

# STUDENT AND PARENT HANDBOOK

The mission of Walt Whitman High School is to prepare our students for the rigorous demands of the academic and work worlds so that they may reach their potential as self-directed, creative, and socially responsible individuals. This mission will be accomplished through excellence in teaching and learning, made stronger through active partnerships with parents and the community.



## Walt Whitman High School 2010

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# Welcome To Whitman

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On behalf of the faculty, staff and administration, I extend our warmest welcome to you. We are very pleased to have you join the Walt Whitman High School Community.

This will be an exciting time for each of us as we continue our efforts to ensure that each student is successful and self-confident in the Whitman tradition of academic excellence.

The goal of Walt Whitman High School is "Success for Every Student." This means success in academic areas, in student activities and athletics, and in the development of thoughtful, tolerant, and responsible young adults. Your commitment to these same goals, and your active participation in the life of our school, are an important part of what makes Walt Whitman High School one of America's best.

I look forward to a successful year for every member of the Walt Whitman High School community.

Dr. Alan Goodwin, Principal



## **Pillars of Ethics**

In response to concerns of educators and parents, the Whitman Cluster Ethics Committee was formed in 1993 to consider how, together, we could better promote character development in our children. Parents, teachers, students and other members of the community identified seven core values as their "Pillars of Ethics." The community regards these as basic and important standards of behavior, regardless of religious or political beliefs. Whitman High School has added "Trust" and "Accountability" to the initial seven values. The Committee has also expanded to include representatives from the greater Bethesda community including the police and Chamber of Commerce.

**Respect**

**Honesty**

**Cooperation**

**Responsibility**

**Moral Courage**

**Caring and Empathy**

**Fairness**

**Trust**

**Accountability**

**It's all about making good decisions.**

## **School Philosophy and Goals**

Tomorrow's society needs all the caring, intellectually grounded members we together can produce. Establishing that essential foundation requires the active involvement of every member of the Walt Whitman academic community: the administration, the parents, the staff, and the students.

Walt Whitman High School accepts the challenges and commitments inherent in this shared responsibility. Specifically, the administration, the parents and the staff seek to develop the knowledge, skills and values of our students to enable them to succeed as constructive members of the diverse American society and to respond to the needs of the wider world.

High standards of instruction will prepare each student for demands of the academic and working worlds as well as the delights of the social and creative worlds. The Walt Whitman High School experience will promote rigorous critical, creative and independent thinking -- an intellectual gift that will last a lifetime.

We are also committed to ensuring an atmosphere of mutual caring and respect, the fundamentals of a successful community.

Finally, we affirm that all teaching and learning must draw from the lessons of the past as we guide students to meet future challenges.

In accordance with this philosophy, we have set the following goals for the school:

- To teach students to think logically and creatively, write and speak clearly, and be at home in the world of the physical and social sciences, mathematics, history, languages, art, music and sports.
- To help students recognize and nurture their own capabilities, talents, and interests, and to appreciate those of their fellow students.
- To expect honorable behavior, good judgement, respect and concern for others, and accountability for one's own actions.
- To encourage all students to develop extracurricular interests beneficial to themselves and their society.
- To guide students on the path to success in higher education and the working world.
- To ensure that students with special needs have abundant opportunities to achieve and succeed.
- To foster the intellectual and professional growth of the Walt Whitman faculty and staff, and to make this school a rewarding place to work.
- To give every member of the Walt Whitman High School community -- students, parents, faculty and staff -- the opportunity to contribute to the work and success of that community.

## **Whitman in Brief**

Walt Whitman High School opened in the fall of 1962 with 1,418 students. The school was built on 17 levels, with a center courtyard and a geodesic dome for its gymnasium and auditorium. A Ford Foundation grant underwrote the design and construction of the dome.

In 1981, a 1,200-seat auditorium was added to the school. In the fall of 1992, Whitman moved into a new building. Only the auditorium was retained from the old school and incorporated in the new design.

Six elementary schools and Thomas W. Pyle Middle School are part of the Walt Whitman High School Cluster of Schools. The elementary schools are Bannockburn, Bethesda, Bradley Hills, Burning Tree, Carderock Springs, and Wood Acres.

Whitman is an exceedingly cosmopolitan school, with students from more than fifty-five countries. Seventy-seven percent of the students are white; four percent are African-American; six percent are Hispanic; and thirteen percent are Asian.

Students at Whitman are overwhelmingly college-bound. Ninety-five percent go on to college. Generally, approximately eighty six percent attend four-year colleges and nine percent attend two-year colleges. More than seventy percent attend college out of state.

Whitman's school colors are black, white, and Columbia blue. The mascot is the Viking. The Whitman High School Website is [www.montgomeryschoolsmd.org/schools/whitmanhs/](http://www.montgomeryschoolsmd.org/schools/whitmanhs/).

## **Awards**

Whitman students and faculty regularly win local, regional and national awards, bringing recognition to the school and community in many fields. In 2004, Walt Whitman was identified by *The Wall Street Journal* as one of the best schools in the nation and by *Newsweek* magazine as one of the best in the country in 2007. In 1992, 1994, and 1996, Redbook Magazine named Whitman the Best High School in the State of Maryland, based on student performance, course offerings, faculty, extracurricular activities, and the strong tradition of community service that has always existed at Whitman.

Students receive a broad range of awards every year. Whitman students are named as finalists or semifinalists in the Presidential Scholars Program, as National Merit finalists and semifinalists, and as Maryland Distinguished Scholars. Many art students receive prestigious local and national awards including Presidential Scholars in the Arts. The "It's Academic" team traditionally does well locally, and debate, math and science teams excel in regional and national competitions. Instrumental and choral music groups routinely win superior ratings in regional and national competitions. Extracurricular awards are frequent as well for such groups as the Debate and Forensic Teams and student publications - *The Black and White*, *SAGA* and *Eidolon*.

Teachers have received recognition from private corporations, the county and state educational systems, and from such organizations as the Presidential Scholars Program and the Master Teacher Certification Program.

## **Montgomery County Board of Education**

The Montgomery County Board of Education (BOE), the official educational policymaker in the county, is responsible for the direction and operation of the public school system. The Board consists of seven county residents elected by voters to four-year terms and a student member elected annually by all MCPS secondary school students.

With the approval of the state superintendent of schools, the Board appoints the county superintendent of schools to a four-year term, and the county superintendent then administers the schools according to Board policies.

The Board prepares and requests annual capital and operating budgets based on proposals from the superintendent. The budget requests are presented to the Montgomery County Executive and County Council, which have the final authority in setting local fiscal-year appropriations for the public schools.

The Board holds two regularly scheduled meetings monthly on the second Tuesday (generally beginning at 10:00 AM) and the second Monday following the Tuesday meeting (generally beginning at 8:00 PM). The Board also holds special meetings as needed or public hearings on specific topics, such as the capital and operating budgets. Most Board meetings are held in the Boardroom of the Carver Educational Services Center. Meetings are televised on MCPS Cable TV, Channel 60.

The Board is located at the Carver Educational Services Center, 850 Hungerford Drive, Rockville 20850. The telephone number of the Board of Education is 301-279-3617.

MCPS Website: [www.Montgomeryschoolsmd.org](http://www.Montgomeryschoolsmd.org)

## **Building**

Whitman's modern building contains up-to-date facilities that are exceptional for a high school. Classrooms are grouped by department, and each is linked by a local network computer. The building is accessible to the handicapped, and room locations are notated in Braille.

The building houses eight computer labs, ten science labs, a suite of art classrooms and darkrooms, and a

suite of technology education classrooms. In addition, there are two gymnasiums, and two workout rooms, including a weight training room. The building is also wired for cable and closed circuit television. The Whittier Woods building next door houses an annex of additional classrooms and labs.

## **Media Center**

The Media Center blends state-of-the-art resources for data searches and computer networking, a television studio, and inviting areas for reading, with space for as many as two classes to work on projects.

The resources of the Media Center are available to all students, staff, and parents. The Media Center is open from 7:00am to 3:00pm on school days. The Media Specialist and Media Assistants may be contacted at **301-320-6583** and the Media Services Technician (MST) at **301-320-6539**. The fax number for the Media Center is **301-320-6520**.

Library materials in the Media Center have been chosen to support the curriculum and areas of special concern to students. The book collection holds approximately 20,000 volumes, 80 percent of which are non-fiction and 20 percent are fiction. In addition, the Media Center subscribes to six newspapers and 40 magazines.

**Students must use their official photo identification cards to check out books** for a period of two weeks and to renew them thereafter. Just knowing an ID number is not sufficient. Some reference materials may be checked out overnight after 2:10 to be returned by 7:15 the following morning. Fines are not assessed for overdue books, but lost materials must be paid for before quarterly report cards can be issued.

Rich resources for research are available through the many online databases to which the Media Center subscribes through the Internet. One such database provides access to hundreds of additional newspapers and magazines. All computers in the Media Center are governed by the MCPS appropriate use policy. Students are also encouraged to obtain a library card from Montgomery County Public Libraries, so that their complementary databases can be accessed from the Whitman Media Center.

A television production and broadcast studio enables students to produce programs related to the school curriculum. In-house broadcasting and cable television programs are available in every classroom.

## **Maps of the School**

The school is built on three levels around an enclosed courtyard, with most classrooms on the second and third floors. "A" hall stretches across the front of the school. "B" hall is the wing with the music rooms and auditorium. "C" hall wraps around the courtyard from each end of "A" hall. "D" hall is the wing that houses the gymnasium, other sports rooms and the technology education classrooms.

## Daily Bell Schedule

### Normal Day

Period 1	7:25-8:11
Period 2	8:16 -9:04
Period 3	9:09-9:55
Period 4	10:00-10:46
Period 5	10:51-11:37
Lunch	
Period 6	11:42-12:28
Lunch	
Period 7	12:33-1:19
Period 8	1:24-2:10

### Two-Hour Delayed Opening

Period 1	9:25-9:56
Period 2	10:01-10:34
Period 3	10:39-11:10
Period 5	11:15-11:46
Lunch	
Period 6	11:51-12:22
Lunch	
Period 4	12:27-12:58
Period 7	1:03-1:34
Period 8	1:39-2:10

### Early Release

Period 1	7:25-7:52
Period 2	7:57-8:24
Period 3	8:29-8:56
Period 4	9:01-9:28
Period 7	9:33-10:00
Period 8	10:05-10:32
Period 5	10:37-11:06
Lunch	
Period 6	11:11-11:40
Lunch	
Dismissal	

## Staff

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Whitman has a large and talented staff, many of whom have been a part of the school for many years. Whitman has had only three Principals in its 36 years. Currently, Dr. Alan Goodwin is the Principal of Walt Whitman High School. Dr. Marco had been the Principal since 1975, taking over from the school's first Principal, Dr. Daryl Shaw.

### Administration

#### **Alan Goodwin, Principal**

**320-6585**

Supervises and administers: grade 9; Music, English, Guidance Services, business manager; public relations; alternative education programs; stipend activities; career information services; resource teachers; teacher evaluations; athletics evaluations; and the School Review Admission-Dismissal Committee. He also serves as liaison to the PTSA and coordinates reports to the Board of Education and the State of Maryland.

#### **Angela Cook, Administrative Secretary**

**320-6585**

Secretary to the Principal, supervises main office and attendance staff, monitors substitutes/emergency coverage, payroll, Parent/Student Handbook, summer mailer, special events coordinator, school supplies coordinator.

#### **Kathlyn Carroll, Assistant Principal**

**320-6578**

Supervises and administers: grade 11, 9; graduation, ESOL, Social Studies, and Special Education Departments, Community Based Alternative Education Programs, Learning for Independence (LFI) Program, , Ed Cluster, school publications; Staff Development, EMT/ARD Coordination; Title IX/Affirmative Action; Security Media Center, Assemblies, Graduation, PA Announcements.

#### **Kathy McHale, Assistant Principal**

**320-6551**

Supervises and administers: grade 10, 9; attendance; Foreign Language,, PE and Art Departments; Emergency Drills; School Surveys, Student Assistant Program, Staff Activities, Teacher Student Assistant Program; testing coordinator-local, county, state.

#### **Jennifer Webster Assistant Principal**

**P320-6579**

Supervises and administers: grade 12, 9; Master Schedule ,Math, Computer Science/Tech Ed Business Departments, Student Records/Report Cards, SGA liaison; Publicity Director, Computer Science, Global Access/ User Support; Technical Support; Field Trips.

#### **James Campbell, Business Manager**

**320-6580**

Supervises building services, cafeteria services, financial services, outside use of facilities; financial records; coordinates major maintenance requests; student insurance; reduced/free lunch; federal aid; school pictures; materials management; health services and other duties as assigned.

