com</a></td>
</tr>
<tr>
<td>MCCPTA Delegate</td>
<td>Jenn Miller</td>
<td>301-461-4170</td>
<td><a href="mailto:jennifer5145@aol.com">jennifer5145@aol.com</a></td>
</tr>
<tr>
<td>Activity Fund</td>
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<tr>
<td>Brag Bricks</td>
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<td>Bulldog Blips</td>
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<tr>
<td>After Prom</td>
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<tr>
<td>Database/Directory</td>
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<tr>
<td>D.A.W.G.S (Dances, TBA)</td>
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<td>Activities With Great Spirit)</td>
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<tr>
<td>Holiday Staff Lunch</td>
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<td>Parent Resources</td>
<td>TBA</td>
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<tr>
<td>Welcome-Transfers</td>
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<tr>
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<td>Parent Rep: Class of 2018</td>
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<tr>
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<td>Staff End of Year Luncheon</td>
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<td>Staff Welcome Back</td>
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<tr>
<td>Breakfast</td>
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<tr>
<td>Volunteer Coordinator</td>
<td>TBA</td>
<td>TBA</td>
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<tr>
<td>Website-PTSA Webmaster</td>
<td>TBA</td>
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</tbody>
</table>
PTSA and Parent Sponsored Groups include:

**CELEBRATION**
This after-prom event is sponsored by the PTSA and parents for WCHS seniors and their guests as a safe, drug/alcohol-free, and entertaining way to continue celebrating their graduation into the morning hours. Parents begin planning in October for this year-end party that includes music, food, dance, and a wide variety of prizes and fun activities.

Contact: TBD

**D.A.W.G.S!**
Dances! Activities! With Great Spirit: a PTSA committee that is comprised of parents and students to sponsor and host activities that are drug and alcohol free. Our goal is to create a stronger community by providing a platform to have fun. Activities include: dances, freshman picnic, outdoor movies, after homecoming activity, and open mike night.

Contact: TBD

**CHURCHILL BOOSTER CLUB**
Churchill’s Athletic Booster Club works to support all Churchill athletes and ensure that the “sports experience” at our school is the most positive possible. Objectives include joint efforts for alcohol-free events, seasonal team Captain’s Round tables to share common concerns and goals, support for gender equity issues, maintenance of the All-Sport Sign, and development of WCHS Athletes’ Hall of Fame.

Contact: TBD
THE ACADEMIC PROGRAM

MARYLAND DIPLOMA REQUIREMENTS
The state of Maryland authorizes one kind of diploma for all high school graduates based upon successful fulfillment of four kinds of requirements: enrollment, course credit, student service learning (SSL), and Maryland assessments. All requirements are summarized below.

Enrollment Requirement
Students must satisfactorily complete four years beyond Grade 8. (For exceptions, see Alternatives to Four-Year Enrollment, State of Maryland requirements.)

Credit Requirement: 22

Course Requirements
- English—4 credits
- Fine Arts—1 credit
- Technology Education—1 credit of Foundations of Technology or one (1) of three (3) other specific technology courses listed in the MCPS course bulletin.
- Mathematics—4 credits (1 credit algebra, 1 credit geometry)
- Students who have successfully completed a calculus course offered by MCPS may be exempted from the 4-credit requirement in mathematics.
- Science—3 credits (1 biology credit and 1 physical science credit must be included in the 3 credits.)
- Social Studies—3 credits (1 credit U.S. History; 1 credit World History; and 1 credit National, State, and Local Government)
- Physical Education—1 credit
- Health Education—1/2 credit

Additional Requirements
- In addition to meeting the specific credit requirements, a student is required to earn at least one of the following:
  - World Language—2 credits or
  - Advanced Technology Education—2 credits (courses in Career and Technology Education that satisfy the Advanced Technology requirement are marked with AT in the MCPS course bulletin or
  - Career Development Program—successful completion of a state-approved Career Development Program

Promotion Regulation
MCPS Regulation JEB-RA, Placement, Promotion, Acceleration, and Retention of Students, http://www.montgomeryschoolsmd.org/departments/policy/pdf/jebra.pdf, requires that high school students earn five credits each year in order to be promoted, including specific required credits in English, mathematics, science, and social studies as indicated in the chart below

