

PARENT AND STUDENT
HANDBOOK
2010 - 2011

WINSTON CHURCHILL HIGH
SCHOOL

11300 Gainsborough Road
Potomac, MD 20854-3799
(301) 469-1200

www.churchillhs.org

Dr. Joan C. Benz
Principal

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**MCPS
2010-2011 SCHOOL CALENDAR**

Month	Date	Event
August	23-27	Professional Days for Teachers
August	26	Incoming Student Orientation
August	30	First day of school for students
August	31	Ninth Grade Parent Orientation
September	2	Back to School Night-7:00PM
September	6	Holiday – Labor Day
September	9	Rosh Hashanah – No School
September	14	Holiday – Primary Election – No School
October	1	Early Release Day K-12
October	9	Homecoming Dance
October	13	PSAT
October	15	MD State Teachers Convention – No School
November	1	Professional Day for Teachers – No School
November	2	Holiday – General Election – No School
November	11	Report Cards Distributed
November	24	Early Release Day K-12
November	25-26	Holidays - Thanksgiving
December	24	Holiday - Christmas
December	27-30	Winter Break
December	31	Holiday—New Year’s
January	13	Final Exam Review Day
January	14-21	Final Exams
January	17	Holiday – Martin Luther King, Jr.
January	24	Professional Day for Teachers—No School
February	2	Report Cards Distributed
February	21	Holiday- Presidents’ Day
March	4	Early Release Day K-12
March	31	Professional Day for Teachers – No School
April	7	Report Cards Distributed
April	18-21	Spring Break
April	19	Passover begins at sundown
April	22, 25	Holidays- Easter No School
May	16-19	HSA Testing
May	30	Holiday – Memorial Day
June	9	Final Exam Review Day
June	10-16	Final Exams
June	16	Students last day of school (Exam Make-ups)
June	17	Professional Day for Teachers
June	23	Report cards mailed

**WINSTON CHURCHILL HIGH SCHOOL
BELL SCHEDULES**

REGULAR

Warning Bell	7:20 a.m.
Period 1	7:25 - 8:10
Period 2	8:15 - 9:00
Period 3	9:05 - 9:50
Period 4	9:55 - 10:45
LUNCH	10:50 - 11:40
Period 5	11:45 - 12:30
Period 6	12:35 - 1:20
Period 7	1:25 - 2:10

ASSEMBLY

Warning Bell	7:20 a.m.
Period 1	7:25 - 8:00
Period 2	8:05 - 8:40
Period 3	8:45 - 9:20
Period 4	9:25 - 10:00
Period 5	10:05 - 10:45
LUNCH	10:50 - 11:35
Period 6	11:40 - 12:20
Period 7	12:25 - 1:00
Assembly	1:05 - 2:10

EARLY DISMISSAL

Warning Bell	7:20 a.m.
Period 1	7:25 - 7:50
Period 2	7:55 - 8:20
Period 3	8:25 - 8:50
Period 4	8:55 - 9:20
Period 5	9:25 - 9:50
Period 6	9:55 - 10:20
Period 7	10:25 - 10:50
LUNCH	10:55 - 11:30

2 HOUR DELAY

Warning Bell	7:20 a.m.
Period 1	9:25 - 9:55
Period 2	10:00 - 10:30
Period 3	10:35 - 11:10
LUNCH	11:15 - 11:50
Period 4	11:55 - 12:25
Period 5	12:30 - 1:00
Period 6	1:05 - 1:35
Period 7	1:40 - 2:10

HOMEROOM

Warning Bell	7:20 a.m.
Period 1	7:25 - 8:05
Period 2	8:10 - 8:50
HOMEROOM	8:55 - 9:05
Period 3	9:10 - 9:50
Period 4	9:55 - 10:45
LUNCH	10:50 - 11:40
Period 5	11:45 - 12:30
Period 6	12:35 - 1:20
Period 7	1:25 - 2:10

SPORTS BY SEASON

Fall:

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

Winter:

Boys	-	Varsity & JV Wrestling Varsity & JV Basketball
Girls	-	Varsity & JV Basketball Poms, Cheerleading
Coed	-	Indoor Track Swimming/Diving

Spring:

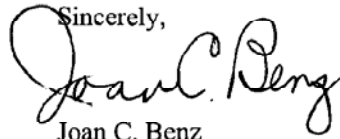
Boys	-	Varsity & JV Baseball Varsity Volleyball Varsity Tennis
Girls	-	Varsity & JV Lacrosse Varsity & JV Softball Varsity & JV Lacrosse
Coed	-	Outdoor Track, Volleyball Developmental Golf

WELCOME TO CHURCHILL

Dear Parents/Students,

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

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

Sincerely,

Joan C. Benz
Principal

TELEPHONE DIRECTORY

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

Administrative Offices

Dr. Joan C. Benz, Principal	469-1221
Ms. Doreen Brandes, Assistant Principal (Grade 11)	469-1204
Ms. Jan Fisher, Assistant Principal (Grade 12)	469-1209
Mr. Edward A. Reed, Assistant Principal (Grade 10)	469-1223
Mr. John Taylor, Assistant School Administrator (Grade 9)	469-1173
Athletic Director – Dave Kelley	469-1240
Business Manager - James Showlin	469-1210
Financial Assistant – Judi Starlings	469-1205

Main Office

	469-1200
Attendance – Harriet Feldman	469-1222
Building Services – Angel Delgado	469-1233
Career Center – Luana Zimmerman	469-1242
Counseling Office - Beverly Lubenetski	469-1211
Health Room - Deborah Stapleton	469-1207
Media Center – Paige Pagley	469-1206
Registrar - Denise Fabrizio	469-1220
Security Office - Terry Bell	469-1101

DEPARTMENTS

Art - Paul Dermont	469-1227
Bridge Program – Jan Shapiro	469-1231
Counseling – Beverly Lubenetski	469-1211
English – Emily Goldberg	469-1172
Newspaper Office – Kelly Knarr	469-1230
Mathematics - Janice Williams	469-1224
Instrumental Music – Kristofer Sanz	469-1091
Choral Music - Carlos Barillo	469-1243
Physical Education - Don Higgins (Boys)	469-1236
Physical Education (Girls)	469-1237
Resource Room – Tishya Soni-Chopra	469-1235
Science – Clinton Brown	469-1164
Social Studies – Michael Carroll	469-1166
Technology Education - Paul Dermont	469-1234
World Languages – Stacey Steele-Yue	469-1241
Yearbook Office – Naomi Ratz	469-1245

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

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

SGA and Class Officers for 2010 – 2011

SGA Sponsor

President
Vice Presidents
Secretary
Treasurer
MCR Representative
Historian

Mr. Justin Ostry
Jamie Oppenheimer
Alec Fanaroff, Hal Zeitlin
Carly Rotter
Paige Gross
Alex Abdun-Nabi
Haley Tros

Seniors- Class of '11, Sponsor

President
Vice Presidents
Secretary
Treasurer
MCR Representative
Historian

Mr. Brendan Roddy
Janey Asher
Camille Bachrach, Eunice Choi
Joshua Rosefelt
Andy Lee
Evan Tasis
Shoruk Hassan