#### **Joy Garnett, Financial Assistant**

**320-6577**

#### **Main Office**

**320-6600**

Donna Gardiner, Secretary

Shanita Watkins, Secretary

Elsa Khalil, Attendance Secretary

**320-6576**

<b>School Counseling Office</b>	<b>320-6590</b>
Fran Landau, Resource Counselor	
Jamie Ahern, Counselor	
Jennifer Higgins, Counselor	
William Kapner, Counselor	
Molly McAllister, Counselor	
Rob Putt, Counselor	
Kelly Singleton, Counselor	
Kari Wisler, Counselor	
Pam Bobrow, Guidance Secretary	
Jan Marmor, Career Information Coordinator	
Shannon Steward, Registrar	
Susan Katz, Transcripts	

## **Departments**

<b>Art Department</b>	<b>320-6605</b>
Marjorie Scott, Resource Teacher	
<b>Business Education / Cooperative Work Experience Dept.</b>	<b>320-6566</b>
Demitra Marafatsos, Chair	
<b>Computer Science</b>	
Marjorie Scott, Resource Teacher	
<b>English Department</b>	<b>320-6588</b>
Beth Rockwell, Resource Teacher	
<b>Family &amp; Consumer Services/Child Development</b>	<b>320-6597</b>
Marjorie Eiserike, Child Development	
<b>Foreign Languages Department</b>	<b>320-6541</b>
Pam Garcia, Resource Teacher	
<b>Intensive English Language Center (ESOL)</b>	<b>320-6613</b>
Sonja Maroni, Resource Teacher	
<b>Mathematics Department</b>	<b>320-6589</b>
Russell Rushton, Resource Teacher	
<b>Music Department</b>	<b>320-6542</b>
Jeffrey Davidson, Chair	
<b>Physical Education Department</b>	<b>320-6586</b>
Nancy Kull, Resource Teacher	
<b>Science Department</b>	<b>320-6574</b>
Don DeMember, Resource Teacher	
<b>Social Studies Department</b>	<b>320-6598</b>
Robert Mathis, Resource Teacher	

## **Special Education Department**

<b>Learning for Independence</b> Steve Sutherland	<b>320-6608</b>
<b>Speech Therapy</b> Speech Pathologist- Lynn Cummings	<b>320-6608</b>
<b>Resource Room Programs</b> Diane Long, Resource Teacher	<b>320-6608</b>
<b>School-Community Based Program for Severely and Profoundly Handicapped</b> Veronica Garner Jane Wykes	<b>320-6570</b>
<b>Mark Twain Satellite Program</b> Joseph Mornini, Resource Teacher	<b>320-6628</b>
<b>Technology Education Department</b> Kevin Pope, Chair	<b>320-6607</b>
<b>The Media Center</b> Ginny Trulio, Media Specialist	<b>320-6583</b> fax 320-6520
<b>Health Room</b> Julie Olson, Nurse	<b>320-6582</b>
<b>Security</b> Andy Weiss, Team Leader	<b>320-6549</b>
<b>Food Services</b> Karen Phillips	<b>320-6584</b>
<b>Building Services</b> Robert E. Johnson, Supervisor Neil Hawkins, Night Supervisor Norma Diaz, Plant Equipment Operator	<b>320-6606</b>
<b>Network Administrator</b> Greg Thomas	<b>320-7194</b>

## Academic Program

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With "success for every student" as a goal, Whitman offers many opportunities for students of all abilities to be successful. Advanced and honors classes are available for students with the ability and willingness to work very hard at difficult subjects. A large and exceptionally varied number of college-preparatory classes challenge the college bound students. Vocational and technical courses prepare students for jobs after high school, and internships and service opportunities give students practical real world experience. Special English-language courses are offered for those not fluent in English.

There are programs to help students with learning disabilities, minor handicapping conditions, severe handicapping conditions, and serious emotional handicaps. There is help for students with hearing impairments and speech problems. As much as possible, students in these programs are mainstreamed in regular classes, when appropriate.

### Maryland Diploma Requirements

The State of Maryland requires four years of study beyond 8th grade and at least 22 credits for a diploma.

#### Required credits

English	4	
Mathematics	4	(One algebra & one geometry credit must be included)
Social Studies	3	(1 credit U.S. History, 1 credit World History, 1 credit National, State & Local Government)
Science	3	(1 credit Biology required)
Fine Arts	1	
Technology Education	1	
Physical Education	1	
Health	½	

All of the courses fulfilling these requirements listed above must be taken for a letter grade. In addition to meeting the specific credit requirements, a student is required to earn at least **one** of the following:

**Foreign Language - 2 credits**

**or**

**Advanced Technology Education - 2 credits** (courses in Advanced Technology Education marked with a ¶ in the MCPS County Course Bulletin.)

**or**

**Successfully complete a state-approved career and technology development program -4 credits.** The Edison Center is an example. See your counselor if interested.

## Elective Credits

The remainder of the 22 credits required for a Maryland diploma are electives chosen by the student. Electives include foreign languages, additional academic courses, and additional courses in the arts, music, humanities, business education, technology education, and family and consumer services. Electives may be chosen to offer a varied experience in many subject areas, or they may be planned as a sequence of activities leading to proficiency in a given discipline.

Students who wish to be eligible for editorships, internships, and other positions of responsibility as seniors should include the sequence of necessary electives in the four-year plan.

## Certificate of Merit

Students may receive the Montgomery County Public Schools Certificate of Merit in addition to their diploma if they earn at least 12 credits in advanced courses as identified by Montgomery County Public Schools. Students must also have successfully completed Algebra 2 and have a total grade point average of 3.0 to qualify for the Certificate of Merit. Please refer to the MCPS Course Bulletin for requirements.

## Student Service Learning (SSL)

Service learning is a graduation component in Maryland. The number of service-learning hours needed for graduation is based on the date a student first enrolled in MCPS. The specific SSL hour requirement is explained, along with other SSL information, at <http://www.mcps.k12.md.us/departments/ssl/>. MCPS students begin fulfilling this requirement the summer after Grade 5 and continue to accrue SSL hours through high school. Students who earn 260 or more SSL hours receive a Certificate of Meritorious Service at the time of graduation. The phases of preparation, action, and reflection, distinguish SSL from volunteering and community service. Service learning hours may be earned in the following ways:

- **Community:** Full participation in pre-approved service learning activities with nonprofit, tax-exempt organizations listed at <http://www.mcps.k12.md.us/departments/ssl/>, and in the *Guide to SSL Volunteer Opportunities* distributed to every student in the spring and found in SSL coordinator and counseling offices.
- **Community:** Prior approval of MCPS Form 560-50, Application for Student Service Learning Special Activity for participation with nonprofit, tax-exempt organizations not listed as “Pre-approved Service Opportunities.”

All activities for which SSL hours are desired must occur in a public place, be secular in nature, and be supervised by a representative from a non-profit, tax-exempt organization. One SSL hour is awarded for every one hour of service outside of the instruction day with a maximum of 8 hours in a 24-hour period.

**MCPS Form 560-51, *Student Service Learning Activity Verification***, is required to document all activities for which SSL hours are desired. For individual SSL questions, contact the SSL coordinator in any middle or high school. *Reporting:* To report SSL hours, complete the SSL Activity Verification Form and submit it to the transcript secretary. A log of hours is required if over 20 hours of service was performed.

## Maryland High School Assessments (HSA)

Maryland High School Assessments are end-of-course tests related to MCPS courses Algebra 1, Biology, English 10, and NSL Government. All middle and high school students enrolled in any of the HSA courses are required to take the HSA at the end of the course. The Maryland State Department of Education (MSDE) has designed the tests to measure student achievement and school performance providing valuable information to student's parents, and schools.

The State Board of Education sets minimum passing scores for the four High School Assessments (Algebra/Data Analysis, English, Government, and Biology) in June 2004 and made this High School Assessments a graduation requirement for students who entered Grade 9 in September 2005 (Class of 2009) or later. They have also adopted a plan to offer alternative ways to calculate a cumulative total passing score and identified alternative tests that may be used to meet the HSA requirement. For details, visit the Web site at [www.mcpshsa.org:contact](http://www.mcpshsa.org:contact) the office of High School instruction and Achievement, 301-517-5007; or contact your local school.

### The passing scores are:

Subject	Passing Score
Algebra 1	412
Biology	400
English 10	396
NSL Government	394

### The minimum scores are:

Subject	Passing Score
Algebra 1	402
Biology	391
English 10	386
NSL Government	387

### Examples:

Meets Requirement		Does Not Meet Requirement	
Algebra 1	405 (Minimum)	Algebra 1	409 (Minimum)
Biology	410 (pass)	Biology	405 (pass)
English 10	386 (Minimum)	English 10	396 (Pass)
NSL Government	402 (Pass)	NSL Government	390 (Minimum)
Total	1603 (Pass)	Total	1600 (Fail)*

**\* Even if students achieve the minimum score option, their score must total 1602 or higher.**

### **Maryland High School Certificate**

This certificate shall be awarded only 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 four years beyond grade eight, or its age equivalent, and is determined by an Individualized Education Program Team, with agreement of the student's parents, to have developed appropriate skills for the individual to function in society as exemplified by, but not limited to, participation in:
  - a) gainful employment
  - b) sheltered workshops
  - c) supported employment or
  - d) work activity centers
2. The student has been enrolled in a special education program for four years beyond grade eight or age equivalent and has reached age 21.

### **Courses and Credits**

Every high school has the responsibility of providing a comprehensive program for each student. Within that comprehensive program, there is a Basic Core of courses that is offered in every high school. The Basic Core is comprised of two categories of courses. All Category 1 courses must be offered and given in each senior high school regardless of course enrollment except that they may be offered and given in alternate years or in combined classes when enrollment is less than 15. All Category 2 courses must be offered and given in a senior high school only when the enrollment in that course is 15 or more students. If budget and staffing permit, Category 2 courses may be given for fewer than 15 students.

All courses in grades 9-12 are one semester in length. The student receives a final grade and earns credit in each course taken upon the completion of each semester's work, or one-half credit for successful completion of a single-period course, one credit for a double-period course, etc. Where the sequence of instruction in a course is a year in length, the year's work is divided into two semester-length courses, most often designated "A" and "B."

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 standard letter grades. Credit/No Credit may be the mode of evaluation only in courses other than those specifically required for a Maryland Diploma. Credit/no credit can not be applied to a certificate of merit course. Students must consult with their guidance counselor for Credit/No Credit status at the **beginning** of each semester. Credit/No Credit status does not affect the registration process.

## **Course Levels**

### **Regular Level Courses**

All regular level academic courses at Whitman are recognized college-prep courses providing students with the knowledge and discipline needed for college work. Students in such courses are expected to fulfill a series of demanding objectives. In most instances, students pursue the same objectives as in honors courses. The development of higher-order thinking skills is included. Writing projects are required as subject matter demands.

### **Honors Courses**

Honors work can be done in Grades 9-12 in English, Foreign Languages, Health Education, Mathematics, Sciences, Social Studies, and Computer Science. These courses provide content and instruction that matches the students' abilities, achievement levels, and interests. Students enroll in individual honors, AP, and advanced-level courses and not in an honors program as a whole. Students in the honors program are expected to make greater use of abstract thinking skills. In honors courses students are expected to work independently and to undertake research and writing projects of a sophisticated nature. Students entering ninth grade should exercise special care in registering for honors courses.

### **Advanced Placement Courses**

Advanced placement courses are those for which there is College Board advanced placement examination. MCPS Program of Studies descriptions for these courses include topics and skills which help to prepare students for the advanced placement exams. A qualifying score on an advanced placement exam may give the student college credit or advanced standing in the subject in many colleges. All work in the advanced placement courses is considered to be honors work. All students who take an advanced placement course are expected to take the advanced placement test for that course.

### **Selection and Continuation Criteria for Courses in the Honors Program**

Selection for advanced placement and advanced level courses, and for honors work in designated courses is made based on a review of the following criteria.

- 1. Mastery of course prerequisites-Grades of A, B, or C**
- 2. Parent/guardian recommendations**
- 3. Standardized test scores, as appropriate**
- 4. Willingness to complete challenging assignments**
- 5. Student interest and motivation**
- 6. Teacher/counselor recommendations**
- 7. Work samples and portfolios**

Listed above are the only criteria, and no single criterion is to be used to exclude pursuing honors, AP, and advanced-level course work. Prior to the start of each semester, all candidates for honors, AP, and advanced-level will be notified regarding their enrollment.

All students who have the capability or motivation or potential to accept the challenge of honors, AP, and advanced-level courses will be provided an opportunity to do so.

Students in honors, AP, and advanced-level courses are expected to maintain at least a "B" average.

Students who receive a grade of "C" at the end of the first marking period of the semester should be counseled about ways to improve their performance.

Students who receive a grade of a "D" or "E" over two consecutive marking periods should be considered for removal from honors or advanced-level work in the designated course.

## **Review Process**

Students who are not recommended for enrollment but who still wish to be considered for honors, AP, and most advanced-level course placement should appeal in writing to the principal for a special review within ten school days of notification.

## **Grading System**

The following symbols are used for grading:

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
CR	Credit
NC	No Credit
E2	Loss of Credit
I	Incomplete

## **Grade Point Average and Class Rank**

The grade point average (GPA) is determined by assigning each grade a value, adding all the grade values, and then dividing by the number of grades. Grade values are: A = 4, B = 3, C = 2, D = 1, and E = 0.

For determining grade point average, there is extra value given to grades in advanced and honors classes, thus determining a weighted GPA (WGPA). To calculate a WGPA, grade values are A= 5, B= 4 for all honors courses and C= 3 for all Advanced Placement and Advanced Level courses.

Only the GPA or WGPA is provided on the transcript. Montgomery County Public Schools does not rank students.

## **Off-Site Technical and Vocational Classes**

In addition to the technology classes offered at Whitman, students have the opportunity to be part of a fire service cadet program or to spend half of the school day at the Thomas Edison High School of Technology. Courses there include carpentry, medical careers, restaurant management, and much more. Courses at Thomas Edison High School are listed in the course bulletin that is given to all students in the spring and that is available in the School Counseling Office.

## **Internships and Service Opportunities**

Students who are qualified and interested can, generally for credit, serve in a variety of internships and special programs such as school office internships, a leadership program, a teacher assistant program, a business internship program, and off-campus entrepreneurial and executive internships. Students should see their counselors for more information.

## **International Opportunities**

Whitman is developing relationships with schools world-wide through a variety of contacts including video conferencing and school visits.