<table>
<thead>
<tr>
<th>End Of:</th>
<th>Total Credits Needed for Promotion to Next Grade</th>
<th>Total Credits in Required Courses</th>
<th>Other Courses - See Options Required for Graduation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Math</td>
<td>English</td>
</tr>
<tr>
<td>Grade 9</td>
<td>5</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Grade 10</td>
<td>10</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Grade 11</td>
<td>15</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>
High School Assessment (HSA) and Partnership for Assessment of Readiness for College and Careers (PARCC)

In 2015 -2016, the Maryland State Department of Education (MSDE) introduced additional pathways to meeting the Maryland High School Assessment (MHSA) graduation requirement. For Algebra 1 and English 10, students must participate in either HSA or PARCC tests in both subjects. They are not required to pass these tests.

Algebra 1 and English 10 HSA tests ended in summer 2015, so taking these tests is no longer possible. Students enrolled in Algebra 1 and English 10 for the first time in 2016 – 2017 and after must pass those PARCC assessments.

Students must pass the Biology HSA, meet the requirement through an approved combined score, or through the Bridge Plan, or earn.

The Government requirement is only for students who entered grade 9 in 2013-2014 and later and therefore will be a requirement for most students graduating in 2017. Students must pass the test, earn an approved combined score, or meet the requirement through the Bridge Plan. The Government Bridge Plan is available in 2015-2016.

Meet all assessment requirements with passing scores
HSA Alg – 412
HSA Bio – 400
HSA Eng – 396
HSA Gov – 394

Meet assessment requirements with passing scores or participation
HSA Alg - 412 or took HSA Alg or PARCC Alg 01 by spring 2016
HSA Eng - 396 or took HSA Eng or PARCC Ela 10 by spring 2016
HSA Bio - 400
HSA Gov - 394 (for students who entered grade 9 in 2013-14 and after)

Meet assessment requirements with a combined score - students who entered grade 9 in 2012-2013 or a prior year do not need to pass the Government HSA but may apply their Government HSA score toward a combined score. Also, students that have previously taken HSAs in Algebra 1 and English 10 can have their scores applied to a combined score. In all, there are 11 approved combined score options for students. Check with your child’s counselor for more information about combined scores.

Bridge Plan
There are no Bridge Plans for Algebra 1 and English 10 in 2015-2016 and 2016-2017. The maximum number of projects required to meet a content area requirement through the Bridge Plan has been lowered from 7 to 5.
MARYLAND CERTIFICATES

Certificate of Merit
In addition to the Maryland high school diploma, students who meet the following requirements may be awarded the Maryland high school Certificate of Merit:

- **Advanced Courses**
  At least twelve (12) credits must be earned in advanced courses identified by MCPS as applicable to the Certificate of Merit.

- **Cumulative Grade Point Average**
  Students must obtain at least a 3.0 un-weighted cumulative grade point average.

All courses counted toward the Certificate of Merit must be taken for a letter grade.

Maryland High School Certificate
This certificate shall be awarded to students with disabilities who cannot meet the requirements for a diploma but who meet one of the following criteria:

1. The student is enrolled in a special education program for at least (4) four years beyond Grade 8, or its age equivalent, and is determined by an Individualized Educational Program (IEP) committee, with agreement of the student’s parents, to have developed appropriate skills for the individual to enter the world of work, act responsibly as a citizen, and enjoy a fulfilling life. The world of work includes but is not limited to (a) gainful employment, (b) work activity enters, (c) sheltered workshops, (d) supported employment.

2. The student has been enrolled in a special education program for four years beyond Grade 8, or its age equivalent, and has reached age 21.
Student Service Learning (SSL)-Community Service
Montgomery County Public Schools (MCPS) believes that service learning addresses recognized community needs and is connected to curriculum goals. All indirect, direct, and advocacy action include the phases of preparation, action, and reflection. Quality service learning provides the student with knowledge, skills, attitudes, and career exploration opportunities that lead to effective citizenship in an increasingly diverse and interconnected world. MCPS is committed to quality service-learning experiences for all students.