Juniors-Class of '12, Sponsor

President
Vice Presidents
Secretary
Treasurer
MCR Representative
Historian

Ms. Jennifer Lubenetski
Zac Vogel
Gabri Espina, Tony Raffa
Will Mulhern
Naomi Gutkind
Robert Gutierrez
Sarafina Arthur-William

Sophomores-Class of '13, Sponsor

President
Vice Presidents
Secretary
Treasurer
MCR Representative
Historian

Mr. Scott Selman
Hana Quiros
Gauri Bhatmagar, Aaron Ross
Keirsten Lee
Toby Heller
Stephen Lee
Coco Hermes

Freshmen-Class of '14, Sponsor

Officers TBD

Ms. Shelley Perrett

CHURCHILL IN BRIEF

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

Statement of Philosophy

The faculty of Winston Churchill High School strives to assist each student to reach full potential in academic development. We seek to enable all students to see themselves as important and unique human beings with certain rights and responsibilities to themselves, family, school, society, and the environment.

Just as students and learning do not conform to a set pattern, neither can instruction. Therefore, our educational program is directed toward encouraging a diversity of curricular and extracurricular activities. We believe this multi-faceted approach provides for individual differences and growth in a changing pluralistic society. Technology instruction is a priority focus to further prepare Churchill students for higher education and for the careers they will eventually enter.

Our commitment to improving educational practices demands that we continually develop our expertise through:

- Professional readings and workshops
- Providing students with an atmosphere conducive to learning
- Encouraging them to be active participants in their education
- Keeping open lines of communication among students, teachers, parents, and the community

As educators, we are dedicated to the ideal that a sound educational program always aims for academic excellence, as well as personal growth and development. Our objectives, therefore, are directed toward helping all students achieve:

- Academic and higher order intellectual skills
- Individual and civic awareness and responsibility
- Full development of artistic, musical, and physical abilities
- Interest in pursuing productive and satisfying occupational goals and recreational activities

SCHOOL POLICIES AND PROCEDURES

Athletic Alcohol/Drug Abuse Policy and Extracurricular Alcohol and Drug Abuse Policy See page 20 for details of policy.

Attendance

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

Each student's attendance record at school is very important. Academic achievement is difficult to attain with poor attendance habits. Excessive absences, tardiness, or irregular attendance may necessitate requiring a student to provide professional medical verification.

Excused Absences/Tardies

All students are expected to be in every scheduled class on time, every day, unless legitimately excused. According to state regulations, absences from school for the following reasons are lawful and shall be excused:

- * Death in Immediate Family
- * Court Summons
- * Certified Illness of the Child
- * Observance of Religious Holiday
- * Work or Activity Accepted by School Authorities (must have Written prior administrative approval)
- * Violent Storms
- * State Emergency
- * Suspension

Absentee Notes

All parental, medical, or "age of majority" notes **must include:**

- **student name**
- **student identification number,**
- **date**
- **grade**
- **reason for absence or tardiness,**
- **phone number where a parent may be reached during the day.**

Legitimate absences will be excused if a note is submitted within three (3) days of the student's return to school.

Unexcused Absences

- | | |
|-------------|---|
| 1st offense | Teacher contacts parent, assigns detention, records zero for assignments/assessments. |
| 2nd offense | Teacher contacts parent, assigns detention, records zero for assignments/assessments. |
| 3rd offense | Teacher records zero for assignments/assessments.
Teacher refers student to administrator.
Administrator assigns consequence. |

Age of Majority

Students who have reached their eighteenth (18th) birthday may exercise their age of majority rights after they have completed the verification process with the attendance office. After the verification process is completed, a letter will be sent to the parents/guardians to inform them that their student has declared age of majority. Excessive absences, tardiness, or irregular attendance may necessitate requiring a student to provide professional medical verification. The school will continue to maintain contact with the parents of age of majority students.

Tardiness to School/Class

Students who are late to school must bring a parental note with a valid excuse as noted in **Excused Absences/Tardies on the previous page**. Students arriving after 7:25 a.m. must enter through the main office entrance and go directly to the attendance office to sign in. Students without a note must go directly to class. An unexcused tardy to class is 1/3 of an unexcused absence. Students who arrive twenty (20) minutes late or more will be considered absent for the entire class period.

Unexcused Tardies

1st offense	Teacher warns student and assigns detention.
2nd offense	Teacher contacts parent and assigns detention.
3rd offense	Teacher refers student to administrator. Administrator assigns consequence.

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

Early Departure

Early departure from school in the case of an illness is handled by the health room. The health room, not the student, must make the first contact with the parent/guardian in order for a student to be dismissed from the health room due to illness.

All other dismissal cases are handled by the attendance office. A student who needs to leave school for an appointment must present a parental note to the attendance office in the morning and receive a departure pass. After the teacher dismisses the student from class, the student **MUST** then sign out in the attendance office. Students who return the same day **MUST** sign in at the attendance office and get a pass to class.

College Visits and Educational Experiences

Seniors and second semester juniors may be excused for a maximum of five (5) days to visit colleges. Underclass students may take up to five (5) days for educationally related trips. A parental note must be submitted to the attendance office in advance to be stamped for signature by the grade level administrator and then by teachers. This must be done **48 hours** prior to the trip or college visit. **These absences will not be excused during exam weeks.** Due to the limited number of instructional days before exams, April 30 is the last day for school approved field trips, educational trips, and college visits.

Grievance Appeal Procedures

The appeal procedure is the process by which a student may seek a hearing regarding a problem or a complaint. If an appeal cannot be resolved by discussion with a teacher, a resource teacher, or an assistant principal, the student may use the formal appeal procedure. Within five (5) days of the informal appeal, the student may request, in writing, a review of the complaint by the principal.

The principal will respond to the student within ten (10) days of the formal appeal. For further information, refer to the Student Rights and Responsibilities Handbook. Copies are available in the Counseling Department.

Leaving School Grounds during School Day

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

Make-up Work Policies

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

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

Dance Policies

School dances are generally held at our school gym. Students planning to attend a school dance should be aware of the dance policies.

1. School dances are limited to Churchill students and their approved guests.
2. Churchill students may bring no more than one non-Churchill student. The host student shall be responsible for the behavior of the guest.

3. Students bringing outside guests must have the completed Churchill guest forms turned into administration the day that ticket sales end.
4. Every Churchill student must bring a valid Churchill ID card to attend the dance. Students without a validated school ID will NOT be allowed into the dance.
5. A guest must have his/her school ID or a state ID if the guest has already graduated.
6. Students may not bring backpacks, purses, etc. into the gym. The items will be checked at the door. No items will be given back without the appropriate ticket.
7. No food, drinks, gum, candy, etc. will be allowed in the gym.
8. Unsafe, inappropriate, sexually explicit dancing/conduct will not be allowed.
9. The cut-off time to enter the dance will be 1.5 hours after the start time. Admittance after this time will not be permitted nor will a refund be given.
10. Students leaving early for any reason may not re-enter the dance or receive a refund.
11. Students choosing to ignore any rules will be asked to leave the dance and will not receive a refund.