## **Student Support Services**

### **Special Education Program/Non-Special Education Program**

There are five Special Education Programs at Walt Whitman High School offering a wide range of services for students who have various types of disabilities. The five programs are:

1. Resource Room Program
2. Small Class Program
3. School Community Based Program
4. Speech and Language Program
5. Mark Twain Satellite (ED Cluster) Program
6. LFI Program

### **Resource Room Program**

The Resource Room supports and provides programming for students who need ongoing monitoring in academic areas. The Resource Room Program also provides both direct and consultative services for students with diagnosed disabilities or students suspected of having a disability, handicapping condition, emotional handicap, educational disadvantage and/or learning disability. Services are provided for students as specified by an *Individualized Education Program* (IEP), or as recommended by the Walt Whitman High School *Educational Management Team* (EMT). Students who receive direct services from a Resource Room teacher may be seen daily as part of their schedules. Students may also receive indirect consultative services while taking regular academic classes. A Resource Room teacher monitors these students through consultation with the regular classroom teacher.

Educational diagnostics and assessments are provided upon the recommendation of the Screening IEP Team. Parents and/or staff may initiate this process through the School Counseling Office. All instruction is guided by the IEP Team or EMT recommendations.

Resource Room instruction includes study skills, specific written language skills, reading comprehension, vocabulary enrichment, mathematics computation skills, mathematics problem-solving skills, test-taking skills, and organizational skills.

In addition to instructional services, students are provided both direct and consultative services in adapting regular class content materials. For example, optional testing accommodations and resources needed to compensate for their specific learning problems may be included.

Students who are in need of additional services for successful fulfillment of requirements in their academic classes may be enrolled in Resource Room Programs on a non-handicapped basis upon the recommendation of the EMT and with parent approval. Students who are enrolled in the Resource Room Program, and use this time to achieve objectives of the IEP, receive one-half credit per semester toward graduation.

### **Small Class Program**

The Small Class Program is provided for students whose IEP documents a need for small academic classes with the availability of a special educator either instructing the class or supporting the instruction. The number and types of classes varies each year according to student need. Small Class students may also access the Resource Room.

Members of the Walt Whitman High School Special Education Department are certified special education teachers and, as such, may teach special education and content courses for special education students. Sometimes these classes are taught in a "small class" setting with approximately one teacher and ten students. All other times, special education and general educators team up to "include" special education students in a regular education content class.

### **School Community-Based Program**

The School Community-Based Program is provided for students with diagnosed moderate to severe handicapping conditions. The Central Individualized Education Team places students in this program. A wide variety of educational services are offered by experienced and certified staff to provide students at the senior high level with skills needed to participate to the fullest extent possible in functional life activities. This program is a component of a systematic, longitudinal effort. The goal of the program is to teach moderately and severely handicapped individuals skills needed to participate in as many school and community activities with non-handicapped persons as possible. Peer relationships with non-handicapped students are encouraged and fostered. Areas of instruction in this program include Stores and Services, Home/Self Care, Vocational Skills, Recreation/Leisure and Transportation/Mobility.

### **Speech and Language Program**

This program provides services for students who are referred by the school's Educational Management Team (EMT) or for students who are recommended to receive direct or indirect services by the IEP. Each student who receives Speech and Language Services has an Individualized Education Program (IEP) which specifies his/her needs, the services he/she is to receive, and the objectives he/she is to attain. A certified Speech and Language Pathologist provides these services.

### **Mark Twain Satellite (ED Cluster) Program**

The Mark Twain Program is designed to meet the needs of students with emotional impairments. The Individualized Education Planning Team (IEP) and/or Central Office placement place students in this program. The Mark Twain Satellite Program is a highly structured school setting for students who are experiencing severe behavioral, emotional and academic problems. Trained teachers and assistants work with students in resolving these problems. Participation in the regular Walt Whitman education program is encouraged. Students in the satellite program attend regular classes as well as the smaller structured classes in the satellite program.

### **Section 504 Plans**

Students who meet the eligibility guidelines will have a Section 504 Plan developed for use in school. The plan specifies the nature of the impairment, the major life activity affected by the impairment, accommodations necessary to meet the student's needs, and the person(s) responsible for implementing the accommodations.

### **Itinerant Services**

Itinerant support is provided for students who have a special need as indicated on their IEP. Itinerant support may take the form of auditory services, vision services, occupational therapy or physical therapy. The specialist comes to the school to provide services to the student.

### **The GO Program**

The Get Organized (GO) program is an alternative program for at-risk students. Parents, counselors or administrators identify eligible students. The students participate in a class each day that assists them in organization, homework completion, behavior monitoring and the development of the necessary skills for success in high school and college. This is accomplished by goal setting, communication with the student, parents and teachers, monitoring of progress and implementation of behavior plans that the student will develop with the teachers' assistance.

### **LFI Program**

Learning for Independence (LFI) emphasizes individualized student learning in school and community sites. These students learn functional life skills and basic academics in the context of general school environment and in community settings. The students are often included in general education learning environments with adapted curriculum.

## Attendance Policy

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The attendance secretary can be reached at 301-320-6576.

Please call the Attendance Office if a student will be absent from school and send a written note when student returns to school. **Do not send emails – only handwritten notes will be accepted.**

### **General Rules:**

Students must attend all scheduled classes daily. Students who arrive after the warning bell go directly to class. Students requesting early dismissal must obtain an Early Departure Form from the Attendance Office. Every student issued an Early Departure Form must sign out at the Attendance Office when leaving the building and sign in upon returning. A note from a parent/guardian is required to excuse any absence. A physician's note is required for medical appointments during the school day and for any absence of five (5) or more days due to illness. Notes regarding absences must be presented at the Attendance Office within three (3) days of returning to school. Missing twenty (20) minutes of any class constitutes an absence from that class. Three (3) unexcused tardies in a class constitute an unexcused absence in that class. Five (5) unexcused absences from a class result in a loss of credit (LC) for the course. Students who anticipate being absent should bring a note to the Attendance Office one week prior to the day of their absence, i.e., college visits, school-related activities, etc. Students who participate in school sports must turn in notes 24 hours prior to each pre-approved absence, early departure or late arrival.

### **Abbreviated Schedule**

A list is maintained in the Attendance Office of students who attend the Thomas Edison High School of Technology, have internships or teacher assistant programs, or otherwise require early release. These students must sign in/out at the Attendance Office daily. Students with abbreviated schedules are expected to leave campus after their last scheduled class.

### **Age of Majority**

Upon reaching age 18, students may apply to exercise their "Rights of Majority", according to Maryland Law H.B. 299 (5/23/73). This means that an eighteen-year-old may assume the rights and obligations of an adult. Forms are available in the attendance office and require a parent signature. At that time, adjustments and notations will be made on the student's records.

The school shall then honor the student's signature on absence notes. The student is also allowed to decide who will have access to his or her student records. In disciplinary cases that involve suspension, the school will inform parents. In some other cases such as excessive absences, parents can be notified if the student still lives in the family home.

**NOTE:** Age of Majority (AOM) status is a privilege, and the school reserves the right to rescind that privilege if it is abused. Students who exercise their AOM privilege are held accountable for their judgment and their actions. If a student with AOM falls into a pattern of absences or tardiness, the school contacts the student's parent/guardian and rescinds the student's AOM status.

### **Early Departure Procedures**

Students will be excused for early departure only by presenting a note to the Attendance Office. For security purposes, no student will be excused without a note.

All students must sign out in the Attendance Office in order for the absence to be excused. If medical appointments must be made during school hours, a doctor's note **must** be presented when signing back in.

**All notes must be written in ink and include:**

- Student's full name (printed)**
- Date and time of early departure**
- Student's ID number**
- Reason for early departure**
- Parent's/guardian's work and home telephone numbers**
- Parent's/guardian's signature or**
- Student's signature if an "Age of Majority" form is on file.**

Upon returning, the student must sign in at the Attendance Office and exchange the Early Departure Form for an Admittance Slip. The student must present this form to the teacher whose class he/she is entering. Students are responsible for making up all class work and assignments missed as a result of early departures.

**Students who leave school without permission and without signing out will be marked as unexcused for classes missed.**

### **Excused Absences/Lawful Absences**

The State of Maryland regards the following as lawful absences from school:

- **Illness of student**
- **Death in immediate family**
- **Court summons**
- **Religious Observances**
- **Violent/hazardous weather**
- **Emergencies designated by Superintendent of Schools**
- **State emergency**
- **Work or other activity accepted by school authorities (see "*Excused Absences-Special Exceptions*")**

### **Excused Absences - Special Exceptions**

The Principal may excuse certain absences for school or work-related activities, provided a parent/guardian submits a written request **at least one week** prior to the absence. Included are:

- **Participation in activities sponsored or approved by MCPS, county or state agencies.**
- **Visits to colleges and participation in college orientation programs.**
- **Work hours in cooperative education programs.**

**For more information, contact the Attendance Office.**

### **Health Room Dismissal**

If a student becomes ill at school, he or she should report to the Health Room. Students dismissed from school by the Health Room Technician or Nurse must sign out at the Attendance Office. Upon departing, students must present the Health Room Dismissal slip to the Attendance Office. Any additional days of absence will be excused only with a note from the student's parent/guardian.

## **Late Arrival/Tardiness**

- Any student who arrives at school after the warning bell, whether the reason qualifies as excused or unexcused, must report directly to class.
- All late arrivals, except late buses, must be explained in a legitimate signed note in order to be excused. Students who arrive on a late bus are to report to the Attendance Office for a late bus pass.

## **Loss of Credit (LC)**

If a student loses credit in a course an E2 will be given in place of a course grade for all marking periods within that semester. Credit will be denied for the semester unless the student successfully petitions the teacher in writing for credit reinstatement. A student who has lost credit in a class should see his/her counselor regarding the right to petition for restoration of course credit and the procedure for doing so. Students who lose credit in a course are required to continue attending the class.

## **Notes Excusing Absences**

A note from a parent/guardian and/or physician/dentist citing a lawful reason for an absence is required to excuse any absence including medical/dental appointments. **A physician's note is required for medical appointments during the school day and for any absence of five (5) or more days due to illness.** All absences are considered unexcused until a student presents a note signed by a parent/guardian or physician. The student is responsible for bringing the note to the Attendance Office. All notes must be written in ink. Returning to School after an Absence

Each student returning to school after an absence must:

1. Submit a legitimate note to the Attendance Office within three (3) days of returning to school.
2. Meet with **each** teacher to arrange for making up missed work. Teachers allow students a limited number of days to make up missed assignments, usually equal to the number of days of the legitimate absence.

## **Truancy & Class Cutting**

A student who is absent from school without lawful cause is considered truant. A student who is absent from any class without permission or a legal excuse is considered to be cutting class. A student who is absent from class but whose name does not appear on the absence bulletin will be considered cutting class until the situation is resolved. All class cuts are unexcused and will apply towards LC (Loss of Credit).

Truancy (illegal absence from school) and cutting classes are serious infractions of school policy. With staff cooperation the Attendance Office tracks each student's attendance and verifies the legitimacy of claimed excuses for absences, late arrivals and early departures.

**For each class missed without a lawful excuse, the student receives detention and the parents/guardians are notified.**

## **Unexcused Absences**

- **1st Unexcused Absence:** Teacher informs and counsels the student and assigns detention.
- **2nd Unexcused Absence:** Teacher may telephone the student's parent/guardian and assign the student to detention.
- **3rd Unexcused Absence:** In addition to contacting the student's parent/guardian and assigning the student to detention, the teacher completes a MCPS Loss of Credit Form 270-23 with the date of the parental/guardian contact noted. The form is sent to an administrator for mailing; a copy is given to the student's counselor.
- **4th Unexcused Absence:** The teacher issues a final warning to the student, assigns detention, and telephones the parent/ guardian. The administrator and counselor are notified.
- **5th Unexcused Absence:** The student's teacher assigns detention and the MCPS Loss of Credit form is filed with an administrator. The administrator notifies the student and his parent/guardian about the Loss of Credit (LC).

## **Vacations**

Absences for vacations that are not pre-approved are unexcused. The Administration must approve the absence at least one week in advance of the absence.

## Computer Use Policy

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Walt Whitman High School encourages students to make educational use of its computers during the school day. Before using the computers in the building, students must read and abide by the rules established by the school system for the use and protection of this valuable equipment. All students and parents are to complete and return the Student Request for Access to Networks form 271-4B and to read the MCPS Appropriate Use of Computer Networks Policy Form. In addition, lab specific rules may be posted in computer labs. Students who violate these rules may incur penalties ranging from detention to the loss of use of all school computers and possible legal prosecution. All students must have their network username and password available at all times.

This list of rules is not meant to be all-inclusive. There may be other examples of computer misuse not specifically mentioned here (or in the MCPS policy) that are still clear violations of the policies. A determination could be made, therefore, that a student did violate the Computer Use Policy, and the above consequences would then be enforced.

**Students wishing to use a school computer must agree to the following:**

### Electronic Data Security

- Students may only access authorized software. Typically, this means only using programs listed on the main network menu.
- Students may not access any inappropriate materials or non-educational sites on the Internet.
- Users are responsible for their own accounts and are expressly prohibited from sharing of accounts and passwords.
- Any violations *that can be traced to an individual account* name will be treated as the responsibility of the account owner.
- Users *must log off* all systems *before leaving* a computer or workstation or allowing others to use it.
- Users must not install software or hardware, or disable or modify systems or security settings or measures (such as anti-virus software) installed on any computer for any purpose.
- Students may not use school computers without adult supervision or explicit permission from a staff member.
- All computer disks **MUST BE SCANNED** for viruses before using.