MCPS SSL Program Details
1. Students may begin to earn student service learning (SSL) hours the summer after completing Grade 5. They continue to accrue hours through middle and high school.
2. Beginning with the Class of 2011 MCPS students will complete 75 service-learning hours for graduation. Students who enter MCPS for the first time in
   - Grade 6 will complete → 75 hours for graduation.
   - Grade 7 will complete → 65 hours for graduation.
   - Grade 8 will complete → 55 hours for graduation.
   - Grade 9 will complete → 45 hours for graduation.
   - Grade 10 will complete → 35 hours for graduation.
   - Grade 11 will complete → 20 hours for graduation.
   - Grade 12 will complete → 10 hours for graduation.
3. Students complete the service-learning requirement through
   - full participation in the SSL aspects and successful completion of specific middle school and high school courses. (Grade 6 science, Grade 7 English, and Grade 8 Social Studies, National, State and Local Government, and specific high school electives identified in the MCPS Course Bulletin),
   - full participation in service activities promoted by school-sponsored clubs and organizations, and
   - full participation in opportunities and organizations preapproved for SSL
     o Organizations and opportunities identified with a graduation cap icon are MCPS SSL approved at the website www.mcpsssl.org. Organizations with this graduation cap icon have attended an orientation and provided information to the Montgomery County Public Schools and the Montgomery County Volunteer Center about their organization and service-learning opportunities.
     o Organizations identified with the graduation cap icon have provided basic information about their agency. For further information about what it means to be MCPS SSL Approved please see the Frequently Asked Question "What does it mean to say an organization and volunteer opportunity are ‘Approved’ for Student Service Learning by Montgomery County Public Schools?".
     o Students interested in earning service-learning hours with organizations that are not identified with a graduation cap icon on the website must submit MCPS Form 560-50, Individual Student Service Learning (SSL) Request to the school-based SSL coordinator in advance of any service.
4. All service learning must be performed with a nonprofit tax-exempt organization.
5. Assisted-living facilities and nursing homes are the only exception to the nonprofit rule. Students interested in earning service-learning hours at these facilities must submit MCPS Form 560-50, Individual Student Service Learning (SSL) Request in advance of the service.
6. One service-learning hour is awarded for every hour of service outside of the instructional day. A maximum of 8 hours may be earned in a 24-hour period.
7. All service-learning activities must be secular in nature, occur in a public place and be supervised by a nonprofit organization adult representative. Parents or relatives cannot serve as supervisors for their child or relative.
8. Hours served with nonprofit organizations prior to enrollment in MCPS in middle or high school must be submitted on official letterhead for inclusion in MCPS records.
9. MCPS Form 560-50, Individual Student Service Learning (SSL) Request must be submitted in advance of any service with an individual running for public office.

10. All service learning must be documented on MCPS Form 560-51, Student Service Learning Activity Verification. All documentation must be turned in to the SSL coordinator according to timelines.

11. Appeals of SSL decisions may be made by students in writing to the school principal.

12. Students interested in earning SSL hours by supporting political parties or individuals running for public office must first secure approval of MCPS Form 560-50, Individual Student Service Learning Request. Neither door-to-door neighborhood canvassing nor solicitation of financial donations are permitted for SSL.
COURSES

High School Credit for Middle School Students
High school credit is awarded to students who complete yearlong high school courses while in middle school, after the student has passed both semesters of the course and passed the semester B high school final examination. Credit is awarded only after the student has begun to attend an MCPS high school as a ninth grade student.

Honors, Advanced Placement, and Advanced-level and International Baccalaureate Courses
Honors, advanced-level, Advanced Placement (AP), and International Baccalaureate (IB) courses provide rigorous and challenging studies for MCPS students who are capable of or motivated to pursue rigorous and challenging instruction. Typically, students enroll in individual honors, advanced-level, and AP courses. Students seeking an external curriculum diploma, such as the IB program, or participating in local school certificate programs must meet the requirements of that program in addition to the requirements for graduation in MCPS.

Honors Courses
Honors courses include course work in art, computer science, English, world languages, mathematics, music, science, and social studies. The curriculum in each honors course includes appropriate adaptations for accelerated and enriched learning or pursuing in-depth studies that require abstract and higher-order thinking skills. Honors courses provide expectations and opportunities for students to work independently at an accelerated pace, to engage in more rigorous and complex content and processes, and to develop authentic products that reflect students’ understanding of key concepts.

Students in Honors, AP, and advanced-level courses are expected to maintain at least a C average. Students who receive a grade of D or E over two consecutive marking periods should be counseled and supported.