Dress Code

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

- Straps that are less than one inch wide and all underwear may not be exposed even when engaging in routine activities such as bending, sitting or stretching. Transparent clothing (including clothing made of a mesh material) that exposes underwear cannot be worn.
- The mid-section of the body and the rib cage must be completely covered. No bare midriffs or muscle shirts exposing the rib cage will be allowed.
- No tube tops, strapless tops or backless halters may be worn.
- The length and cut of skirts, shorts and shirts must provide appropriate coverage of the upper and lower body as determined by an administrator. No cleavage can be visible.
- Students are not allowed to wear head covering of any kind (e.g., hats, bandanas, skullcaps, etc.) during school hours unless for religious reasons and/or other reasons approved by administration.
- Clothing advertising alcohol, tobacco products or illegal substances are not permitted.
- Any clothing with profanity, as well as any clothing that communicates *explicit* or *implied* messages of a sexual nature is prohibited.
- No apparel suggestive of gang activity may be worn.
- No sunglasses are allowed to be worn while inside the school building.

Final judgment about clothing considered disruptive to or inappropriate for the educational environment will be made by an administrator.

Lost/Found

Found items should be turned into the Security Office where they will remain until claimed. If a student has lost an item, he/she can see a member of Security Personnel and file a lost item report. **A word of caution – prevention is still the best policy. Students should make sure that their personal belongings are never left unattended. Items should be kept in secure lockers, particularly while students are eating lunch, using the locker room or participating in an extracurricular activity. The best prevention is to leave high value items at home. The school is not responsible for lost or stolen items.**

Lunch Responsibilities

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

The meal prices for the 2010-2011 school year are as follows:

<u>Breakfast – All Grades</u>	
Regular price	\$1.30
Reduced price	\$.30
<u>Lunch</u>	
Elementary school	\$2.50
Secondary school	\$2.75
Reduced	\$.40

Sportsmanship

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

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

Transportation/Parking

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

Due to limited parking spaces, student parking on campus is limited to seniors with an appropriate parking pass. Students do not have the authority to park in the staff parking lot or bus loop at any time during the school day. Students with legitimate parking passes must park in their assigned parking spaces. Upon receiving a parking pass any student found parking in any of the Student Reserved Parking Lots without the appropriate parking pass, in the staff lot, in the bus loop or in a visitor parking space are subject to towing at the owner's expense. **Parking is a privilege and any violation of school rules may result in suspension or forfeiture of parking privileges.**

Parking/Driving violations include:

- any student with lot or street parking who drives recklessly during school hours or while at a school activity is in session
- students who park in staff, visitor or student parking lot without a permit
- students who take underclassmen out to lunch or to skip class
- any junior who has been approved for Tuckerman pass and parks somewhere other than Tuckerman.

Students who have a lot pass must notify security when the vehicle information changes. Students must be academically eligible for parking, and if they become ineligible during the school year, they will forfeit their pass for as long as they are ineligible. **Any medical exception to request an on-site parking pass must be accompanied by a Maryland State Motor Vehicle Administration Handicapped Permit.**

All Student Service Learning hours and obligations must be completed and cleared before being eligible for a parking pass.

Visitors

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

Trespassing

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

**WINSTON CHURCHILL HIGH SCHOOL
HONOR CODE****HONOR CODE OF CONDUCT**

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

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

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

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

RESPONSIBILITIES**A. Students have the responsibility**

1. to know the honor code and discipline policy
2. to adhere to these policies
3. to discourage others from engaging in dishonest activities
4. to work cooperatively with all school staff members in the implementation of these policies
5. to model behavior in accordance with these policies

B. Parents have the responsibility

1. to know the honor code and discipline policy
2. to adhere to these policies
3. to educate the students about these policies
4. to encourage their children to adhere to these policies
5. to support the faculty in their efforts to implement these policies
6. to model behavior in accordance with these policies

C. Faculty members have the responsibility

1. to know the honor code and discipline policy
2. to adhere to these policies
3. to educate the students about these policies
4. to monitor student behavior and enforce these policies
5. to inform parents and administrators when necessary
6. to model behavior in accordance with these policies

D. Administrators have the responsibility

1. to know the honor code and discipline policy
2. to adhere to these policies
3. to educate the students about these policies
4. to monitor student behavior and enforce these policies
5. to keep parents informed when necessary
6. to support staff's efforts to implement these policies
7. to model behavior in accordance with these policies

OFFENSES

A. Cheating

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

B. Plagiarism

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

C. Dishonesty

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

STUDENT ACTIVITIES

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

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Montgomery County Board of Education has established academic eligibility standards for participation in extracurricular athletic and nonathletic activities. Students in grades 9-12 must maintain a 2.0 unweighted average with no more than one "E" (failure) in the previous marking period to be eligible to participate in any activities listed as nonathletic or athletic.

Incomplete grades that are not changed to a passing grade within ten (10) school days after report cards are issued will be considered failing grades for eligibility purposes.

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

- * Students who have a 2.0 average with no more than one "E" (failure) in the previous marking period will automatically be eligible to participate or practice in an extracurricular activity governed by this regulation during the next marking period.

- * A multi-hour course is counted as multiple courses when determining whether a student has maintained a 2.0 average, but is counted as one course when determining the number of failed classes.

- * A grade of NC is considered a failing grade.

- * A student may regain his/her eligibility status at the start of the next marking period if all failing grades are reduced to a minimum of one E or NC and if a 2.0 or higher average is achieved.

- * Grades recorded as "incomplete" as a result of legally excused absences shall be considered passing until changed. Incomplete grades that are not changed to a passing grade within ten school days after report cards are issued will be considered failing grades for purposes of eligibility until they are changed.

- * A student may withdraw twenty-five days (25) or less into a course without penalty. For purposes of academic eligibility, a student may not drop more than one passing course after the twenty-five day drop/add period.

- * When a student withdraws from a course on day twenty-six or later, the student will be given the grade earned at the time of dropping from the course. That grade will be factored into the marking period average for the purposes of academic eligibility only.

- * A marking period begins on the day a report card is issued and continues until the day that the next report card is issued.

- * Students taking a minimum of one to two courses must pass each course and maintain a 2.0 average to be eligible.

- * Students who do not maintain a 2.0 average with no more than one "E" (failure) in the final quarter will not be eligible in the fall. Students may

repeat failed courses in summer school. However, if a failed course is not offered during the summer session, the student will be allowed to take another course in the same subject area, if available. If not available, the student and his/her counselor will decide on the course and/or subject area. The summer-session grade will replace the lowest course grade from the previous marking period and be factored in to determine the 2.0 minimum average for participation.

The only two exceptions are noted below:

- This ruling does not apply to students entering high school in the fall for the first time;
- This ruling does not apply to students engaged in activities that are extensions of a graded course, such as but not limited to band, show choir, journalism, leadership and orchestra.