### Conduct and Use

- All use of computer facilities, networks, and other technology resources must be for educational purposes and are subject to MCPS review and may be logged and archived.
- MCPS First Class e-mail is for educational purposes only. All actions are subject to MCPS review and may be logged and archived. All student use of MCPS e-mail must be authorized for purposes of supporting or facilitating the learning process.
- Students are prohibited from using **unauthorized** e-mail, instant messaging and chat rooms.

Although it is impossible to document all inappropriate conduct and use of computer facilities, the following guidelines provide examples of computer and network use infractions that are prohibited:

- System tampering (any unauthorized alteration of operating systems, individual accounts, software, networking facilities, and/or other programs) and/or equipment damage;
- Decrypting passwords and/or gaining unauthorized higher level access or privileges or attempting to do so;
- Interfering deliberately with other users;

- Making statements or actions that are libelous, slanderous, or that harass others.

Inappropriate *materials* consist of text, graphic, pictorial, or auditory representations of items that are inconsistent with the educational mission of the school system as set forth in the policies of the Board of Education, including material intended to teach skills that would enable an individual to engage in illegal activities, materials that promote discrimination against others based on race, religion, gender, nationality, sexual orientation, or advocate illegal use of any controlled dangerous substances or of alcohol.

## **School Counseling Office**

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School Counselors support the developmental and academic needs of students. Counselors deliver prevention and intervention services that support the academic, career, personal, and interpersonal and healthy development of all students. Prevention and intervention services include academic advocacy, classroom/group guidance lessons, individual student planning, staff and parent consultation, school program support and crisis response.

Nearly all students meet with their counselors at least once a year. Parents are also welcome to talk with counselors and may schedule appointments through the School Counseling Office secretary who also schedules parent-teacher conferences upon request.

The School Counseling Office helps in administering Advanced Placement Examinations and other testing programs; for research such as the follow-up study on seniors; for setting up, maintaining, and interpreting student records; and for referring students and parents to school, community, or county services when needed.

Counselors work closely with the Whitman Educational Support Team and the entire Whitman staff in coordinating services for students who have any of a wide variety of special needs. Parents who have special concerns about their students should contact their assigned counselors.

The School Counseling Office has an "open door" policy: a student may ask any counselor (or other member of the school staff) for help in personal or social areas with confidentiality respected. However, matters relating to schedule changes, records, and college counseling are handled by the student's counselor.

Parents and students are encouraged to develop an ongoing relationship with counselors rather than turning to them only in times of crisis. A counselor already acquainted with a student will find it easier to help when the need arises. In most cases, a student keeps the same counselor throughout the high school years. If a student should need to change his or her assigned counselor, a parent may request such a change through a letter to the Principal.

### **Counseling Advisory Committee (CAC)**

The Counseling Advisory Committee (CAC) is a PTSA-sponsored committee that works with the School Counseling Office to increase communication among parents, students, and the school. The CAC is composed of the school counselors, parent members of the committee, students (representing all grades), and the Principal and assistant principals. The CAC usually meets the fourth Wednesday of most months at 2:10 PM in the Career Information Center (CIC).

The CAC sponsors and runs seven forums each year for the School Counseling Office: the freshman, sophomore, junior, and senior class parent meetings; college forums on strategies for college admission; college selection for students with special needs; and a discussion on a current book or topic.

### **STRESSBUSTERS Committee**

The Stressbusters Committee is a subcommittee of the Guidance Advisory Council and was formed in 2004. It consists of parents, students, the school principal, and Whitman's resource counselor. The Stressbusters Committee aims to reduce the negative effects of stress on students at Whitman. The committee works with the administration, the school counseling department, parents and students to identify and remove unnecessary sources of stress and to improve students' ability to cope and normal levels of stress. The brochure describing stressbusting tips, recommended reading, useful websites, results of surveys addressing homework loads in AP classes, evening lectures and book discussions for parents and students about stress and related issues. Tip sheets about school-related issues for students and parents, and other accomplishments are also included in written format.

### **Maryland (Walt Whitman) Student Assistance Program**

The Student Assistance Program, also known as SAP, is a program to reach students who appear to be in trouble with substance abuse but have not sought help. Parents, teachers, other staff, or students may refer a student they are concerned about to the S.A.P. Team. The Student Assistance Team meets with

the referred student and/or his or her parent to share their concerns about the student's behavior, attendance, grades, etc. The family is then given the opportunity to meet with professionals who have the ability and expertise to assess whether substance use may or may not be a source of concern and a reason for the student's behavior.

Referral forms are in the Main Office, the School Counseling Office, and the Health Room. You may return a completed form in a "confidential" envelope to a counselor or an administrator. Everything the Student Assistance Team does is strictly confidential. No files or records are kept on any referrals. For more information, please contact the School Counseling Office.

### **Career Information Center (CIC)**

The Career Information Center (CIC), a service of the School Counseling Office, is a centralized source for information on careers, colleges, employment opportunities, scholarships, and financial aid, and for books and information on colleges for the learning disabled. Located in room A-119, its resources are available to students, staff, and parents every school day from 7:00 AM to 3:30 PM year round. The CIC is closed during 6<sup>th</sup> Period.

Since the resources and services of the Center are constantly changing, CIC news is reported in the PTSA Newsletter, and on Whitnet. Listing of college visit dates and times and scholarship information can be found online at Family Connection (The Naviance Program). In the spring, a calendar of summer programs is provided.

The CIC has information in its files and on its shelves on more than 1,000 different careers and colleges. College bulletins, comparative guides to colleges, college-testing information and financial aid materials are also available. Videotapes of colleges can also be borrowed.

Students can use Family Connection to search for college, scholarship, and college funding opportunities. It contains information on 2,000 colleges, including two-year and some foreign colleges. A website for the Expand College Search and Financial Aid Search is available at "College Board Online," and the web address is: <http://www.collegeboard.com>.

During the fall semester, representatives from over 180 colleges visit the CIC and hold information sessions during school hours to talk with students and parents about their schools.

These visits are announced in the PTSA Newsletter and are posted on Whitnet and Family Connection. Parents and students may sign up for the sessions in the College Visits notebook in the CIC.

### **Vocational Aptitude Tests**

Several vocational aptitude tests are available at Whitman that students may want to consider taking - The Armed Services Vocational Aptitude Battery and the Self-Directed Search. Students may complete interest inventories using the Bridges program. Visit <http://usa.cx.bridges.com>.

### **Armed Services Vocational Aptitude Battery (ASVAB)**

The Armed Services Vocational Aptitude Battery (ASVAB), sponsored by the Department of Defense, is a vocational aptitude test consisting of ten sections that cover the areas of general science, arithmetic reasoning, word knowledge, paragraph comprehension, numerical operations, coding speed, auto and shop information, mathematics knowledge, mechanical comprehension, and electronics information. Results of the test relate areas of interest and ability to occupational categories and jobs. Taking the test in no way involves a commitment to a branch of the military. The ASVAB is administered free of charge at Whitman in the spring.

## **College Entrance Tests**

There are a number of college entrance exams. One is administered by the American College Testing Program, and the others, by the College Entrance Examination Board. These examinations are one of the criteria that most American colleges and universities use for admission, placement, and scholarships. Information on registration, costs, and testing dates for all of these tests is printed in the PTSA Newsletter and is available in the CIC. It is important to watch for these announcements on Whitnet. Students should note and register for the exams required by the colleges to which they are applying.

### **American College Test (ACT)**

The ACT consists of four tests averaging 45 minutes each in English, math, reading, science reasoning with an optional writing section. In this area, the ACT is given at a limited number of sites. Current information on testing sites is available in the CIC and on the Internet: at <http://www.act.org>.

### **Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT)**

This test is a two-hour version of the SAT Reasoning Test. It measures critical reading, writing and mathematical abilities important in college work and can be used to predict how a student will do on the SAT. It is also the qualifying test for National Merit Scholarships, for the National Achievement Scholarship Program for Outstanding African American Students, and the National Hispanic Scholar Awards Program. To be considered for National Merit Scholarships, the test must be taken in the junior year. It may be taken in the freshman and sophomore years for practice. The PSAT is given at Whitman in October.

### **Reasoning Test SAT**

The SAT Reasoning Test is a three-hour test of critical reading, mathematical ability, and writing that most U.S. colleges require. It is given at Whitman and at other schools in the area several times a year. Students with learning disabilities or other disabling conditions can discuss with their counselor taking the test with special accommodations. Sunday tests are given for religious reasons on the Sunday following most of the regular test dates. Contact the Takoma Academy, (301) 434-4700 for details. Register online at [www.collegeboard.org](http://www.collegeboard.org).

### **S.A.T. Subject Tests**

SAT Subject Tests are given in a number of academic areas and are used by some colleges for admission and placement purposes. It is recommended that students take SAT subject tests immediately after completion of the highest level related courses. Students may not take the SAT Reasoning Test and SAT subject tests on the same day. Three SAT tests may be taken on each test date, although it is recommended that only two be taken at one sitting. Students should check the testing calendar for the dates each test is offered. Please note that most colleges do not require SAT subject tests.

### **Test of English as a Foreign Language (TOEFL)**

The TOEFL test is designed to determine the English proficiency of students whose native language is not English and who have been in the U.S. for less than five years. Most colleges and universities in the U.S. require the test as do many institutions in other countries where English is the language of instruction. It is taken in addition to the SAT. The TOEFL website is: <http://www.toefl.org>. Some colleges will accept the ELPT (English Language Proficiency Test) instead of the TOEFL.

### **Advanced Placement Tests**

There is another set of tests specifically for students in advanced courses, the Advanced Placement Tests (AP). Students in AP classes are prepared to take these tests as part of the course curriculum. Advanced placement tests are given in 31 academic areas. Tests are graded on a five-point scale: 5 - extremely well qualified, 4 - well-qualified, 3 - qualified, 2 - possibly qualified, 1 - no recommendation. If a student scores well, he or she may be given college credit in that subject.

### **College Entrance Examination Board Number**

For college use and test reporting, each high school has a College Entrance Examination Board (CEEB) number.

**Whitman's CEEB number is 210-271.**

## Athletic Program

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Whitman teams have won numerous state, regional, county, and divisional titles. Approximately 60 percent of the student body participates in the interscholastic sports program.

Whitman has excellent athletic facilities -- two full gyms, an updated weight room, a wrestling room, six team rooms, a whirlpool and trainer's facilities. Whitman also has a stadium for field sports (with a press box, concession stand, and ticket windows); an eight-lane track; a softball field; a baseball and field hockey field; eight tennis courts; and two outdoor basketball courts.

A student must meet the MCPS standards for academic eligibility in order to participate in a sport. That is, students in grades 9-12 must maintain a 2.0 average with no more than one E (failure) in the previous marking period. The policy does not apply for their first quarter to students entering from outside the MCPS system or entering ninth grade.

Athletes must have a current medical form on file. The county requires all athletes to use Form SRS-6 Health Inventory. This medical is good for one calendar year and must be on file in order to try out, practice, and compete. This form can be found on our website -- [www.montgomeryschoolsmd.org/schools/whitmanhs/athletics](http://www.montgomeryschoolsmd.org/schools/whitmanhs/athletics)

Parents and students are also required to sign a contract/consent form indicating not only parental consent to participate but also the athlete's understanding and willingness to adhere to policies regarding eligibility, conduct, training, attendance, participation on outside teams, and substance abuse. Parents will also need to complete medical cards and transportation forms.

The contract and medical card forms can also be found on our website

[www.montgomeryschoolsmd.org/schools/whitmanhs/athletics](http://www.montgomeryschoolsmd.org/schools/whitmanhs/athletics)

The transportation forms are handled on an individual team basis and will be distributed by the coaches.

Finally, athletes must also have paid the once-a-year activity fee required for participation in any extracurricular activity (*see Extracurricular Activities Fees in Student Organizations Section*). The ECA fee is mailed directly to MCPS. Forms are mailed to all students from MCPS during the summer. This form can also be downloaded from our website.

### **The Whitman Philosophy of Interscholastic Athletics**

Interscholastic sports teach good citizenship. To this end, we believe winning and losing are important only in relation to how we play the game and how we represent ourselves and our school under the pressure of competition. We believe:

- Interscholastic athletics are an integral part of the educational program of Walt Whitman High School;
- Participation on a team promotes desirable attitudes toward the importance of team work and team unity, promotes social growth and maturation of all individuals involved, and prepares participants for the responsibilities of adult life;
- Every student should have an opportunity to become involved in the athletic program, if not as an athlete, then in other capacities such as manager, statistician, or video recorder;
- The coaches and participants should strive at all levels to develop and display the attitudes of good sportsmanship, good citizenship, and loyalty to teams and school;
- The health and well being of the participants are more important than the outcome of any athletic contest.
- All Whitman athletes must display conduct and sportsmanship above reproach whether they are representing Walt Whitman High School in their practices, their contests, or in other related athletic activities.

## **Standards for Spectator Behavior**

In order to promote appropriate spectator behavior at sports events, a committee of students and administrators set the following standards for acceptable spectator behavior:

- Spectators are to remove their headgear and stand respectfully during the playing of the National Anthem and/or the pledge to the flag.
- Spectators are not to engage in confrontations with spectators from the opposing team's school. The competition is between the teams, not the fans.
- Spectators are not to engage in confrontations with or harass the opposing team's cheerleaders, band members, dance team members, etc.
- Spectators are not to harass injured players.
- Spectators are not to use profanity, make racial remarks, refer to a player's personal problems, or make remarks that may be interpreted to be insulting or demeaning to the opposing team or that team's community (including economic or educational presumptions).
- Spectators are not to use noisemakers or flash equipment in the gym during indoor activities.
- Spectators are encouraged to cheer for their team to help the team members do their very best in an atmosphere of respect for one another and good sportsmanship.