Advanced Placement Courses
MCPS has developed courses that meet College Board guidelines to accompany the Advanced Placement examinations. A qualifying score on an AP exam may give the student college credit or advanced standing in the subject in many colleges. These courses include concepts and skills that help prepare students for the AP exams. AP courses are available in the following MCPS content areas: Art; Computer Science; English; World Languages; Mathematics; Music; Science; Social Studies. Please consult your school counselor for the titles of the courses offered at your school.

Criteria for Enrollment in Honors, Advanced Placement, and Advanced-Level Courses
Principals will ensure that all students who have the capability, motivation or potential to accept the challenge of honors, AP, and advanced level courses will be accorded an opportunity to do so. Each semester, principals will convene their schools’ Honors/AP Review Committee to review the participation of students in Honors, AP, and advanced-level courses to ensure consistent implementation of the Gifted and Talented Education Policy and the accompanying regulation. This multi-stakeholder committee is co-chaired by the principal and a faculty member, and includes counselors, teachers, representative resource teachers/department chairs, and staff members who have expertise in special needs (e.g., ESOL, Special Education, and GT/LD).

The Honors/AP Review Committee also will ensure that each school provides responsible open enrollment in Honors, AP, and advanced-level courses for every student who is capable or motivated to pursue a rigorous program and higher-level course work. The committee will document the strengths that each student brings to Honors, AP, and advanced-level work and recommend a plan for outreach, nurturing, and support of potential candidates. A profile of student strengths can be determined by conducting a thorough review of the following multiple criteria:
- Mastery of course prerequisites (grades of $A$, $B$, or $C$)
- Parent/guardian recommendations
- Standardized test scores, as appropriate
- Willingness to complete challenging assignments
- Student interest or motivation
- Teacher’s/counselor’s recommendations
- Work samples and portfolios

These are the only criteria, and no single criterion is to be used to exclude a student from pursuing Honors, AP, and advanced-level course work.

**Student Withdrawals from Courses**
A student-initiated withdrawal may occur when the student and his/her parents (guardians) determine that withdrawal will be beneficial to the student. The student’s withdrawal request must be approved by his/her parents (guardians) in writing, reviewed by the counselor, and discussed with the student to ensure that there is understanding of a possible delay in meeting graduation requirements that may result if the student withdraws from a course. The counselor’s recommendation is forwarded to the principal for approval or disapproval. If a student withdraws from a course before the end of the fifth week (25 school days), no notation is made on the student’s permanent record card or report card. The request to withdraw must be made by the 25th school day.

**If the student withdraws after 25 school days of the course, the date of the withdrawal and the achievement attained to the time of withdrawal will be entered on the report card and permanent record/transcript.**

Withdrawal grades are not used in computing GPA or WGPA. However, they are included to determine student academic eligibility for participation in extracurricular activities.

**Schedule Change Policy**
Students may make sound educational schedule changes for semesters 1 and 2 from the time of registration during February/March until April 30th. After April 30th, due to staffing constraints, schedule changes will be permitted for the following reasons only:
- Master schedule conflicts
- Incorrect level placement
- Completion of summer school course
- Failure to complete a prerequisite course

**Requests to change teachers or to keep a first semester teacher will not be honored.**
Note: The schedule change policy will be strictly enforced. Consequently, students are cautioned to give consideration to choosing courses and alternates for both semesters.

**Requests for Change of Final Exam Date**
Only the Principal can authorize a change in an exam schedule. Only hard copy requests for changes will be accepted. The request must be submitted to a secretary in the Main Office at least two weeks before the first scheduled exam date. **Electronic email requests will not be considered.** The written statement must detail the specific rationale for requesting the change and it must be signed by the parent or guardian. It is the student’s responsibility to return to the Main Office to retrieve the original letter which will indicate approval or denial.
SIGNATURE PROGRAMS

Winston Churchill High School offers a challenging and innovative Signature Program. This program encompasses the Academy of Mathematics, Technology, and Science, and the Academy of Creative and Performing Arts. Only credits earned at Churchill High School will meet the Signature Program’s credit requirements. Students may join only one academic academy.

The Signature program uses Edline as their primary mode of communication. Students and parents will be able to view and download Academy updates, announcements and policies at any time via Edline. Students and parents should set up their Edline accounts to receive e-mail as the Signature Program sends important correspondence through Edline.