ATTENDANCE AND ALL EXTRACURRICULAR ACTIVITIES

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

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

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

ALCOHOL AND DRUG ABUSE POLICY

All students are expected to follow the provisions of the MCPS Students Rights and Responsibilities Policy and to comply with the WCHS Disciplinary Policy. It is every student and parent's utmost responsibility at all times to uphold the laws and enforce school policies regarding underage

drinking and drug use. While enrolled all Churchill students are required to refrain from the use of drugs, alcohol, controlled substances and tobacco products twenty-four 24 hours a day, on and off school property. If a student violates these requirements the following penalties will apply:

A. **Tobacco** - Use of tobacco in any form is illegal at any school sponsored activity and will result in the following consequences:

1. **1st Offense** - Detention
2. **2nd Offense** - Minimum one (1) day suspension/maximum one (1) week suspension from activities.
3. **3rd Offense** - Maximum ten (10) day suspension and a month suspension from activities.

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

1. 1st Offense

Any MCPS student with verified use or possession of alcohol, illegal drugs, and/or controlled substances on school property or at a school sanctioned event, shall receive a ten **(10) day suspension from school** and a **consecutive thirty (30) school day suspension from participating in or attending all extracurricular activities**. Resumption of extracurricular activities will not occur until the confirmation of completion of or continuance of a counseling component.

Students who hold a leadership position within a team, club or other school organization will be removed from that position for the remainder of the year. Students who possess parking passes or lunch passes will relinquish those passes for the year.

2. 2nd Offense

Two year suspension from activities from the date of the infraction.

Students who hold a leadership position within a team, club or other school organization will be removed from that position for the remainder their high school career. Students who possess parking passes or lunch passes will relinquish those passes for remainder of their high school career. Students will be prohibited from entering the lottery and/or receiving a parking pass in the future.

3. 3rd Offense

Suspension from all extra and co-curricular activities for the duration of high school.

C. **Distribution of Alcohol/Drugs** - Principal must recommend expulsion from MCPS and police are notified.

1. 1st Offense

If the student returns to WCHS - forfeiture of membership in all WCHS activities for the duration of high school.

INTERSCHOLASTIC SPORTS

Churchill offers interscholastic sports on the varsity and junior varsity levels. Generally, students must try out for the teams and attend daily practices. Fall sports have tryouts and begin practice around August 15, winter sports around November 15, and spring sports around March 1. Some teams may require practice during holiday recesses. Dates and times for tryouts will be announced through a variety of methods such as: morning announcements, the daily bulletin posted in the main office and the Churchill website <http://www.montgomeryschoolsmd.org/schools/churchillhs>.

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

All candidates for varsity and junior varsity teams must have a medical (physical) exam on file before the start of the first practice. Each candidate's physical is valid for one year and for sports within that school year.

THE PARENT, TEACHER, STUDENT ASSOCIATION (PTSA)

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

The mission of the PTSA is to:

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

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

- Local, State, and National PTSA membership
- Representation of Churchill HS PTSA to the Montgomery County Council of PTAs (MCCPTA)
- Publication of school phone directory
- Parent newsletter (the "Bulldog Bulletin")
- Weekly or more frequent emails to parents (the "Bulldog Blips") concerning upcoming events and issues
- Staff appreciation and school support throughout the year
- Support for student groups and clubs (Athletic Booster Club, speakers, dances, and other functions)
- Club Night

- Cultural arts
- Parent support (coffee, mentoring, welcome, resource)
- Representation on school committees, including Guidance, Health, Discipline
- Character education and student life
- Representation on MCPS committees (Grading and Reporting)
- Fundraising
- Parent membership and involvement are critical to the success of these and other programs

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

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

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

Parents are urged to subscribe to the “Bulldog Blips,” the parent email newsletter/information source, by sending an email to: blips-on@churchillptsa.org
Email addresses are not visible and are kept private.

PTSA Officers for 2010-2011:

President	Geri Shapiro	301-983-2773
Vice President	Joanne Jacobson	301-299-2367
Vice President	Susi Eslami	301-738-3326
Treasurer	Maryam Khatib	301-983-4320
Recording Secretary	Joy Stein	301-294-2946
Corresponding Sec’y	Judith Bourzutschky	301-765-7056
MCCPTA Delegates:	Joe Kale	301-947-0079
	Semi Nasser	301-299-0181

Churchill parents represent one of the most active high school PTSAs within Montgomery County. Your participation is greatly welcomed and is very important! A partial list of committees appears below. A complete list of committees and chairpersons will be available at a later date. Please visit our website www.churchillptsa.org.

Activity Fund	Donna Duvall	301-610-5616 dvershay@aol.com
Brag Bricks	Geri Shapiro	301-983-2773 ironmomgeri@yahoo.com
Bulldog Blips Information Distribution	Maryam Khatib Needs Co-Chair	301-983-4320 churchillblips@churchillpts.org
Celebration After Prom - Decorations -Prizes -Entertainment -Food -Clean-up -Administrative	Natasha Greig Needs Co-Chair(s)	301-299-4107 Adisej1@msn.com
Character Education & Student Life	Michael Fisher Claudia Steiner	
Cultural Arts		
Database/Directory		
Directory Ads		
D.A.W.G.S. (Dances, Activities With Great Spirit)	Natasha Greig Needs Co-Chair(s)	301-299-4107 Adisej1@msn.com
Directory Ads	Need Chair	
Guidance Advisory	Have several names	
Hospitality		
Membership	Maryam Khatib -Need Co-Chair	301-983-4320 churchillblips@churchillpts.org
Newsletter	Suzanne Weiss	301-299-9699 gurweiss@att.net
Parent Mentoring		
Parent Networking- coffees	Susi Eslami	301-738-3326 susieslami@comcast.net
Parent Resources		
Welcome - Transfers		
Class of 2011	Laura Gross Maryam Khatib	301-977-7887 Lgross100@comcast.net 301-983-4320 churchillblips@churchillpts.org
Class of 2012		
Class of 2013		
Class of 2014		
Receipt Program – Giant/Safeway Reflections	Kathleen Weinstein	301-469-6539 kmtw@comcast.net
SCAT – School Community Action Team		
Senior Breakfast		
Special Needs		
Staff Appreciation	Janice Mueller Ellen Shrago	301-299-9288 janicemueller@comcast.net 301-469-6161 elshrago@verizon.net
Staff Nominations		
Staff Welcome Back Breakfast	Laura Gross	301-977-7887 Lgross100@comcast.net
Staff End of Year Luncheon		
Student Service Learning Liason	Lynn Fanaroff	301-765-7908 lfanaroff@yahoo.com
Website – PTSA Webmaster		

PTSA and Parent Sponsored Groups include:

CELEBRATION:

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

Contact: Natasha Greig 301-299-4107

D.A.W.G.S!

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

Contact: Natasha Greig 301-299-4107 or Dawn Harris 301-365-9015

CHURCHILL BOOSTER CLUB

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

Contact: Mark Green 301-294-4682

THE ACADEMIC PROGRAM

MARYLAND DIPLOMA REQUIREMENTS

The state of Maryland authorizes one kind of diploma for all high school graduates based upon successful fulfillment of the following five kinds of requirements: enrollment, credit, courses, student service learning, and competencies. All requirements are summarized below.