## **Interscholastic Activities**

Whitman offers 39 interscholastic sports on the varsity and junior varsity levels. Generally, students must try out for the teams and be at daily practices. All fall sports have tryouts and begin practice on or about August 15, winter tryouts begin on or about November 15, and spring tryouts begin on or about March 1. Some teams practice during holiday recesses. Dates and times for tryouts are announced during morning announcements at school, in the Bulletin posted daily in the main office, and on posters around the school.

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

Attempting to achieve some parity in competition, the state divides schools into four classifications, based on size of enrollment. Whitman is in Class 4A. Where there is a regional breakdown as well, Whitman is in Class 4A-West or, for golf and tennis, District II. Below regional breakdowns are counties and then divisions.

A listing of the sports offered, by season, and their coaches follows.

Coaches may be contacted by calling the main office at 301-320-6600. The Athletic Director may be contacted by calling 301-320-6595

## **Fall Sports**

### **Boys**

Varsity Football

JV Football

Varsity Soccer

JV Soccer

### **Girls**

Varsity Field Hockey

JV Field Hockey

Varsity Soccer

JV Soccer

Varsity Volleyball

JV Volleyball

Tennis

Poms

### **Co-Ed**

Golf

Cross Country

Cheerleaders

## **Coaches**

Jim Kuhn

Dave Fyock

Dave Greene

Mike Curran

Melissa Dorman

Kendra Pasquill

Greg Herbert

Sheryl Freedman

Meryl Wagman

Geoff Schaefer

Julie Frank

Kristen Rudolph

Anne-Marie O'Donoghue

Steve Hays

Christi Weems

## **Winter Sports**

### **Boys**

Varsity Basketball

JV Basketball

### **Girls**

Varsity Basketball

JV Basketball

Poms

### **Co-Ed**

Varsity Wrestling

JV Wrestling

Indoor Track

Swimming & Diving

Cheerleaders

## **Coaches**

Chris Lun

Andrew Sonnabend

Pete Kenah

Larry Jodrie

Kristen Rudolph

Derek Manon

Andy Lee

Steve Hays

Geoff Schaefer

Christi Weems

## Spring Sports

### Boys

Varsity Baseball  
JV Baseball  
Varsity Lacrosse  
JV Lacrosse  
Tennis  
Varsity Volleyball

## Coaches

Joe Cassidy  
Steve Sutherland  
Kevin Pope  
David Peake  
Jasen Gohn  
Han Lan Chai

### Girls

Varsity Softball  
JV Softball  
Varsity Lacrosse  
JV Lacrosse  
Developmental Golf

Anne-Marie O'Donoghue  
Meg Thatcher  
Mary Pat Veihmeyer  
Julie Frank  
Andy Lee

### CoEd

Outdoor Track  
Volleyball

Steve Hays  
Geoff Schaefer

Interscholastic sports schedules are printed in the seasonal sports program books and are available at sports events and in the Main Office. Schedules are also posted on our website – <http://www.montgomeryschoolsmd.org/schools/whitmanhs>, and on Whitnet, (PTSA email network).

Athletic awards will be presented during three awards nights for interscholastic teams. In an effort to treat all sports equally, the County has directed that school-sponsored athletic awards can only be presented at the school. Hence, letters, certificates, and pins will be given out following a large assembly for all teams from that season and their families. Teams will meet in separate rooms for their awards. At the same time, teams can still have individual celebration dinners if they desire.

## **All-Sports Booster Club**

The Whitman All-Sports Booster Club was incorporated in December, 1995 in an effort to coordinate fundraising for all school-sponsored athletics and to help ensure compliance with Title IX, the federal law that provides for gender equity in athletics. The club replaces all fundraising activities once undertaken by individual varsity and junior varsity booster clubs. Funding priorities are: safe equipment for athletes; improvement of playing sites; purchase of training and other equipment; and spending for particular items requested by coaches.

The club has spending guidelines, funding request guidelines and a publicity/communications policy. There is an annual membership fee and families and community members are encouraged to join and become active members. The organization requires parents to volunteer their time and efforts in order for their student to receive the benefits derived from the club's efforts. Parents participate in such major fundraisers as the spring mulch and plant sale, refreshment sales during sports events and the production of seasonal program books. Parents also help organize team banquets, game day snacks and other creative spirit raising efforts.

## **Additional Opportunities**

The Physical Education Department or individual sponsors sponsor these additional athletic opportunities -- the Athletic Director does not supervise them.

### **Club Sports**

Club sports such as crew, ice hockey and rugby are available. Club teams play interscholastic schedules, but MCPS does not regulate these schedules. The Athletic Director does NOT supervise them and they are not covered under the All-Sports Booster Club. They do follow the Montgomery County Public Schools rules for eligibility. However, participants are responsible for all of the costs associated with club sports. Anyone can organize a club with a responsible adult sponsor and with the approval of the Principal.

### **Intramural Sports**

There are limited intramural sports offered at various times at Whitman. Check with the Athletic Department.

### **Weight Room**

The Whitman High School weight room is open to all students who desire to work out at school. Check with the Athletic Director for the days and times that the weight room is available.

## Student Organizations and Activities

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Whitman has a significant number of clubs, activities, and special interest groups for students. Some are part of the school curriculum, such as choral and instrumental groups, and the school newspaper. There are also academic, art, cultural, service, and sports extracurricular clubs. Others, however, grow out of the interests of the students and change from year to year. Anyone with a good idea for a club can start one if he or she has the approval of the Principal and can find a responsible adult sponsor.

### Clubs

#### Welcome to Whitman Night

Welcome to Whitman Night is an event, sponsored by the Student Government Association (SGA) and held in early October, where all the clubs available at Whitman exhibit booths and activities to introduce themselves to the students. A complete list of the clubs is distributed each year at Welcome to Whitman Night. Students and parents are encouraged to come see what is available, sign up for activities, and have some fun.

Interscholastic activities, such as Forensics, Debate, It's Academic, and some choral and instrumental groups, are governed by the same regulations as interscholastic sports. Students must maintain passing grades to compete (See *Academic Eligibility*).

#### Extracurricular Activities Fee (ECA)

The BOE requires each student to pay a non-refundable \$30.00 annual extracurricular activity fee. A sliding fee scale has been set, based on family income.

Students are able to participate in extracurricular activities only after the fee is paid. *However, students trying out for athletic teams are not required to pay the fee prior to making the team.*

MCPS collects the fee directly from families and updates its computerized participation list daily throughout the school year. Forms are mailed each summer and are also available at school.

For this purpose, *an extracurricular activity is defined as any activity for which there is an adult supervising students beyond the instructional day in a school-sponsored activity (sports, intramurals, clubs, etc.).*

*This does not include activities that are extensions of school courses, such as chorus, band, publications and drama groups -- participation in that is required for the course.*

Payment of the fee allows participation in all extracurricular activities. However, academic or other eligibility requirements will still apply. For questions, please call the MCPS Office of Financial Management at 301-517-5000.

### Student Government Association (SGA)

The Student Government Association is the official representative body of Walt Whitman students and an avenue of communication between students and staff. The principle duty of the SGA is to learn about and discuss all students' views when meeting with the administration. It is an elected group made up of SGA officers, class officers, and delegates elected from each first period class. Generally, the SGA meets every 20 school days.

SGA and class officers, except freshmen, are elected in the spring. Freshman class officers and first period delegates and their alternates are elected after school begins in the fall.

The SGA charters clubs and presents Welcome to Whitman Night each fall. It also sponsors assemblies, speakers, movies, clean-up campaigns, spirit week, coffeehouses, dances, and other social and service events.

## Student Publications and Media Productions

Activities that require class time are taken for elective credit only; they do not satisfy English requirements for graduation.

### **Black and White**

**Adviser: Ms. Reynolds**

The *Black & White* is a national, regional and state award-winning newspaper that is student-financed and student-run. In addition to informing students, teachers, parents and community members of relevant issues and events, it also provides an outlet for an exchange of student ideas.

To become a staff member on the *Black & White*, students must first complete two semesters of basic journalism, which may not be taken until their sophomore year. At the end of each year, students apply for *Black & White* staff positions.

Students must be enrolled in Advanced Journalism classes to participate as staff members. Photographers and artists, who want to work on the staff, but lack the prerequisite of Journalism 1, may be granted special permission to do so.

A subscription consisting of 13 issues may be purchased for \$10 (\$15 if mailed) at the beginning of the school year from a *Black & White* representative or in Room B211 or B212. Staff can be contacted via email at - *BlackandWhiteNews@Yahoo.com*.

### **Eidolon**

**Adviser: Ms. Buckingham**

*Eidolon* is Whitman's award-winning literary art and music publication. The annual magazine and CD publishes original poetry, prose, art, photography, and music. Interested students are invited to join the *Eidolon* staff to help with selection and production of the magazine and CD. No application is required. All students are encouraged to submit original work for consideration by the staff.

### **SAGA**

**Adviser: Ms. Freedman**

The *SAGA* is Whitman's award-winning, student-run yearbook, aimed at providing a record of the events of the school year. Students who participate are selected through an application process that takes place in the second semester. Students must be enrolled in the yearbook class to participate as full-fledged staff members, but students who are not enrolled in the class may still contribute writing or photography. Journalism I/Photography I is recommended but is not required as a prerequisite for student participation on the staff.

### **Whitman Shorts**

**Adviser: Mr. Schaefer**

*Whitman Shorts* is a student-run TV show covering news and features of interest to the Whitman community broadcast on the MCPS cable channel and Whitman's closed circuit. Students must audition for the class.

## Music Groups

(All music groups that are courses satisfy fine arts requirement for graduation.)

### **Choral Music**

**Sponsor: Mr. Davidson**

*General Chorus*: This ensemble is open primarily to freshmen. No audition is required. Performances include the Winter Choral Concert and Festival of the Arts.

Breathing and vocal techniques will be emphasized as well as sight singing. A wide variety of music will be studied and performed. Performances will include the Winter Concert and Festival of the Arts. A lab fee of \$30.00 will be charged for the full year.

### **Treble Chorale/Chorus 2A and 2B:**

This ensemble is open to all sophomore women. No audition is required. It is also open to junior and senior women who want to sing without the pressures of being in Women's chorus. In addition to school performances, the group will compete in District Festivals and participate in the annual spring music trip.

*Women's Chorus*: This select ensemble is open only to junior and senior women. Auditions are required.

In addition to school performances, the group will compete in District and State Festivals, special community events, and the annual spring music trip

**Men's Chorus:** This select ensemble is open only to junior and senior men. Auditions are required. In addition to school performances, the group will compete in District and State Festivals, special community events, and the annual spring music trip

**Chamber Choir:** The most select ensemble in the choral program, this group will have the heaviest performing schedule. It is only open by audition to juniors and seniors. It is the most selective and advanced of all choral groups at Whitman. Members will purchase their own concert gowns.

### **Instrumental Music**

**Sponsor: Ms. Alvey**

**Concert Band:** This group is for 9th grade musicians with more than one year of experience. Its members are required to perform at four or five home football games. Advanced band members may audition for Concert Band as early as second semester of the school year.

**Concert Orchestra:** This ensemble is for string musicians and is a non-audition group. Concert Orchestra is a traveling, competing group.

**Symphonic Ensemble:** This group is for upper level musicians who meet the audition requirements. Symphonic Ensemble is a traveling, competing group and members are required to perform at four or five home football games.

**Wind Ensemble:** This advanced performing group is for upper level musicians who meet the audition requirements. Wind Ensemble is a traveling, competing group whose members are required to perform at two or three home football games. Honors credit is now available in this class and the full marching rehearsals and performances fulfill the honors requirements for extracurricular musical activities.

**Symphonic Orchestra:** This ensemble is for upper level musicians who meet the audition requirements. Symphonic Orchestra is a traveling, competing group and members are chosen to make up the pit orchestra for the fall musical.

**Jazz Ensemble:** This is the most selective of the music ensembles. Participation is by audition only. The Jazz Ensemble has the heaviest performance schedule of all instrumental groups and members are also required to perform at two or three of the home football games.

**Pep Band:** Open to all students. Pep Band replaces the traditional marching band, and specializes in lively, contemporary music with a powerful sound. It has amplified brass and winds, driven by a rock 'n' roll rhythm section. This extracurricular group will perform at home football games.

### **Music Boosters**

The Instrumental and Choral Booster Clubs coordinate parent support of Whitman's outstanding music programs. For many music students, participation in music activities, both during school and as an extracurricular activity, is a highlight of their years at Whitman. With the ongoing support of music parents, the students and their music directors are able to maintain, and continuously add to, the excellent programs.

If you are the parent of a student enrolled in one of the performing ensemble classes, you are automatically a member of the respective booster club. There is no membership fee but the clubs do ask for parent support, financially and otherwise, to augment the Music Department budget and the lab fees that each music student is required to pay. In this way, the music directors are better able to enhance the quality of their programs by acquiring sheet music, maintaining and replacing concert dress, sponsoring guest performances and clinicians, and expanding festival competitions and performance activities. The clubs sponsor various fundraising efforts each year. For example, once a year each booster club hosts its own get together for parents at the home of a volunteer music family. This is a time for parents to mingle with each other and the music directors while enjoying light refreshments and performances by some of the Whitman ensembles.

The Choral Boosters sponsor the "Shop for Chorus" program which solicits parents to purchase Giant and Safeway gift cards. Additionally, many parents make a voluntary donation to their booster club.

The Booster Clubs also play an important communication role for the music programs. Newsletters are published and club meetings are held two to three times a year in an effort to keep music families fully informed about upcoming events, results of festivals and other department news. Announcements are also posted on Whitnet and in the *Viking Voice*.