Students entering the Academy of Mathematics, Technology, and Science must enter in the beginning of ninth grade. The instructional modules and science labs they work on in ninth grade become the basis for their tenth grade independent experiments, their eleventh grade internships, and their twelfth grade contest entries. This Academy is predicated upon the students following a continuum of culminating projects. Students without the ninth grade component are not able to fulfill all the requirements of the Academy of Mathematics, Technology, and Science, nor do they have the background to be successful on future culminating projects.

Students entering the Academy of Creative and Performing Arts may enter this Academy in tenth grade. When entering the Academy of Creative and Performing Arts in tenth grade, the students must have already taken the first course in their focus as a ninth grader or have plans to take two courses in their focus in the eleventh or twelfth grade. It is more advantageous to begin this Academy in the ninth grade in order to reap the benefits of a smaller learning community and smoother transition into high school.

Signature Program Project Proposal Process for a School-wide Event

The Signature Program proposal process for a school-wide event begins with the student or parent working with a faculty member. The next step involves writing the proposal for the project, culminating activity, special event, or Signature capstone project, which must include the following: educational objective, detailed description of content, and timeline.

The proposal is submitted to the faculty member in the appropriate department for review and the faculty member’s signature. Upon project proposal approval, the faculty member takes the proposal forward to the review board and finally, the leadership team.
Grading and Reporting

Reporting Student Progress
Teachers inform students of the general objectives of each course or unit and of the basis upon which the student’s performance will be evaluated. During the course students are given continuous feedback on the quality of their work. In addition, a standard Report to Parents on Student Progress (report card) is provided. Parents are apprised of learning difficulties through the reporting system, through Edline and by conferences as needed. Secondary schools also use an interim report form. This form must be sent to the parents of each student who is in danger of failing or dropping more than one letter grade during the nine weeks.

The following symbols and statements are used to report progress:
- A — Outstanding level of performance
- B — High level of performance
- C — Acceptable level of performance
- D — Minimal level of performance
- E — Unacceptable level of performance

In addition, the symbols CR and NC are used for evaluation in courses for which students have the written permission of their parents to be evaluated on a credit-no credit basis instead of by the standard letter grades. **Credit and no credit may be used only in courses not specifically required for graduation by the Maryland State Department of Education or MCPS. Credit and no credit cannot be applied to a Certificate of Merit.** A student may have no more than one credit-no credit option per semester in Grade 9 and Grade 10, two (2) per semester in Grade 11 and Grade 12.

GRADE POINT AVERAGE (GPA) AND WEIGHTED GRADE POINT AVERAGE (WGPA)

All semester grades (A–E) appear on the report card and on the permanent record and are used in determining GPA and WGPA in accordance with the procedures set forth in MCPS Regulation IKCRA: *Grade Point Averages and Weighted Grade Point Averages*. An additional quality point will be added to grades of A, B and C in all Honors courses and to Advanced Placement courses only to determine WGPA. MCPS does not rank students. Students will not have an opportunity to remove the credit or grade from their transcripts. **Students may retake the course, and the grade will be recorded as well as the original grade.**

Credit and grades for students taking high school courses in middle school will be recorded automatically on the high school transcript, once a student has entered high school. If a student retakes an entire high school course taken in middle school, the lower grade will be removed from the student’s transcript.
Communication of Grading Policy
School staff will communicate the school-specific grading procedures in writing to students and parents at the beginning of a semester/school year or when school–specific grading procedures change. Unique situations may arise which will require teacher and administrator discretion.

Wellness Weekends
In order to reduce workload on certain occasions, staff will not give any assignments to students on identified wellness weekends.

Minimal Number of Assignments per Marking Period
Staff are committed to assessing student progress though out the marking period. On average, it is reasonable to expect an average of two assignments per week that will be inputted into Gradebook.

Consistency within Courses
Staff will use the same grading template and have similar number of assignments and tasks for the same course taught by multiple teachers.

50% Policy
When using points or percentages, a teacher assigns a grade no lower than 50% to the tasks/assessment. If a student makes little attempt or does no work on the task/assessment the teacher may assign a zero.

Due Dates and Deadlines Policy
Teachers will establish due dates and deadlines. Teachers are expected to separate the due date from the deadline in order to increase opportunities for students to complete assignments.
*However, there may be some exceptions when they are the same such as for daily homework assignments which facilitate the teaching and learning process.*

Late Work- 10% Policy
Work turned in after the due date and before the deadline may be lowered no more than one letter or 10% of the grade. Work submitted after the deadline will be recorded as a zero.