Enrollment Requirement

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

Credit Requirement: 22

Course Requirements

English—4 credits

Fine Arts—1 credit

Technology Education—1 credit (The class of 2011 and beyond must take one (1) credit of Foundations of Technology or one (1) of three (3) other specific technology courses listed in the MCPS course bulletin.)

Mathematics--4 credits (1 credit algebra, 1 credit geometry)

Students who have successfully completed a calculus course offered by MCPS may be exempted from the 4-credit requirement in mathematics.

Science—3 credits (1 biology credit and 1 physical science credit must be included in the 3 credits.)

Social Studies—3 credits (1 credit U.S. History; 1 credit World History; and 1 credit National, State, and Local Government)

Physical Education--1 credit

Health Education—1/2 credit

Additional Requirements

In addition to meeting the specific credit requirements, a student is required to earn at least one of the following:

- a. **Foreign Language**—2 credits or
- b. **Advanced Technology Education**—2 credits (courses in Career and Technology Education that satisfy the Advanced Technology requirement are marked with AT in the MCPS course bulletin or
- c. **Career Development Program**—successful completion of a state-approved **Career Development Program**

**High School Assessments (HSA) and
Maryland School Assessments (MSA)**

Maryland High School Assessments are rigorous end-of-course tests in 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 students, parents, and schools. Passing the HSA is a graduation requirement.

The English 10 test also serves as Maryland School Assessments (MSA). Students' scores on these tests are used to determine whether the school has made Adequate Yearly Progress (AYP).

MARYLAND CERTIFICATES

Certificate of Merit

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

- a. **Advanced Courses**
At least twelve (12) credits must be earned in advanced courses identified by MCPS as applicable to the Certificate of Merit.
- b. **Cumulative Grade Point Average**
Students must obtain at least a 3.0 unweighted cumulative grade point average.

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

Maryland High School Certificate

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

1. The student is enrolled in a special education program for at least (4) four years beyond Grade 8, or its age equivalent, and is determined by an Individualized Educational Program (IEP) committee, with agreement of the student's parents, to have developed appropriate skills for the individual to enter the world of work, act responsibly as

a citizen, and enjoy a fulfilling life. The world of work includes but is not limited to (a) gainful employment, (b) work activity centers, (c) sheltered workshops, (d) supported employment.

2. The student has been enrolled in a special education program for four years beyond Grade 8, or its age equivalent, and has reached age 21.

Student Service Learning (SSL)-Community Service

Student Service Learning is an unpaid activity within the community or curriculum that provides service to a group or addresses a community need. SSL is a Maryland State Department of Education mandated requirement for graduation. Seventy-five SSL hours are required to receive a diploma. (Adjustments are made for students registering in MCPS for the first time in 9th grade or thereafter.) Hours are earned in middle and high school. Hours can be earned through curriculum courses (MCPS “Course Bulletin”), co-curricular activities (school clubs and organizations) or through independently chosen non-profit activities. Activities may be direct service, which puts the student face to face with the recipient; indirect service, which puts the student “behind the scenes”; or advocacy, which has the student using his or her voice and talents to correct a social issue or injustice.

Not all charitable volunteer activities automatically qualify for SSL. Specific requirements and guidelines for selecting appropriate activities and agencies and the timely reporting of hours earned can be found at the MCPS website, www.mcpsssl.org. In order to receive credit for hours, all requirements must be met.

COURSES

High School Credit for Middle School Students

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

Honors, Advanced Placement, and Advanced-level and International Baccalaureate Courses

Honors, advanced-level, Advanced Placement (AP), and International Baccalaureate (IB) courses provide rigorous and challenging studies for MCPS students who are capable of or motivated to pursue rigorous and challenging instruction. Typically, students enroll in individual Honors, advanced-level, and AP courses and not in a program as a whole. Students seeking an external curriculum diploma, such as the IB program, or participating in local school certificate programs must meet the requirements of that program in addition to the requirements for graduation in MCPS.

Honors Courses

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

understanding of key concepts. Under special circumstances in designed courses, a cluster of students may pursue honors level work in a regular-level class. To get credit for Honors work, students must enroll under the special Honors code included in the course description.

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

Advanced Placement Courses

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

Criteria for Enrollment in Honors, Advanced Placement, and Advanced-Level Courses

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

The Honors/AP Review Committee also will ensure that each school provides responsible open enrollment in Honors, AP, and advanced-level courses for every student who is capable or motivated to pursue a rigorous program and higher-level course work. The committee will document the strengths that each student brings to Honors, AP, and advanced-level work and recommend a plan for outreach, nurturing, and support of potential candidates. A profile of student strengths can be determined by conducting a thorough review of the following multiple criteria:

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 or motivation
6. Teacher's/counselor's recommendations
7. Work samples and portfolios

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

Student Withdrawals from Courses

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

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

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

Attendance

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

Each student shall attend all scheduled classes and approved educational activities and shall be responsible for completing all assigned work on time. Parents and school personnel shall do everything possible to ensure each student's regular attendance. Excused absences from school, which must be supported in writing from the parent (or student, if 18 or over with age of majority on file) include:

- * Death in Immediate Family
- * Court Summons
- * Certified Illness of the Child
- * Observance of Religious Holiday
- * Work or Activity Accepted by School Authorities (must have prior administrative approval)
- * Violent Storms
- * State Emergency
- * Suspension

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

Schedule Change Policy

Students may make sound educational schedule changes for semesters 1 and 2 from the time of registration during February/March until April 30th. After April 30th, due to staffing constraints, schedule changes will be permitted for the following reasons only:

1. Master schedule conflicts
2. Incorrect level placement
3. Completion of summer school course
4. Failure to complete a prerequisite course

Requests to change teachers or to keep a first semester teacher will not be honored.

Note: The schedule change policy will be strictly enforced.

Consequently, students are cautioned to give consideration to choosing courses and alternates for both semesters. A schedule change request that is not based on sound educational reasons will not be honored.

SIGNATURE PROGRAMS

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

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

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

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

Signature Program Project Proposal Process for a School-wide Event

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

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

THE GRADING SYSTEM

Reporting Student Progress

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

The following symbols and statements are used to report progress:

A—Outstanding level of performance

B—High level of performance

C—Acceptable level of performance

D—Minimal level of performance

E—Unacceptable level of performance

E2—Loss of Credit (not applicable to the class of 2014 and thereafter)

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

Review of Final Exams

Parents with concerns regarding County Final Exams should contact the appropriate Resource Teacher after they receive the final exam grade to schedule an appointment to review the exam. Exams will be available for six weeks after each semester.

