

# Northwest High School

*Home of the Jaguars*

13501 Richter Farm Road  
Germantown, Maryland 20874

(301) 601-4660

FAX: (301) 601-4662

<http://www.montgomeryschoolsmd.org/schools/northwesths>

## MISSION

The Northwest High School community will ensure a stimulating environment where students feel comfortable and secure. We will provide challenging and diverse course offerings and activities where stakeholders work collaboratively, encourage inquiry, and believe in all students' success.

## VISION

The staff, parents, and community of Northwest High School will provide a safe, nurturing learning environment where kindness, mutual respect, and academic excellence are expected and achieved. We will prepare students who are committed to lifelong learning so that as graduates they become successful, contributing members of society.

## BELIEF STATEMENTS

The staff, students and parents of Northwest High School believe that:

1. Every student is capable of learning and succeeding.
2. The pursuit of excellence is fundamental and unending.
3. An ethical school requires fair treatment, honesty, openness, integrity, and respect.
4. A high-quality school strives to be responsive and accountable to its community.

Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Homeroom Teacher \_\_\_\_\_ Homeroom Number \_\_\_\_\_

Administrator \_\_\_\_\_ Counselor \_\_\_\_\_



## Bell Schedules 2011-2012



Regular			Two-Hour Delay		
Period 1	7:25 - 8:12	(47)	Period 1	9:25 - 9:55	(30)
Period 2	8:17 - 9:04	(47)	Period 2	10:00 - 10:30	(30)
Period 3*	9:09 - 10:01	(52)	Period 3*	10:35 - 11:10	(35)
Period 4 (9 <sup>th</sup> gr)	10:06 - 10:53	(47)	Period 4 (9 <sup>th</sup> gr)	11:15 - 11:45	(30)
Period 4	10:06 - 10:55	(49)	Period 4	11:15 - 11:47	(32)
Lunch	10:53 - 11:34	(41)	Lunch	11:45 - 12:25	(40)
Period 5	11:39 - 12:26	(47)	Period 5	12:30 - 1:00	(30)
Period 6	12:31 - 1:18	(47)	Period 6	1:05 - 1:35	(30)
Period 7	1:23 - 2:10	(47)	Period 7	1:40 - 2:10	(30)
* 9:09 - 9:14 JAG-TV			*10:35 - 10:40 JAG-TV		
Advisory			Early Release		
Period 1	7:25 - 8:10	(45)	Period 1	7:25 - 7:53	(28)
Period 2	8:15 - 9:00	(45)	Period 2	7:58 - 8:26	(28)
Period 3*	9:05 - 10:09	(64)	Period 3*	8:31 - 9:04	(33)
Period 4 (9 <sup>th</sup> gr)	10:14 - 10:59	(45)	Period 4	9:09 - 9:37	(28)
Period 4	10:14 - 11:01	(47)	Period 5	9:42 - 10:10	(28)
Lunch	10:59 - 11:40	(41)	Period 6	10:15 - 10:43	(28)
Period 5	11:45 - 12:30	(45)	Period 7 (9 <sup>th</sup> gr)	10:48 - 11:16	(28)
Period 6	12:35 - 1:20	(45)	Period 7	10:48 - 11:18	(30)
Period 7	1:25 - 2:10	(45)	Lunch	11:16 - 11:40	(24)
* 9:05 - 9:10 JAG-TV; 9:10 - 9:24 Advisory			*8:31 - 8:36 JAG-TV		
Homeroom			Pep Rally		
Period 1	7:25 - 8:10	(45)	Period 1	7:25 - 8:05	(40)
Period 2	8:15 - 9:00	(45)	Period 2	8:10 - 8:50	(40)
Homeroom	9:05 - 9:19	(14)	Period 3*	8:55 - 9:40	(45)
Period 3	9:24 - 10:09	(45)	Period 4 (9 <sup>th</sup> gr)	9:45 - 10:25	(40)
Period 4 (9 <sup>th</sup> gr)	10:14 - 10:59	(45)	Period 4	9:45 - 10:27	(42)
Period 4	10:14 - 11:01	(47)	Lunch	10:25 - 11:05	(40)
Lunch	10:59 - 11:40	(41)	Period 5	11:10 - 11:50	(40)
Period 5	11:45 - 12:30	(45)	Period 6	11:55 - 12:35	(40)
Period 6	12:35 - 1:20	(45)	Period 7	12:40 - 1:20	(40)
Period 7	1:25 - 2:10	(45)	Pep Rally	1:25 - 2:10	(45)
* 9:05 - 9:10 JAG-TV			*8:55 - 9:00 JAG-TV		