Rounding Grades Policy
When calculating marking period and final examination grades, teachers will round up when a percentage yields a decimal of 0.5 or more.

Homework for Practice 10% Policy
• Teachers will only assign homework that is related to the curriculum.
• Homework for practice and preparation for instruction may account for a maximum of 10% of the marking period grade.

Reteaching and Reassessment Policy
• Reteassess opportunities are identified by the teacher before the original task/assessment and will occur within an instructional unit. Reteassessment opportunities will be offered in every course.
• The following may NOT be reassessed: quarterly assessments, unit tests, final research papers, and culminating projects- Summative Assessments.
• The reassessment grade replaces the original grade.
Summative Assessment Schedule
In an ongoing effort to reduce stress and maximize performance, staff agreed to follow this assessment schedule in order to limit the number of summative assessments a student will have on any given day.

<table>
<thead>
<tr>
<th>Departments</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tr>
<td>Fine Arts/PE</td>
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<td>Health</td>
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<td>Computer Science/</td>
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<tr>
<td>Technology</td>
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</table>

- Exemplars include, but are not limited to: Unit assessments, Anchor Text Unit Test, Final Copy of Essay, Final Copy of Written Response–Ex. Paragraph, Delivery of a speech, Oral presentations, Final Research Paper, Culminating Performance Task and Portfolio Review.
- The due dates for long term projects and papers will not follow this assessment schedule because the work is done over an extended timeframe. Students should be responsible for managing their own time to eliminate being overloaded with work on a particular night.
- Make-up assessments will not follow this schedule and will continue to be scheduled on an individual basis at the mutual convenience of the teacher and the student, and according to school and department policies.
- Classes that are not listed (such as electives) will select a listed department schedule to follow and identify that schedule in the syllabus or class documents.
- In the event of an unexpected disruption to the normal MCPS operating schedule, teachers will work with the students in the individual class to determine the best day to complete the assessment.

Required Quarterly Assessments
In certain courses, standardized required quarterly assessments will be given once each quarter and weighted 10% of each marking period grade. This will be calculated into the letter grade for the marking period. This only applies to courses that previously had a countywide final exam in English, mathematics, science, social studies, world languages, and technology.

MCPS Detailed Information on Grading Procedures
COUNSELING INFORMATION

The Counseling Department is committed to helping students develop the knowledge and skills they need to reach their goals and pursue their dreams. The Counseling Department web page is an excellent source for information about the following:

- Course offerings
- Graduation requirements
- Planning calendars
- Progress report, interim, and report card dates
- Requesting a transcript
- School profile
- Student enrollment
- Transfer process
- Tutors
- Study skills
- Foreign language requirements
- College scatter grams

Private Tutors

- Parents are the primary contact for private tutors.
- Parents may request a brief initial discussion between teacher, counselor and tutors to support the tutor’s instructional planning. Thereafter, the parent is the only communication between the private tutor and the school.
- Private tutors have no input in student scores/grades in any WCHS course.

Interim Instructional Services (Home and Hospital Teaching)

Parents may request an application for Interim Instructional Services for students with medical or emotional problems. Please see the counseling page on the WCHS website or Ms. Parket in the Counseling Department for the application and additional information.
THE REGISTRAR

The registrar maintains files and permanent record cards for all students and graduates. The registrar is the student's best resource for all diploma, grade, and transcript information - now and after graduation.

Transcripts
All transcript requests begin in the Registrar's office. When requesting transcripts for scholarships, NCAA, athletic coaches, summer programs, or transfers to another school, a release form signed by a parent or guardian must be on file in the Registrar's office, and the required fees paid before the form can be sent. If a form must be completed by a counselor, the student must allow at least five (5) school days before any deadline. If the transcript is to be sent, the student must allow three (3) school days.

Fees
- Official transcript mailed by WCHS $3.00
- Unofficial transcript given to student/parent $1.00
- Report card, test cards given to student/parent $1.00

Seniors/College Applications
The first three (3) transcripts are free of charge. Additional transcripts are $3.00 each.