Grade Point Average (GPA) and Weighted Grade Point Average (WGPA)

All semester grades (*A–E*) appear on the report card and on the permanent record and are used in determining GPA and WGPA in accordance with the

procedures set forth in MCPS Regulation IKCRA: *Grade Point Averages and Weighted Grade Point Averages*. An additional quality point will be added to grades of A, B and C in all Honors courses and to Advanced Placement courses only to determine WGPA. MCPS does not rank students. Students will not have an opportunity to remove the credit or grade from their transcripts. **Students may retake the course, and the grade will be recorded as well as the original grade.**

Credit and grades for students taking high school courses in middle school will be recorded automatically on the high school transcript, once a student has entered high school. If a student retakes an entire high school course taken in middle school in high school, the lower grade will be removed from the student's transcript.

COUNSELING INFORMATION

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

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

TESTING CALENDAR 2010-2011

Please refer to the "Testing Bulletin" for information about individual tests (Testing Bulletin is included in summer mailing.) Extra copies are available in the College & Career Center. You can also log onto www.collegboard.com and www.actstudent.org for additional information.

Please NOTE: The PSAT will be administered for all students on Wednesday, October 13, 2010, at WCHS.

SAT 2010-2011 Test Dates & Fees

Important Information for All Test-Takers

- The June 5, 2011 SAT test date will be available for registration starting July 1, 2010. All other 2010-10 SAT test dates are available for registration now.

- Sunday administrations usually occur the day after each Saturday test date, for students who cannot test on Saturday due to religious observance. For the test administration on October 10, the Sunday test date has been moved to October 18 to avoid conflict with the Jewish holiday of Simchat Torah.
- The Language Tests with Listening are offered only in November.
- Deadlines for international test-takers are given below the tables for U.S. students.
- The Question-and-Answer Service (QAS) is offered only on the Saturday test dates in October and January, and for Saturday, Sunday, and school-based testing dates in May.
- The Student Answer Service (SAS) is available only on the test dates for which QAS is not offered—those in November, December, March, and June. It is also available for Sunday and school-based testing dates in October and January.

U.S. Registration Deadlines		
Test Dates	Test	Regular Registration Deadline (postmark/submit by)
October 9, 2010	SAT & Subject Tests	September 10, 2010
November 6, 2010	SAT & Subject Tests	October 8, 2010
December 4, 2010	SAT & Subject Tests	November 5, 2010
January 22, 2011	SAT & Subject Tests	December 23, 2010
March 12, 2011	SAT only	February 11, 2011
May 7, 2011	SAT & Subject Tests	April 8, 2011
June 4, 2011	SAT & Subject Tests	May 6, 2011

Registering Late

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

U.S. Late Registration Periods (late fee applies)				
2010-10 Test Dates	By Mail		By Phone/Online	
	Late Registration Begins	Postmark Deadline	Late Registration Begins	Submission Deadline
October 9, 2010	September 11, 2010	September 24, 2010	September 11, 2010	September 24, 2010
November 6, 2010	October 8, 2010	October 22, 2010	October 9, 2010	October 22, 2010
December 4, 2010	November 6, 2010	November 19, 2010	November 6, 2010	November 19, 2010
January 22, 2011	December 24, 2010	January 7, 2011	December 24, 2010	January 7, 2011
March 12, 2011	February 12, 2011	February 25, 2011	February 12, 2011	February 25, 2011
May 7, 2011	April 9, 2011	April 22, 2011	April 9, 2011	April 22, 2011
June 4, 2011	May 7, 2011	May 20, 2011	May 7, 2011	May 20, 2011

Winston Churchill High School **CEEB Code for SAT 210839.**

ACT Test Dates

Test Date	Registration Deadline	(Late Fee Required)
September 11, 2010*	August 6, 2010	August 7 – 20, 2010
October 23, 2010	September 17, 2010	September 18 – October 1, 2010
December 11, 2010	November 5, 2010	November 6-19, 2010
February 12, 2011	January 7, 2011	January 8 – 21, 2011
April 9, 2011	March 4 2011	March 5-18, 2011
June 11, 2011	May 6, 2011	May 7-20, 2011

THE REGISTRAR

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

Transcripts

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

Fees

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

Seniors/College Applications

When a student receives a college application form, he/she may also receive a secondary school report. If such a form is received, the student must take it to the registrar, along with the appropriate envelopes. The official school recommendation will then be written. **This form will be mailed separately to the college, along with the official school recommendation, and each student must be responsible for mailing the application. The first three (3) transcripts are free of charge. Additional transcripts are three dollars (\$3.00) each.**

Release of Records

Written permission is required before the school may provide student records to employers, colleges, and other persons outside the school system.

A written notice, signed by the parent, giving general approval for the release of such information through verbal request of the student will meet the requirements of the law. This procedure is recommended in lieu of written releases since the general release will facilitate meeting deadlines and thus be in the student's best interests.

When a parent chooses the general release, it is recommended that the model shown below be followed. No transcripts can be sent if Churchill does not have a signed release form on file. When seniors are ready to apply to colleges, they should see the registrar, who will provide the appropriate forms.

Public Law 93-380 requires a parent/guardian's signature (or student's if 18 years of age) before records can be released. We are not permitted to release any information without written authority.

I authorize the Counseling Department of Winston Churchill High School to release the records of _____

Student Name (Please Print)

to requested colleges and/or universities. I also grant permission to release information for scholarship consideration.

Parent/Guardian's Signature

Date

Age of Majority

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

Therefore, students who reach their eighteenth birthday while still enrolled at Churchill may inform the attendance office that they choose to exercise their right of majority. At such time, a letter will be sent to the parents and appropriate school personnel will be given notification.

When a student exercising age of majority is residing as a dependent with his/her parent or guardian, the school shall continue to notify parents on all matters of mutual concern.

JOB APPLICATIONS

Work Permits

These documents are required for anyone under the age of 18 for each job held. Applications are available in the **Counseling Office**. The student fills out the requested information; then the parent/guardian and the student sign the form. The student's birth date is verified by the school, and the employer fills out the work information. Completed copies are returned to the student. One copy goes to the employer; one stays at the school; and one goes to the state labor office.

Application Procedures

For names, addresses, and telephone numbers of admissions officers or employers, check with the College and Career Center. If you are seeking financial aid, write to the director of financial aid. Most college applications are available on the college web site. The common application can be downloaded at

<https://www.commonapp.org/CommonApp/default.aspx>

COLLEGE RECOMMENDATIONS

Competitive colleges require two or more recommendations along with a student's application, transcript, and test and attendance records. Students are advised to seek recommendations from major subject teachers as well as counselors. Some colleges furnish their own recommendation forms; others request that letters be written. Before using the name of any teacher or friend as a reference, the student is to ask permission to do so. Students must allow adequate time for recommendations to be prepared personally. Providing a stamped envelope is also required. It is important to remember that the official school recommendation is always written by the counselor.

MC and UM - SPECIAL CONSIDERATIONS

Both Montgomery College and the University of Maryland have programs that allow selected Montgomery County seniors to take college courses for credit. Under both programs, students may register for and receive credit in course work taken concurrently during the senior year. A 2.75 average is required at MC, and an academic grade point average of 3.0 is required at UM.