All music parents are encouraged to become actively involved in the Music Booster Clubs. Doing so not only supports the music program but also provides a wonderful opportunity to connect with other Whitman parents.

## **Parent-Teacher-Student Association (PTSA)**

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The Parent-Teacher-Student Association (PTSA) is the main vehicle through which parents can become involved in Walt Whitman High School. The PTSA testifies before the Board of Education, the Superintendent of Schools, the County Council, and other groups on behalf of Walt Whitman community. The PTSA provides support for teachers and students; participates on joint committees with staff; sponsors a variety of events; provides volunteers to assist with school activities; undertakes special projects; prepares the Parent-Student Handbook; and produces, publishes, and distributes the *Viking Voice*, the PTSA newsletter, six times a year to all Whitman families.

Everyone in the Whitman community is encouraged to become a member. Annual dues are \$25.00 for parents and \$5.00 for teachers and students. Extra contributions are always welcome. As County funds become increasingly scarce, parent support through the PTSA becomes even more vital. An Executive Board that consists of the elected officers and chairmen of PTSA committees governs the PTSA.

The Board meets on the third Tuesday of the month at 7:30 PM in the Media Center. Whitman parents, teachers, and students are welcome at all meetings. The PTSA officers and school representatives for the current year are listed in the PTSA newsletters and in the annual student directory, which is available early in the fall. (Student directories are published and sold by the Senior Class as a fundraiser.)

Listed below are the current PTSA committees and a description of what they do. Volunteers are welcome and needed on all of them.

### **Liaison Committees:**

#### **Liaison with Pyle Middle School**

Keeps parents at Pyle informed about what's happening at Whitman and keeps the Whitman PTSA aware of issues at Pyle.

#### **Montgomery County Council of Parent Teacher Associations (MCCPTA), Delegate**

Works with other PTSAs on countywide issues.

### **Faculty Support:**

#### **Enhancement Grants**

Provides funds for items needed for classrooms and for classes and training sessions for teachers.

#### **Technology Liaison**

Organizes a network of experts willing to help in technical areas that range from TV broadcasting to computer applications to advanced science projects.

#### **Staff Appreciation/Hospitality**

Provides the staff with refreshments for special meetings as well as a luncheon, a dessert bar and a breakfast at the end of the year.

#### **Ethics Committee**

A joint committee of faculty, parents, and students that works within Whitman and the Whitman cluster to identify ethical concerns, consider standards of behavior, and plan ways to address these concerns and standards.

### **Counseling Advisory Committee (CAC)**

Provides liaison among parents, students, and the School Counseling Office. Puts on six or more forums during the year on issues relating to making the most of the years at Whitman and planning for college or a career after high school. Also organizes newcomers' activities and information.

### **Parent Support:**

#### **Intercultural Committee**

Welcomes Whitman parents who are new to this country or this area and sponsors multi-cultural social events.

### **Student Activities:**

#### **Festival of the Arts**

Helps the art and performing arts departments put on an annual arts show in late May.

#### **Post-Prom Celebration**

Puts on an alcohol-free post-prom party that lasts all night. Coordinates with countywide prom breakfast efforts.

#### **Welcome to Whitman**

Helps students organize an evening of displays and demonstrations in October, about the various clubs and after-school activities available at Whitman.

### **Financial Activities:**

#### **Membership**

Runs the membership drive and collects dues for PTSA membership. Communications:

*Parent/Student Handbook*

Works with the Administration to prepare and produce the Parent/Student Handbook available in the fall.

#### **Whitnet**

An interactive email service that provides information and updates about school events, requests for volunteer service, etc.

#### **Newsletter**

Prepares and publishes six newsletters a year that are mailed to all Whitman families and members of the nearby community.

#### **Newsletter Circulation**

Collates, addresses, and mails the newsletter and other PTSA mailings in a lively gathering every six weeks.

#### **Publicity**

Notifies local press about all the good and interesting things going on at Whitman.

### **General Support:**

#### **Newcomers**

Coordinates orientation and support for families and students who are new to the public schools and new to Whitman.

#### **Volunteers**

Coordinates parent volunteers for school activities.

## Policies and Procedures

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The following section contains a collection of useful information for students and parents. For further elaboration on these and other policies and procedures, please refer to *Policies and Procedures of the Montgomery County Public Schools* (available in the school library), *Student Rights/Responsibilities* (available in the main office), and the MCPS website - <http://www.montgomeryschoolsmd.org>.

### Academic Eligibility

To be eligible for any athletic or extracurricular activity, a student must have obtained at least a 2.0 G.P.A. (grade point average) with no more than one grade of "E" for the previous nine-week grading period. If a student does not earn a 2.0 or has more than one "E," he or she will be ineligible for the next nine weeks. The period of eligibility/ineligibility begins on the day report cards are distributed and continues until the next report card is distributed.

This policy does not apply for the first quarter to students who are entering from outside the Montgomery County Public School (MCPS) system, or who are entering ninth grade. Academic eligibility standards do not apply to activities that are extensions of a graded course.

In order to participate in any athletic or extracurricular event the student must be in all scheduled classes on the day of the event, unless the absence has received prior written approval by a school administrator. In order to participate in a weekend event, a Friday absence must be excused.

### Academic Integrity

The school community, which includes teachers, staff, parents, and students, will hold students to the highest standards of academic integrity and will not tolerate academic dishonesty in any form including but not limited to: cheating, lying, plagiarism or other acts deemed to be dishonest. Academic dishonesty includes, but is not limited to, copying from any other source including another student's work, from tests, class work, homework paper, texts, lab work, computer disks, web sites, or other electronic sources.

### Acronyms

#### Commonly used acronyms at Whitman:

AP	Advanced Placement
BOE	Board of Education
CIC	Career Information Center
HSA	High School Assessment
GAC	Guidance Advisory Committee
IEP	Individual Education Plan
LC	Loss of credit
MCCPTA	Mont. Co. Council of Parent-Teacher Associations
MCPS	Montgomery County Public Schools
MSA	Maryland School Assessment
MSAP	Maryland Student Assistance Program
PSAT	Preliminary Scholastic Assessment Test
PTSA	Parent-Teacher-Student Association
SAT	Scholastic Assessment Test
SGA	Student Government Association

## **Alcohol Use Outside of School**

Alcohol use by teenagers and large teenage parties with alcohol are a concern in the community. The largest parties often involve students from a number of area schools, including Whitman, and some erupt in violence. The legal drinking age in Maryland, Virginia and the District of Columbia is 21 years of age. All three jurisdictions also have beer keg registration laws requiring the purchaser to be responsible for its use. This allows police to trace kegs found at parties where under-age drinking is an issue. Parents and students should know the legal penalties in Maryland for under-age alcohol use:

- Any minor caught drinking is given a civil citation (up to \$1,000 fine and/or six months in jail);
- Eighteen-year-olds will be charged with drunkenness and have a police record that must be reported on both college and job applications; and
- Adults can be charged if alcohol is served to under-age drinkers in their home.

Students involved in school-sponsored sports and activities must remember that use of alcohol will jeopardize their ability to participate.

Parents have the right to know about any party. Please don't hesitate to ask questions of your teen and of the parents of the party giver. It is your right and responsibility as a parent to say "NO" to your teen attending alcohol parties. Make it clear that it is the teen's responsibility not to go.

## **Announcements**

Announcements about administrative and academic matters and student activities are made daily on the Public Address System. In addition, a weekly bulletin is available in the office and in every teacher's classroom. The daily bulletin is on every teacher's computer and will be posted each day on Whitnet and eventually on the school website.

## **Assemblies**

Assembly regulations vary according to the nature of the program; but at all assemblies, students are expected to act in a mature and respectful manner. Misbehavior will result in disciplinary action. Prior to each assembly specific seating arrangements will be given. Students are required to sit according to instructions. Seating is usually by grade or by a specific class. Under supervision of a teacher, students are required to attend all assemblies unless other optional arrangements have been announced.

## **Cafeteria/Lunch Policies/Senior Passes**

Students are required to eat at school and must remain on campus during the lunch period. Students may purchase hot lunches as well as sandwiches, salads, desserts, soups, juice, and milk. From 7:00 a.m. to 7:15 a.m., students may purchase a full breakfast. Prices for all these foods are posted at the cashier's station and at the food-serving lines.

Seniors are permitted to go off campus for lunch provided they have written parental permission and administrative approval. If approved, a lunch pass will be issued and is to be carried at all times and shown to school personnel upon demand. Seniors may not leave campus at lunchtime until they have received their lunch passes.

Parents who wish to have their children go home for lunch should direct their requests in writing to the Principal.

**Students are to remain on the first floor during their lunch period until the bell sounds to end the period. Students should not be on the second or third floors during their lunch period. Students seeking help from teachers during the lunch periods should ask the teacher for a pass prior to the lunch period.**

Food is to be eaten in the cafeteria, courtyard, or other designated areas on the 1<sup>st</sup> floor only. Students are asked to place their trash in the proper receptacles.

Students from families facing economic hardship for various reasons may qualify for free or reduced-price meals. For more information, call 301-840-8155 for a confidential discussion. Forms for this program are handed out to all students at the beginning of the year.

### **Cell Phones**

Students may possess cell phones as long as they are concealed and not in use or activated during the school day. For the first offense the electronic device will be held for 24 hours and then available for student to pick-up the device from the security office. Second offense – parents will be required to pick up the electronic device. If a student loses an electronic device, the school takes no responsibility for reimbursing student for item.

### **Closed Campus**

Students are not permitted to leave the grounds of Whitman without appropriate written approval, including during lunch. Leaving the campus without approval will jeopardize parking permits and senior lunch passes privileges, and may result in detention or suspension. **Seniors with lunch passes who take students without lunch passes off campus will have their lunch passes and parking permits revoked.**

### **College Visits**

Students may obtain permission to have college visits considered as excused absences. Requests for permission for college visits must be made in writing and filed with the Attendance Office five days prior to the college visit. **There is a maximum of five school days per year granted in 11<sup>th</sup> and 12<sup>th</sup> grades for college visits. Exceptions require administrative approval.**

### **Conferences with Teachers**

Teacher conferences may be held at the initiative of students, teachers, parents or administrators. Teachers are available before and after school or during their scheduled planning periods. A parent wishing to consult with a teacher should arrange an appointment by contacting the teacher directly through the appropriate department. If only a phone call is needed, a request for a call back may be left for the teacher in the Main Office or in the department office.

### **Detention**

Students will be told the location and time of their detention when it is assigned. When a student fails to serve detention, the teacher contacts the student's parent/guardian. The teacher may also double the assigned detention. Students who persistently refuse to serve detention are referred to the appropriate administrator.

### **Discrimination/Prejudice**

Acts motivated by prejudice or bias can have a deleterious effect on the school community. All acts of hate/violence and illegal discrimination are unacceptable and intolerable. Acts of hate/violence, including but not limited to verbal abuse, slurs, threats, physical violence or conduct, harassing and prejudicial misuse of computers, vandalism or destruction of property, directed against persons because of their race, color, religion, national origin, ethnic background, sexual orientation, gender, age, socio-economic status, physical characteristics, or disability will not be tolerated.

## **Dress and Appearance**

**Appropriate student dress and grooming are the responsibility of students and their parents/guardians.** Standards of dress and grooming are expected to reflect the business-like atmosphere of Walt Whitman High School. The staff wishes to promote a climate in which all students feel comfortable and does not support the wearing of articles of clothing that promote illegal drugs, alcohol, sexual harassment, hate, violence or offensive language. Dress and appearance must not present health or safety problems or cause disruption. All students must wear shoes. **Students who do not meet these standards will be asked to return home or to change into donated clothing to correct the problem.**

## **Drugs and Alcohol**

Possession or use of drugs and alcohol on school property is illegal and will not be tolerated. The penalties, set out in MCPS policy, are very severe and include police referral, suspension, and recommendation for expulsion. Paraphernalia is defined as any item that an administrator feels could be used with drugs. Any Whitman student using or under the influence of drugs or alcohol on school grounds will be subject to the Zero Tolerance Policy.

A 1979 Montgomery County Public Schools legal opinion allows for a search of student lockers or of cars parked on the school grounds when a school official believes that illegal substances are being concealed, used, or sold. Furthermore, students involved in the distribution of drugs or alcohol within 500 feet of school boundaries is subject to arrest and expulsion from Montgomery County Public Schools. (See policy on Search and Seizure and Zero Tolerance Policy later in this section for further details).

## **Early Release Days**

Several days during the school year are designated as early release days for students. Students are dismissed at 11:40 AM so teachers may participate in in-service programs and/or prepare report cards. Refer to the Bell Schedule for listing of classes. School buses run on the early release schedule for these days.

## **Electronic Devices**

IPOD, CD/tape players, tape recorders, or electronic games and cell phones are **not permitted** to be used in classrooms. Such items will be confiscated if used in class. For the first offense the electronic device will be held for 24 hours and then available for student to pick-up the device from the security office. Second offense – parents will be required to pick up the electronic device. If a student loses an electronic device, the school takes no responsibility for reimbursing student for item.

## **Emergency Closing**

If snow or other emergencies force a closing or a delayed opening of school, radio and TV stations will be notified of the decision by 6:00 am. Parents are asked not to call the school but to listen to the radio or TV.

During extended closing for weather or other emergencies, information about interrupted activities such as exams can be heard on the school's Recorded Information line by calling 301-279-3673.

If it is necessary to close schools early, radio and TV stations will be notified by 11:00 AM Early dismissal will be one and one-half hours earlier than the regular closing time in most cases. All-day and early closing of schools will automatically cancel afternoon and evening activities in all school buildings. These include athletic events, adult education, PTSA, professional meetings and outside user activities.