Release of Records
Written permission is required before the school may provide student records to employers, colleges, and other persons outside the school system. A written notice, signed by the parent (or student's if 18 years of age), giving general approval for the release of such information through verbal request of the student will meet the requirements of the law. This procedure is recommended in lieu of written releases since the general release will facilitate meeting deadlines and thus be in the student's best interests.

Work Permits
These documents are required for anyone under the age of 18 for each job held. Applications are available and can be completed online: www.dllr.state.md.us/labor/empm.shtml or a hard copy of the application can be obtained in the Counseling Office. In either case, the student fills out the requested information; the employer completes their section of the application, then the parent/guardian and the student sign the form. The “completed” application is then brought to the Counseling Office for verification and the data is entered online. When this process is finished, the actual work permit is printed out, signed by the Issuing Officer, and provided to the student to take back to their employer. The Issuing Officer retains a copy of the work permit at the school for 3 years.
THE COLLEGE and CAREER CENTER

The College and Career Center is open weekdays from 7:00 a.m. to 3:30 p.m. Parents and students are welcome. Please call 301-469-1242 for an appointment to discuss the college search and application process, scholarship and financial aid information and career interests. Valuable information on college related topics can be found on the Churchill website.

COUNTDOWN TO COLLEGE STUDENT CHECKLIST

9th Grade
- Make an appointment with your counselor to review your academic progress and plan your program for next year. Talk about your grades. Remember, the grades earned in the ninth grade are part of your official high school transcript.
- Think about volunteer and extracurricular experience to prepare for school and career decision-making.
- Read, Read, Read! Reading and study skills are basic to success in school, on tests, and on the job.

10th Grade
- Take the PSAT/NMSQT.
- Take a mock SAT and/or mock ACT offered by the Counseling Department and the PTSA on selected weekends.
- Make sure your courses fulfill graduation requirements and will help prepare you for the college you may wish to attend.
- Develop some outside interests such as clubs, athletics or music.
- Visit your College and Career Center.
- Visit your counselor. Talk about your grades and your program for next year.
- Consider taking SAT II tests in subjects you are completing this year, if it is the highest level of that subject you intend to take.

11th Grade
- Take the PSAT/ NMSQT
- Take a mock ACT and/or mock SAT offered by the Counseling Department and the PTSA
- Meet with college admissions representatives who visit your College/Career Center.
- Register for SAT I/ACT and/or SAT II.
- Register for AP exams in subjects you are completing this year.
- Attend the MCPS College Fair in the spring. Confer with your counselor about college.
- Spend time in the College and Career Center exploring college materials there. Find out about summer enrichment programs.
- Visit colleges of interest during the spring or summer.
- Develop a resume including all of your activities in and out of school. Include supplemental materials such as slides, tapes, photographs, or compositions.

12th Grade

July/August/September
- Write to colleges requesting financial aid information and check each web site. Also check online as colleges now prefer online applications.
- Follow the transcript request process to send transcripts to respective colleges as deadlines require.
- Remember, you must maintain or improve academic grades during your senior year. Colleges look unfavorably upon failing grades and may rescind admission offers.
- Make an appointment with your counselor for you and your parents to discuss college plans.
- Register for the SAT I and II and/or the ACT by early August.
- Seek teacher recommendations if needed.
October/November
- Visit college campuses. Talk to admissions representatives who visit Churchill. Have an interview if one is required.
- Mail completed forms to the colleges.

December
- Most colleges require that students requesting financial aid file a Free Application for Federal Student Aid (FAFSA) and the College Scholarship Service Profile (CSS) if needed. Parents should gather information so it can be filed in early January.
- Early Action candidates are notified of acceptances.

January
- Review online college catalogs and handbooks and see your counselor again to make sure you have taken the necessary steps for admission.

February
- The registrar will send your first semester's grades to the colleges along with any other information not already forwarded.

April/May/June
- Keep track of acceptances, rejections, and awards of financial aid.
- Reply promptly to colleges asking you to notify them of your decision. Meet deadlines or you may lose the acceptance you have gained.
- Please provide registrar with an addressed, stamped envelope for your final transcript.

July
- One final transcript is sent to the college of your choice
STANDARDIZED TESTING FOR COLLEGE ADMISSIONS

For information about specific tests deadlines refer to the “Counseling Calendar” posted on the Churchill homepage within the summer packet. Hard copies are available in the College & Career Center. Detailed information about the tests can be found and registration can be completed at www.collegboard.com or www.actstudent.org.