Records to Keep:

- * Cancelled checks or money orders
- * Admission tickets to tests and correction forms
- * Test registration numbers (printed on admissions tickets)
- * All score reports
- * Transcript of grades
- * Working copy of FAFSA form
- * CSS (College Scholarship Service) acknowledgement form
- * Copies of all correspondence from schools
- * Copy of your college applications

THE COLLEGE and CAREER CENTER

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

CAREER ASSESSMENTS

The following surveys are free instruments which may be taken at Churchill High School. Counselors will discuss the results of these inventories by appointment.

***ASVAB** - Armed Services Vocational Aptitude
Battery

***Bridges & Choices** Computerized Interest Inventory
and Career Search (conducted through Health classes)

SCHOLARSHIP INFORMATION

Many private and institutional scholarships are available. Each college has its own source of funding. In addition, scholarships are offered by foundations, fraternal organizations, corporate, professional, and religious groups, athletic organizations, the military, and minority and handicapped programs, as well as those related to major fields of study. Some are based on need, others on academic merit, and some on both. Information is available on the Career Center page of the Churchill Website www.churchillhs.org Also check the MCPS Career Center website <http://montgomeryschoolsmd.org/curriculum/careercenter/> and www.fastweb.com.

FINANCIAL AID

Free Application for Federal Student Aid (FAFSA)

This evaluation form is used to estimate the family's ability to pay for education beyond high school. Because the family's resources will be estimated by the previous year's income tax data, the FAFSA must be filed and should be filed between January 1 and January 31. FAFSA forms are available in December or go online at www.fafsa.ed.gov

CSS (College Scholarship Service)/Financial Aid Profile

Certain colleges and universities use this form to determine eligibility for nonfederal student aid funds. Forms are available in the Career Center and on the web at www.collegeboard.com. Click on CSS Profile online.

Financial Aid Workshop

This program is held annually for Churchill parents during the fall.

Other Types of Financial Aid Available

- * **Pell Grant (Formerly BEOG - Basic Educational Opportunity Grant)**
Grants are awarded annually to particularly needy undergraduate students.
- * **Stafford Loans**
Loans are federally subsidized, low-interest education loans made by banks, credit unions, and savings and loan associations. These loans are based on financial need, and must be repaid.
- * **PLUS and SLS (Supplemental Loans for Students)**
These are two educational loan programs which are not based on financial need. The loans are made by banks, savings and loan associations, and credit unions.
- **MHELC (Maryland Higher Education Loan Corp.) or GSL (Guaranteed Student Loan)**
Long-term loans are available through participating commercial banks and credit unions. Repayment begins after student leaves college and may extend 5-10 years.
- * **CWS (College Work Study)**
This campus-based program provides jobs for students who show financial need and who must earn part of their educational expenses. The students work a maximum of twenty (20) hours weekly and are paid no less than minimum wage.
- * **Perkins Loans**
A low-interest loan is made through the financial aid office of the institution.
- * **State of Maryland Financial Aid Program**
Scholarships include Distinguished Scholar Award Program and Maryland State, Senatorial, and House of Delegates Scholarships.

Please note: Federal and state financial aid programs are reviewed regularly by Congress and by the state legislature. Changes may be instituted. Check carefully into current interest rates, loan ceilings, and eligibility requirements.

COUNTDOWN TO COLLEGE STUDENT CHECKLIST

9th Grade

Practice: EXPLORE – Practice ACT

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

10th Grade

- Take the PSAT/NMSQT. Take a mock SAT offered by the PTSA.
- Make sure your courses fulfill graduation requirements and will help prepare you for the college you may wish to attend.
- Develop some outside interests such as clubs, athletics or music.
- If you don't have one, apply for a Social Security card and become aware of job opportunities.
- Visit your College and Career Center.
- Visit your counselor. Talk about your grades and your program for next year.
- Consider taking SAT II tests in subjects you are completing this year, if it is the highest level of that subject you intend to take.

11th Grade

- Take the PSAT/ NMSQT
- Take a mock practice ACT offered by PTSA
- Meet with college admissions representatives who visit your school.
- Register for SAT I/ACT and/or SAT II. (Consider prep courses.)
- Register for AP exams in subjects you are completing this year.
- Attend the MCPS College Fair in the spring. Confer with your counselor about college. Peruse the MCPS booklet, "Getting Started - Career/College Planning Guide," given to each junior in the spring.
- Spend time in the College and Career Center exploring college materials there. Find out about summer enrichment programs.
- Visit colleges of interest during the spring or summer.
- Develop a resume including all of your activities in and out of school. Include supplemental materials such as slides, tapes, photographs, or compositions.
- Visit your counselor at least 3-4 times during the year to finalize your college applications plan.

12th Grade

July/August/September

- Write to several colleges requesting application forms, catalogs and financial aid information and check each web site. Also check online as colleges now prefer online applications.
- See registrar to have high school transcripts sent to respective colleges as deadlines require.
- Remember, you must maintain or improve academic grades during your senior year. Colleges look unfavorably upon failing grades and may rescind admission offers.
- Make an appointment with your counselor for you and your parents to discuss college plans.
- Register for the SAT I and II and/or the ACT by early September.
- Seek teacher recommendations if needed.

October/November

- Visit college campuses. Talk to admissions representatives who visit Churchill. Have an interview if one is required.
- Mail completed forms to the colleges.

December

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

January

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

February

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

April/May/June

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

July

- Final transcripts are sent to colleges.

School Disciplinary Policy

Serious incidents and/or infractions give the Principal the right to initiate proceedings to exceed the maximum penalties in these guidelines.

* = MCPS Policy

	INFRACTION	DEFINITION	MINIMUM	MAXIMUM
*1.	Arson	Deliberately burning property	2 day suspension	Expulsion Police referral
2.	Attendance Issues (absences, tardiness)	See related policies (athletes, extra-curricular, school)	Conference	10 Day Suspension
3.	Audio/Visual Devices	Radio, CD players, iPods, mp3 players and all other audio/visual devices with head phones may be used during lunch, and before or after school. They must be turned off and out of sight at all other times during the school day.	Confiscated Held until end of school day	Parent notification Confiscation of item for extended period
*4.	Bomb/Facsimile Possession or Bomb Threats		BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion	BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion
5.	Bulldog Balcony Gymnasium Foyer Balcony	“Dropping”/throwing objects from 2 nd floor balcony or causing any dangerous situation near balcony	Conference	Expulsion

*6.	Bullying Intimidation Harassment	Conduct, including verbal, physical, or written conduct, that creates a hostile educational environment by substantially interfering with a student's educational benefits, opportunities, or performance, or with a student's physical or psychological well-being, and is motivated by an actual or perceived personal character such as race, national origin, marital status, sex, sexual orientation, gender identity, religion or disability, or is threatening or seriously intimidating and occurs on school property, at a school activity or event, or on a school bus; or substantially disrupts the orderly operation of a school	In school suspension Parent notification	Recommendation for Expulsion
*7.	Cheating Plagiarism	Academic dishonesty including, but not limited to, the following: the willful giving or receiving or an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology including the use of photographs without the permission of the photographer.	No credit for the activity (zero) Parent notification Student/teacher conference	Recommendation for Expulsion