## **Examination Days**

On the days at the end of each semester when only examinations are scheduled, students are required to be at school only for the exams that they have that day. Students are expected to take the exams on the days and at the times they are scheduled. An unexcused absence on the day of an exam results in a failing grade for the exam.

## **Field Trips**

Attempts are made to have all field trips scheduled on Wednesdays to minimize disruption of classes. When field trips are planned in connection with class work, students will bring home permission slips to be signed by parents/guardians. Transportation is by school bus unless otherwise indicated.

## **Forged Notes**

The forging of parent/guardian or another student's signature on any letter to the school or on any school document will result in disciplinary action. Falsely representing a parent/guardian in any way will result in disciplinary action.

## **Fundraising/Fees**

Funds collected or raised through school activities, whether by clubs, classes, committees, sports teams, or departments of the school, must be deposited with the Business Manager/Financial Assistant as soon as they are collected. Checks for fees should be made payable to Walt Whitman High School.

## **Gang Activity/Symbolism**

Student behavior, dress, signing or symbolism intended to represent gang affiliation will not be tolerated on school grounds or at school-sponsored events. Violation will result in disciplinary action.

## **Hall Passes**

Students in the halls when classes are in session must have hall passes.

## **Health Room**

The health room is located on the first floor near the Attendance Office. Any student wishing to go to the Health Room should obtain a pass from a teacher or from an administrator. Please keep an up-to-date emergency phone number on file in the office so that parents can be notified promptly in case of illness or accident. Students taking prescription medication during school hours must inform the nurse, and/or have the nurse administer the medication.

## **Homework Make-up**

If a student has an excused absence for an extended period of time, a call should be placed to the School Counseling Office secretary to arrange for homework assignments. In the case of a pre-arranged absence with prior approval, the student should obtain homework assignments directly from his or her teachers prior to the absence.

## **Insurance**

Every year, parents are given a chance to participate in a student accident insurance program, which is made available at a reduced rate through the school. Insurance information is distributed in September. Contact the school's Business Manager for more information.

## **Interim Reports**

Interim reports are sent to parents half-way through each grading period if a student's grade in any class is two grades lower than it had been in the previous grading period or if the expected grade is a D or an E; or if the grade is a C or lower in an Honors/AP course.

## Lockers

School officials may conduct locker searches when there is probable cause. The cost to repair damage to a locker is the responsibility of the student to whom the locker is assigned. The cost of a new locker door is \$100.00.

## Lost and Found

Articles found at the school should be turned in at the Main Office. Gym clothing and equipment are usually turned in to the physical education teachers.

## Parking

School bus transportation is provided for secondary students who live more than 2 miles from the school (except if a student must cross River Road). Students who drive and need a parking space on school grounds must submit a parking permit application to the Security Office at the beginning of each semester. Students and parents must sign the application, and have resolved all outstanding financial obligations to the school, before they will be considered. Share-A-Space applications will be considered as one (1) application with regard to signatures and obligations. Permits cost \$25 per semester and must be renewed each semester. Not all students who apply are guaranteed a parking space.

The criteria for permit approval are listed below:

1. Students with disabilities or unique needs,
2. Students with school sponsored internship programs,
3. Students attending local institutions of higher learning on a part-time basis,
4. Share-A-Space - Students who apply for a parking space in groups of two or three will be considered for priority approval. (Singularly, each application must meet at least one of the criteria.) If approved, individual permits will be issued, but only one space to share. The Share-A-Space Authorization must be submitted with each application.
5. Students participating in school sponsored activities, clubs, and/or sports,
6. Students residing out of the Whitman school district.

Parking permits will be rescinded when school regulations and/or procedures are abused. Student vehicles are to remain parked during the school day, and students are not to be in the parking lot during the school day unless authorized to be there with a pass.

Students are to park only in the student-designated area of the lot and only in their assigned numbered space. There is no parking allowed on the grassy areas near the baseball field. The criteria for ticketing and/or towing of vehicles from school include, but is not limited to:

- Vehicles with or without permits may be ticketed and/or towed if violations of state laws or school policies occur;
- Cars parked in the fire lane or other no parking zones;
- Cars illegally parked in spaces reserved for the handicapped, visitors, faculty, staff, other students, etc.;
- Cars parked without proper parking permits;
- Cars not properly parked in assigned space (on grass, sidewalks, across two spaces, etc.);
- Vehicles displaying permits that have been issued to another vehicle (sharing of spaces and/or parking permits are not permitted, except for Share-A-Space permits).

The criteria for loss of parking and/or other privileges include, but is not limited to the following:

- Leaving campus in vehicle without permission (seniors with permission are allowed to leave

**campus for lunch);**

- **Reckless driving on or off campus;**
- **Tampering with or damaging vehicles;**
- **Littering or defacing school property;**
- **Inappropriate behavior while off campus during lunch;**
- **Seniors transporting underclassmen or other unauthorized students during lunch;**
- **Any other inappropriate behavior the administration deems worthy of affecting parking privileges.**

Any change(s) in automobile registration data, including change of vehicle should be reported to the Security Office immediately.

**You must have a valid driver's license and registration card in your possession when your permit is issued.**

Please note that most parking in Whitman's immediate neighborhood is by permit only and the Montgomery County Police will ticket and/or tow cars parked illegally.

## **Pets**

Pets are not allowed on Montgomery County School property.

## **Phone Calls and Messages**

**Phone calls are not accepted for students. In the event of an emergency, call your student's grade level administrator.**

Pay phones have been placed in several locations for student use. Only outgoing calls can be made. Students are not to use any office phones for personal business.

## **Photographs of Students/ID Cards**

Photographs of each student are taken each year for the school yearbook and parents are given an opportunity to order prints of their own. Photographs will also be used for student ID cards.

The Security Office distributes student ID Cards each fall. If a student does not receive an ID card it is the responsibility of the student to contact the Security Office about getting a card.

Students must use their official photo ID card to check out materials from the Media Center -- just knowing an ID number is not sufficient.

## **Privacy of Information**

A notice of students' privacy rights informs parents and eligible students (those 18 and older) of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of education records, and provisions for filing a complaint with the U.S. Education Department (ED). These rights are spelled out in Public Law 93-380, as amended, and in regulations published in the June 17, 1976 Federal Register.

The law also requires the school to define "directory" information and to explain how parents and students can prevent MCPS from giving out this information.

Directory information is defined as: "The student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information." MCPS is required to release directory information to anyone who asks for it, unless families request otherwise.

## **Report Cards**

The school year is divided into four marking periods and student report cards are issued at the end of each marking period, approximately every 45 days. The dates are published in the PTSA Newsletter. Occasionally, a report card is withheld for a special reason, such as an unpaid library fine or other obligation. When a student is having problems with grades, an interim report is issued to inform the parents prior to the end of the grading period.

## **School Store**

The school store is open daily during lunches. School supplies and other related items are sold. Any profit goes to the school's general program fund, administered by the principal.

## **Search and Seizure**

The principal, assistant principal or security assistant may search a student if there is reasonable belief that the student possesses something that is illegal to possess on school grounds, under Maryland law. Anything taken from the student will be returned within a reasonable time, unless it is illegal or it poses a danger to the student or others. Conditions for searches also apply to a student's locker or vehicle parked on school property.

## **Selling Items at School**

The conducting of private business or selling unauthorized items is prohibited.

## **Skip Days**

There are no official skip days! Skip days are an invention of the students and are considered unexcused absences.

## **Smoking and Use of Other Tobacco Products**

Smoking is not permitted on MCPS property or within 500 feet of school property at any time. Students found smoking or using tobacco products will be subject to detention, parental notification, referral to a smoking cessation program, and/or suspension. Also, students under the age of 18 caught smoking fall under the Maryland law prohibiting possession of tobacco, therefore making it a searchable offense (See Search and Seizure above).

## **Snow Policy**

Four days are built into the school calendar year to cover the possibility of emergency closings. However, should additional days be needed for emergency closings, the School Contingency Calendar will be put into effect. If schools are closed:

- 5 days: the school year will be extended by one day in June
- 6 days: the school year will be extended by two days in June
- 7 days: the school year will be extended by three days in June
- 8 days: the school year will be extended by four days in June
- 9 days: the school year will be extended by five days in June

For more details see Emergency Closing earlier in this section.

## **Spirit Week**

The SGA designates the week before Homecoming as Spirit Week and plans fun activities all through the week to build school spirit. Generally, students are encouraged to dress according to a different theme each day.

## Required Summer Reading

Summer reading is required of Walt Whitman students at all grade levels, and is due upon return to school in the fall. The reading lists will be distributed before the end of school each spring. If you have any questions, please call the respective departments.

The summer reading list is also on the web site [www.montgomeryschoolsmd.org/schools/whitmanhs/](http://www.montgomeryschoolsmd.org/schools/whitmanhs/).

## Visiting at Whitman

All visitors to Whitman must register in the main office. This is an MCPS policy.

Veterans Day in November is an open visiting day for parents. Parents may also visit the school at other times but are asked to call in advance of their proposed visits.

If a student wishes to bring a visitor from another school outside of MCPS, a note from the parent of the Whitman student is required and should be brought in one day prior to the visit. Parents are to include a daytime phone number on the note. The host student and guest can then pick up a visitor's pass before school begins on the day of the actual visit. The visitor is required to have the visitor's pass at all times and must accompany the Whitman student throughout the day.

Students are discouraged from bringing guests except for special occasions. **Absolutely no visitors are allowed during tests, final exams, the first and last weeks of school, or the day before or after a holiday.** Visitors may visit Whitman for only one day. Students who attend another MCPS school are not allowed to visit. They are required to be in attendance at their own MCPS School.

## Zero Tolerance Policy

Walt Whitman's Zero Tolerance Policy applies to any student who brings alcohol/drugs/ controlled substances and/or weapons onto the school grounds or to a school-sponsored activity, or who is under the influence of alcohol/drugs/controlled substances at any time on school property or at a school-sponsored activity. Possession encompasses students' vehicles, book bags, lockers, or on their persons.

If it is determined that a student is involved with alcohol/drugs/controlled substances/weapons or there is reasonable suspicion that the student is involved in or under the influence, the student is to be referred to an administrator immediately.

The administrator will confer with the student to determine if there is just cause to investigate further and may call the police to verify a reasonable suspicion.

If it is confirmed that the student was involved with alcohol/drugs/controlled substances or is in possession of a weapon, the student shall be suspended for ten days; the parent/guardian informed; the police notified.

The student shall be denied the privilege to participate in any school-sponsored activity, either as a spectator or member of a school-sponsored activity, on or off school property, for the period of **one calendar year** from the date of infraction. The principal may review the privilege to participate after six months if the student has completed 100 hours of community service approved by the principal. This includes: sports teams, prom, banquets, class/club officer, dramatic roles or attendance at activities sponsored by the school and other such activities, on or off school grounds. Students may be required to attend AA meetings or show evidence of counseling.

The intent of this policy is to have students think seriously about deciding to come onto school property under the influence of alcohol/drugs/controlled substances/weapons or to have such in their possession, on their persons, or in their lockers or their vehicles.

## Disciplinary Code and Disciplinary Actions

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In all communities, rules and regulations are established to ensure mutual respect for the rights of others. All should understand the need for fair rules firmly and consistently applied (order), the need to adhere personally to these rules (self-discipline), and the need to accept the consequences of one's actions (accountability). Violations of school policies may result in discipline, suspension, or expulsion. Seniors involved in incidents that are considered poor citizenship, while under school jurisdiction or involving school property (such as senior pranks) will be denied participation in senior activities including the Banquet, Prom, and Commencement.

Every Whitman student has both a right to obtain the best education that the school can provide and an obligation to respect the rights of all members of the Whitman community. The purposes of the Whitman Discipline Code therefore are:

**To ensure the freedom to learn and to teach;**

**To protect the rights of students, teachers, and staff;**

**To emphasize parental responsibility for student's school behavior;**

**To encourage prompt resolution of conflicts and enforcement of rules; and**

**To ensure the safety of all students.**

### Levels of Disciplinary Action

There are seven levels of disciplinary action, ranging from a simple conference to expulsion. Depending upon the seriousness or frequency of the offense(s), disciplinary action may begin at any level. A revision by MCPS to the Suspension or Expulsion of an MCPS student provides Principals the authority to recommend extending a 10-day suspension and/or expulsion based on the details and evidence of an incident. All actions are subject to appeal procedures as outlined in MCPS-515-3 (Policies and Procedures).

- ACTION 1: Teacher-Pupil Conference. The teacher meets with the student and notifies a parent.
- ACTION 2: Detention with Teacher. Student remains after the school day. Detention may be assigned the same day with parental consent; otherwise, a 24-hour notice must be given.
- ACTION 3: Administrative Conference. Conference with the teacher, the student, and the Principal or assistant principal.
- ACTION 4: Administrative Detention. Student may be assigned work involving a service to the school. Detention may be assigned the same day with parental consent; otherwise, a 24-hour notice must be given. Parents must be notified of action.
- ACTION 5: Suspension. Removal from classes, school activities, school organizations, cafeteria, and/or school grounds. Parental notification required.
- ACTION 6: Police Referral. Concerns violations covered by law, such as drug/alcohol/weapons, theft, vandalism, trespassing, etc. Parents are notified when police are called.
- ACTION 7: Expulsion. Recommendation to the Superintendent of Schools to permanently remove a student from Walt Whitman High School.

## **Infractions/Disciplinary Actions**

### **Abbreviated Schedules**

Students are encouraged to be in school for the full seven periods and to take advantage of the program offerings. Students having approved partial schedules are to leave the school grounds within ten minutes following their last assigned class. They should arrive within ten minutes prior to their first class.