2016-17 SAT Administration Dates and Deadlines

<table>
<thead>
<tr>
<th>SAT Date</th>
<th>SAT Subject Tests Available</th>
<th>Registration Deadline</th>
<th>Late Registration Deadline</th>
<th>Deadline for Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 3, 2016</td>
<td>See SAT Subject Tests available on this date</td>
<td>Nov. 3, 2016</td>
<td>Nov. 15, 2016</td>
<td>Nov. 22, 2016</td>
</tr>
<tr>
<td>March 11, 2017</td>
<td>SAT Subject Tests not offered on this date</td>
<td>Feb. 10, 2017</td>
<td>Feb. 21, 2017</td>
<td>Feb. 28, 2017</td>
</tr>
</tbody>
</table>
### May 6, 2017

| See SAT Subject Tests available on this date | Apr. 7, 2017 | Apr. 18, 2017 | Apr. 25, 2017 | Apr. 25, 2017 |

### June 3, 2017

| See SAT Subject Tests available on this date | May 9, 2017 | May 16, 2017 | May 24, 2017 | May 24, 2017 |

Deadlines expire at 11:59 p.m. Eastern Time, U.S.

[https://collegereadiness.collegeboard.org/sat/register/dates-deadlines](https://collegereadiness.collegeboard.org/sat/register/dates-deadlines)

**Registering Late**

If you are testing in the United States, U.S. territories, or U.S. commonwealths and you miss the registration deadline, you still have time to submit a registration, but **you must pay a late fee.**

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*Winston Churchill High School CEEB Code for SAT 210839.*
<table>
<thead>
<tr>
<th>Test Date</th>
<th>Registration Deadline</th>
<th>(Late Fee Required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 10, 2016</td>
<td>August 5, 2016</td>
<td>August 6-19, 2016</td>
</tr>
<tr>
<td>October 22, 2016</td>
<td>September 16, 2016</td>
<td>September 17-30, 2016</td>
</tr>
<tr>
<td>December 10, 2016</td>
<td>November 4, 2016</td>
<td>November 5-18, 2016</td>
</tr>
<tr>
<td>April 8, 2017</td>
<td>March 3, 2017</td>
<td>March 4-17, 2017</td>
</tr>
<tr>
<td>June 10, 2017</td>
<td>May 5, 2017</td>
<td>May 6-19, 2017</td>
</tr>
</tbody>
</table>

http://www.act.org/content/act/en/products-and-services/the-act/taking-the-test.html#testdates
Winston Churchill High School will align disciplinary responses to student misconduct and misbehavior to the *MCPS Code of Conduct* distributed to all students and parents at the beginning of the school year. This document details a continuum of tiered responses that provide graduated levels of support, removal, and administrative responses to students’ inappropriate and disruptive behaviors in accordance with the MCPS discipline philosophy, Board policies, and MCPS regulations, as well as applicable federal and state laws.

<table>
<thead>
<tr>
<th>The lowest level will be considered first, followed by progressively more intensive consequences.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 1:</strong> Classroom and Support Responses</td>
</tr>
<tr>
<td>(e.g., classroom-based strategies, detention, written apology, parent outreach, referral to health or counseling services)</td>
</tr>
<tr>
<td><strong>Level 2:</strong> Classroom, Support, In-School Removal Responses</td>
</tr>
<tr>
<td>(e.g., community service, detention, parent conference, peer mediation, temporary removal from class, counseling)</td>
</tr>
<tr>
<td><strong>Level 3:</strong> Support, Removal, Administrative Responses</td>
</tr>
<tr>
<td>(e.g., referral to community services, In-school Intervention, detention, behavioral contracts, loss of privileges or removal from extracurricular activities, restitution)</td>
</tr>
<tr>
<td><strong>Level 4:</strong> Support and Out-of-School Removal Responses</td>
</tr>
<tr>
<td>(e.g., In-school Suspension, loss of privilege, formal intervention plans, mentoring, short-term suspension)</td>
</tr>
<tr>
<td><strong>Level 5:</strong> Support, Out-of-School Removal, Referral Responses</td>
</tr>
<tr>
<td>(e.g., long-term or extended suspension, loss of privileges, referral to alternative education settings, Expulsion)</td>
</tr>
</tbody>
</table>