8.	Class Cutting	Unexcused absence from any class or part of any class	Teacher conference Administrator notification Detention given No credit for work	10 Day Suspension
9.	Class Disruption	Any behavior that impedes learning or teaching	Conference Detention	10 Day Suspension
10.	Computer Misuse			
	a. Physical Abuse	Misuse and destruction of school computer, hardware and software	Loss of computer privileges Restitution	Police Referral Recommendation for Expulsion Restitution
	b. Network Abuse	1. Tampering with the network (alteration of operating systems, individual accounts, date, email, software and/or other programs)	Loss of computer privileges	Recommendation for Expulsion
		2. Using the network to engage in libel, slander, harassment, or other illegal activities	Loss of computer privileges	Recommendation for Expulsion
		3. Decrypting or attempting to decrypt access passwords	Loss of computer privileges	Recommendation for Expulsion
		4. Attempting to gain unauthorized access to the network or remote systems	Loss of computer privileges	Recommendation for Expulsion
		5. Using inappropriate materials (obscene, vulgar or abusive) on the network	Loss of computer privileges	Recommendation for Expulsion
		6. Using the network for purposes other than educational (includes advertising, chain letters, non-educational games)	Loss of computer privileges	Recommendation for Expulsion
		7. Permitting others to use MCPS authorized email	Loss of computer privileges	Recommendation for Expulsion

11.	Disrespect	Failure to act/speak appropriately to any staff member	Conference Parent notification	1 day suspension
12.	Dress Code Violations	Please see dress code in parent and student handbook.	Conference Immediate confirmation to dress code	Recommendation for Expulsion
*13.	a. Drugs, Alcohol, Intoxicants, Related Paraphernalia	Possession, under influence of, or use	Parent Conference Police Referral 10 Day Suspension 30 school day suspension from participating in or attending extracurricular activities and additional consequences as specified in parent and student handbook.	Recommendation for Expulsion
	b. Drugs, Alcohol, Intoxicants, Related Paraphernalia	Evidence of intent to distribute or distribution of intoxicants	BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion	BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion
*14.	Extortion	Attempting to secure money or property without a person's consent using force, fear, or threat	1 day suspension Parent conference	Recommendation for Expulsion
15.	Failure to Serve Detention	Failure to attend any assigned detention	Parent notification Detention reassigned	10 Day Suspension
16.	False Alarms	Unauthorized pulling of an alarm	10 Day Suspension Police referral Fire Marshall notification	Recommendation for Expulsion
17.	<u>Fighting</u>			
	a. Instigating	Pushing, shoving and verbal prelude to a fight	Parent conference Detention	10 Day Suspension
	*b. Physical Attack on a Student	Assault and battery	Suspension	Recommendation for Expulsion

	*c. Physical Attack on a Staff Member	Not a violent attack	Suspension	Recommendation for Expulsion
	*d. Violent Physical Attack on a Student or Staff Member	Extreme in degree	BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion	BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion
18.	Fireworks	Distribution, possession, or use	Suspension Police referral	Recommendation for Expulsion
19.	Forgery	Written or verbal falsification of an official school document, signing parent/guardian/staff member/other name to a document (i.e. attendance note)	Detention Parent notification	Recommendation for Expulsion
20.	Graffiti	Unauthorized inscriptions drawn on school property or another person's property	Detention Parent notification Restitution	Police Referral Recommendation for Expulsion
21.	Identification (IDs)	Failure to carry school photo ID badge during school hours and at all MCPS events. Failure to present ID to any school employee if asked.	Charged \$5.00 to purchase new ID	Suspension
22.	Insubordination	Failure to follow legitimate authority	Conference	Recommendation for Expulsion
23.	Loitering	Being in the hall without a pass during class time. Failure of student to obtain hall pass.	Detention	10 Day Suspension

24.	Off School Grounds	Off school grounds without permission	Detention Parent notification Suspension warning Extracurricular ineligibility for that day	10 Day Suspension
25.	Portable Communication Devices	Use of a device that can receive or communicate messages during the school day is prohibited on school property or at any MCPS activity unless authorized (including field trips). All such devices must be turned off and out of sight at all times during the school day. These devices may NOT be used at lunch.	Confiscation of device Conference	Recommendation for Expulsion Police Referral
26.	Senior Pranks	Unsanctioned senior activities	Forfeit privilege of attending senior activities Parking and lunch passes revoked Parent notification Police referral	Recommendation for Expulsion
*27.	Sexual Activity	Physical sexual attack, inappropriate behavior of a sexual nature, including indecent exposure, consensual sex and other sexual activities not identified as sexual harassment	3 day suspension Parent notification Police referral	Recommendation for Expulsion
*28.	Sexual Harassment	Unwelcome sexual advances, requests for sexual favors, and/or inappropriate verbal, written, or physical conduct	Parent notification	Recommendation for Expulsion

29.	Skateboards/Bikes	Skateboards are prohibited at all times on school grounds. Bikes must be chained to bike racks. Bikes can only be used safely on paved roads and parking lot. All other items must be kept in students' lockers during the day.	Confiscated for remainder of the day Restitution	Recommendation for Expulsion
*30.	Theft	Taking of property without the owner's consent, unauthorized possession of school keys	Parent notification Restitution Suspension and/or police referral Suspension from participating in or attending all extra and co-curricular activities for 30 days	Recommendation for Expulsion
31.	Throwing food or snowballs, Releasing "stink bombs" on school grounds	See infraction	Detention	Recommendation for Expulsion
*32.	Trespassing	Unauthorized visitors	Parent notification Police referral	Arrest and \$1000 fine Recommendation for Expulsion
*33.	Tobacco	Possession and use of tobacco products on school grounds or the immediate visible area; carrying or storing any tobacco products, lighters, matches, etc.	Confiscation of tobacco products and related materials Parent notification Detention Suspension warning	Recommendation for Expulsion
*34.	Vandalism	Destruction of public/personal property	Suspension Parent notification Restitution Police referral	Recommendation for Expulsion
35.	Vehicles			
	a. Driving Violations	Violations of local school, MCPS and governments codes, inappropriate use of a vehicle	Suspension of parking pass and/or police referral	10 Day Suspension

	b. Parking Violations	Violations of local school, MCPS and governments codes, inappropriate use of a vehicle	See parking section of handbook for specific consequences	10 Day Suspension
*36.	Verbal, written or online abuse of staff member and/or student	Unwelcome and/or inappropriate verbal or written and/or student abuse including, but not limited to, intimidation, insults, profanity	Conference Suspension warning Parent Notification	Recommendation for Expulsion Police referral
*37.	Weapons (on MCPS Property)	Possession or carrying of firearms, knives, explosives or any other implement used as a weapon “to cause bodily harm/injury”. Also see infraction weapons other	BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion	BOARD OF EDUCATION POLICY MCPS REQUIRED ACTION: Police Referral Recommendation for Expulsion
*38.	Weapons (Other)	Possessing other weapons including, but not limited to, firearm facsimiles, BB guns, pellet guns, paint ball guns, water guns and other firearm “look-alike” weapons	Suspension	Recommendation for Expulsion