Requests for partial schedules are to be made in writing and must be approved by the Principal. Students on partial schedules must sign-in and out at the attendance office. (Actions: 3,4,5)

### **Arson**

Students involved in starting fires shall be suspended with the recommendation for expulsion and shall be referred to the police. (Actions: 5,6,7)

If a student is found in unauthorized use of a portable communication device, the Principal/administrator may confiscate the device. Police will be notified if any offense is related to criminal activity. (Actions: 3,4,5,6,7)

### **Bombs/ Explosives**

Possession of bombs, facsimiles of bombs or a bomb threat require a recommendation for expulsion as a minimum action. Any student found in possession of explosives of any nature including fireworks will be minimally suspended and be referred to the police.(Actions: 5,6,7)

### **Drugs and Alcohol**

Possession, use, or distribution of alcohol or drugs on the school grounds or at school-sponsored activities at and away from the school is strictly prohibited. Students involved in extracurricular activities, both as participants or spectators, who are under the influence of alcohol or drugs will be removed from the activity, will be subject to suspension with recommendation for expulsion, will be subject to police referral, and will have their parents contacted. Alcohol/drugs in automobiles on school grounds shall be confiscated. Distribution of any intoxicant will automatically require recommendation for expulsion and police referral as a minimum action. Students involved with alcohol/drugs will be subject to the Zero Tolerance Policy. (Actions: 5,6,7)

### **Cafeteria Littering**

Food may be purchased in the cafeteria at a reasonable price. All food must be eaten in the cafeteria or courtyard. Students are required to dispose of their trash in the proper trash containers. Take pride in your school, keep it clean. (Actions: 3,4,5)

### **Cheating**

Cheating in any form will not be tolerated. An act of cheating will result in a failing grade for the assignment, parental notification, and an administrative referral. Assignments include but are not limited to class work, homework, quizzes, tests, exams, and culminating activities. No credit will be given for the assignment, and no make-up work will be allowed. Cheating includes, but is not limited to, copying another student's class work, homework, or test. Allowing another student to copy your work is also considered cheating. Consequences will apply to the student who provides work to be copied as well as to the student who copies. Giving or receiving oral answers to assignments or tests is also cheating, as is plagiarism of any type. It is also cheating to use a cheat sheet, notes, or other inappropriate resources such as calculators containing answers or information during a test. Assisting each other with assignments, or collaborating, is not cheating if arranged and approved by the teacher. (Also see Plagiarism)

### **Class Cutting/Truancy**

Students have the responsibility to be in all of their assigned classes, even in the absence of their regular, assigned teacher. Cutting a class is an unexcused absence, and the student will be required to make up the time missed after school with an assigned activity. Excessive cutting of classes (5) will result in Loss of Credit. (Actions: 1,2,3,4,5,7)

## **Closed Campus**

Whitman is a closed campus. Once students arrive at school, they are to remain throughout the day. They cannot leave the campus unless excused by school officials. If excused, they must sign out/in at the attendance office. Seniors may leave campus during their assigned lunch period upon written permission of the parent and approval of the Principal. This is a privilege extended to seniors ONLY. Seniors who are allowed to leave at lunch must have a valid lunch pass. (Actions: 3,4,5,7)

## **Computer Security**

Students are encouraged to make educational use of the computers during the school day. Before using the computers in the building, students must read and abide by the rules established by the staff for the use and protection of this valuable equipment and complete and return the Computer Use Form (see Computer Use Policy). Students who fail to comply with these rules may face expulsion and legal prosecution. (Actions: 3,4,5,6,7)

## **Disruptive Behavior**

### **In the classroom:**

Any behavior that interferes with the normal, orderly educational process in the classroom will not be tolerated at any time. Students must realize that deviant behavior affects everyone in the room and impacts upon others who wish to pursue an education. (Actions: 1,2,3,4,5,7)

### **On a school bus:**

Any student exhibiting behavior on the school bus that affects the safety and well-being of passengers and driver shall be denied the privilege of riding the bus. This is considered to be a serious matter that will not be tolerated. (Actions: 3,4,5,7)

## **Electronic Devices**

No IPODs, CD/tape players, tape recorders, cell phones, or electronic games are permitted to be used in classrooms. If such a device is used in class it will be confiscated. For the first offense the electronic device will be held for 24 hours and then available for student to pick-up the device from the security office. Second offense – parents will be required to pick up the electronic device. If a student loses an electronic device, the school takes no responsibility for reimbursing student for item.

## **Extortion/Intimidation/Harassment**

Any attempt to secure money or property from another person through threat of physical harm or any act of harassment or intimidation by threat or physical harm is prohibited. (Actions: 5,6,7)

## **False Alarms**

The emergency alarms (Fire Alarms) are to be taken seriously and when they sound, students are to move quickly and to a designated area outdoors away from the building. Students who pull the alarm in a non-emergency situation will be subject to paying for the cost of the responding emergency equipment, be subject to legal action, and suspension from school. (Actions: 5,6,7)

## **Fighting: Physical and/or Verbal**

Fighting is not permitted or tolerated. Students involved in any kind of physical attack upon another person, or in a threat to another person, or intimidation of another person, will be subject to suspension and/or expulsion, and possible referral to the police.

(Actions: 3,4,5,6,7)

## **Firearms**

Possession of firearms on school grounds will require a recommendation for expulsion and police referral as a minimum action. (Action: 6,7)

**Fireworks**

Fireworks are a violation of law in the State of Maryland and are considered a police matter. Students involved with fireworks on school grounds shall be turned over to the police and suspended. (Actions: 3,4,5,6,7)

**Forgery**

Using another's name (verbally or written) is a serious matter and will be treated as such. Students forging another's name shall be subject to suspension and if called for, legal action. It is against State Law to forge another's name. (Actions: 3,4,5,7)

**Gambling and Games of Chance**

State Law prohibits gambling and games of chance. No lotteries, penny tossing, or card playing for money is permitted at any time. (Actions: 3,4,5,6)

**Gang Activity/Symbolism**

Gang activity that creates a hostile environment shall not be tolerated in any manner. Students involved will be suspended and recommended for expulsion. The use of "Colors," bandannas, or other particular signs to identify a gang is strictly prohibited. Gang members' names will be submitted to the police. (Actions: 3,5,6,7)

**Graffiti**

To produce graffiti on school property or equipment is a crime and will be treated as such. Police shall be informed and legal action shall be taken against the perpetrator. (Actions: 5,6,7)

**Hall Passes**

Students are required to have a hall pass during class time to move about the building. The classroom teacher or other appropriate staff member issues the pass. Students are required to identify themselves to staff upon request. Failure to do so will be treated as insubordination. Students must present their student ID card and/or hall pass upon request. (Actions: 1,2,3,4,5)

**Honesty**

Students are expected to be honest in all their activities both at school and away. The school personnel will not tolerate lying, cheating, plagiarism, stealing, or other acts deemed to be dishonest. (Actions: 3,4,5,7)

**Insubordination**

Students have an obligation to carry out reasonable requests from teachers and other staff. This includes identifying oneself to a staff member when requested to do so. Failure to carry out such requests will result in disciplinary action. (Actions: 1,2,3,4,5,7)

**Loitering**

All students are expected to be in their assigned classes throughout the day. Those who cut classes will be disciplined, and the missed time will be made up after school. Students are not to loiter in the parking lot, across the street from the school, behind the school, or other locations on the school grounds. When your day is completed, you are to leave. This includes students with abbreviated schedules who must leave after their last daily scheduled class. (Actions: 2,3,4,5,7)

**Loss of Credit**

Students shall lose credit in a course after five (5) unexcused absences. The grade for the course will be entered on the student's transcript as an "E-2" and zero credit will be given. Time missed from class as a result of unexcused absences will be made up after school. Teachers are not required to accept work assigned if the absence is unexcused or to allow students to make up missed work. Students have the right to appeal a "Loss of Credit" within ten school days. (Actions: 1,2,3,4,5)

### **Lunch Passes (Seniors Only)**

Seniors can be granted the privilege of leaving the school grounds during their assigned lunch period. Permission is granted upon written request and approval of the parent and the principal. All underclass students are to remain on campus during lunch. Seniors who take underclass students out to lunch shall lose their lunch privileges and their campus parking permits for 30 days. (Actions: 3,4,5,7)

### **Parking on Campus**

Parking on school grounds is by permit only. Students make application for parking at the beginning of each semester. If approved, the student will receive a permit upon payment of \$25.00 per semester, to park in the STUDENT DESIGNATED AREA and in a specific numbered space. Cars parked in designated fire lanes (marked by a yellow line in front of the building) will be ticketed and/or towed at the owner's expense. Students will have their permits revoked without refund.

Property in vehicles parked on school grounds is subject to school rules, and for just because vehicles can be entered and materials confiscated. Cars parked on school grounds without permits will be ticketed and/or towed. See complete parking policy in the Policies and Procedures section. (Actions: 3,4,5,6)

### **Physical Attack/Verbal Abuse on Staff Member**

Verbal abuse or verbal threats of staff members will not be tolerated. (Actions: 3,4,5,6,7)

Violent physical attacks on a staff member will result in a recommendation for expulsion as a **minimum** action. (Action: 7)

### **Plagiarism**

Plagiarism in any form will not be tolerated. Chapter two of the *Research Procedure Manual* states, "Even when it is unintentional, presenting someone else's thought, ideas, expressions, or information without proper acknowledgement of the source is an act of academic dishonesty." An act of plagiarism will result in a zero for the assignment, parental notification, and an administrative referral. A student who plagiarizes may not redo the assignment to improve the grade. Plagiarism is the act of submitting writing /visual assignment which is not the student's work either in part or in its entirety, or submitting work that is improperly documented. Such writing assignments include but are not limited to: journal or homework assignments copied from another student; work copied from books or electronic resources; work submitted in another course, unless agreed to by the teacher. Plagiarism may be word-for-word copying, rearrangement of words, or indirect paraphrasing of ideas without giving credit to the source. (Also see Cheating.) (Actions: 1,2,3,4,5,6,7)

### **Profanity and Obscenity**

The use of offensive words/language (profanity), acts or actions considered being obscene, or clothing that carries offensive material (such as profane language or depictions of drugs or alcohol) has no place in the school or at school-sponsored activities. Students wearing questionable clothing will be asked to go home and change or will be given clothing to wear for the day. Parents may pick up the article of clothing in question. (Actions: 1,2,3,4,5)

### **Public Displays of Affection**

School is a place of business, and students should conduct themselves accordingly. Kissing and inappropriate displays of affection are not allowed. (Actions: 1,2,3,4)

### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature. It is against MCPS policy and unlawful to commit acts of sexual harassment, and will not be tolerated. (Actions: 5,6,7)

### **Smoking**

Smoking by minors is against the law. Smoking is not permitted in the building, on school grounds or within 500 feet of the school boundaries at any time or at any school-sponsored activity, including during after-school and weekend activities. (Actions: 3,4,5,6)

### **Student Identification**

Students shall identify themselves to all staff members upon request. Failure to do so will be treated as insubordination. Students must present their student ID card upon request. (Actions: 3,4,5)

### **Tardiness**

Time schedules are established to meet necessary state and county requirements for credit. Students shall make every effort to be on time to classes. Three (3) unexcused tardies are treated as an unexcused absence. Loss of Credit can occur through accumulation of unexcused tardies. (Actions: 1,2,3,4,5,7)

### **Theft/Stealing**

Persons involved in taking property that belongs to others shall be responsible for restitution of the stolen items and shall be reported to the police for legal action. Students involved in theft/stealing are subject to suspension and/or expulsion. (Actions: 3,4,5,6,7)

### **Threats and Intimidation**

Threats and intimidation of others will lead to suspension and police involvement. These acts will not be tolerated in any manner. (Actions: 1,2,4,5,6)

### **Traffic Violations on School Property**

No speeding or other irresponsible acts involving a vehicle on school grounds will be tolerated. Students who violate this rule will be reported to the police and will lose their parking privileges. See complete Parking Policy in Policies and Procedures section. (Actions: 3,4,5,6)

### **Trespassing**

Any person on the Whitman campus not having official school-related business is subject to trespassing laws, including students on abbreviated schedules who remain on campus after their last scheduled class. Students are not permitted in unauthorized areas of the school building and grounds. Friends of Whitman students who do not attend Whitman are to wait for them after the school day ends off of school property and not in the parking lot. (Actions: 3,4,5,6)

### **Vandalism**

The taxpayers of Montgomery County have gone to great expense to provide the building, furniture, and equipment for students to use -- not to abuse. Students are asked to take pride in their surroundings and to confront peers who do not demonstrate a respect for the school campus which is provided for their use. Students who destroy property will pay for the replacement, including labor. Any act of destruction is subject to police referral, suspension and/or expulsion. (Actions: 5,6,7)

### **Weapons**

Possession of weapons or anything used as a weapon to cause bodily harm or injury is strictly prohibited on school grounds. Students in possession of such weapons will be recommended for expulsion as a minimum action. (Action: 7)

### **Zero Tolerance**

In addition to the disciplinary actions noted for alcoholic beverages, drug/alcohol abuse, and weapons, under the Zero Tolerance Policy, the student shall be denied the privilege to participate in any school-sponsored activity, on or off school property, for the period of one calendar year from the date of infraction. The principal may review the privilege to participate after six months if the student has completed 100 hours of community service approved by the principal. See the full description of this Walt Whitman policy on use or possession of alcohol, drugs, controlled substances or weapons at any school-sponsored activity in the Policies and Procedures section.

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