## Phone Directory for Services

Athletics	Athletic Director	301-601-4629
Absences/Tardies/Early Departure	Attendance Office	301-601-4631
Cafeteria	Cafeteria Manager	301-601-4634
Change of Address/Phone	Registrar's Office	301-601-4642
Career/College Information	College & Career Center	301-601-4635
Financial Obligations	Business Office	301-601-4622
Free/Reduced Meal Applications	Counseling Office	301-601-4642
Locker Problems	Security Office	301-601-4686
Lost and Found	Security Office	301-601-4686
Media Center	Media Specialist	301-601-4652
Medication/Health Information	Health Room	301-601-4647
Parking Permits	Business Office	301-601-4622
Report Cards/Interim Reports	Counseling Office	301-601-4642
Student Identification Cards	Security Office	301-601-4686
Student Service Learning	Counseling Office	301-601-4642
Transcripts	Registrar's Office	301-601-4642
Ulysses Signature Program	Signature Coordinator	301-353-8245
Work Permits	Counseling Office	301-601-4642

## Administration & Department Chairpersons

Lance Dempsey	Principal	301-601-4620
Tim Britton	Assistant Principal	301-601-4660
Jimmy D'Andrea	Assistant Principal	301-601-4660
John Robertson	Assistant Principal	301-601-4660
Matt Niper	Assistant School Administrator	301-601-4660
Lori Knight	Business Manager	301-601-4663
Mike Bednarcik	Health/PE Department	301-601-4656
Lona Crist	World Language Department	301-601-4685
Theresa Dethlefsen	Counseling Department	301-601-4642
Karen Guthro	Special Education/LAD Department	301-601-4677
Cindy Kruglak	English Department	301-601-4640
Maria McDonald	Social Studies Department	301-601-4675
Richard Menendez	Science Department	301-601-4671
Lorrie Moten	Fine Arts Department	301-601-4628
Berdett Coleman	Special Education/ED Department	301-601-4679
Maria Waters	Career & Tech. Education Department	301-601-4683
Aimee Conway	Mathematics Department	301-601-4651

## Counseling Department

Last Names Beginning With A-B	Paul Bauer	301-601-4642
Last Names Beginning With C-D	Tamela McCarthy-Redd	301-601-4642
Last Names Beginning With E-Ga	Debbie Velasquez	301-601-4642
Last Names Beginning With Gb-Gz	Theresa Dethlefsen	301-601-4642
Last Names Beginning With H-K	Athena Cois	301-601-4642
Last Names Beginning With L-Mop	Audrik Bonilla	301-601-4642
Last Names Beginning With Moq-Ra	Ellen O'Connell	301-601-4642
Last Names Beginning With Rb-S	Jovan Edmunds	301-601-4642
Last Names Beginning With T-Z	Sue Bunting	301-601-4642

# General Policies & Procedures

## ACADEMIC INTEGRITY

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

## ACTIVITY BUS

Information regarding Activity Buses is pending budgetary decisions. We will share this information with students when they return in the fall.

## ATTENDANCE OFFICE

### LOSS OF CREDIT

**The NWHs policy will be updated and shared with students at the beginning of the school year.**

### EXCUSED ABSENCES

**School attendance is mandatory.** Absences will not be considered excused unless a note explaining the absence is submitted to the attendance office within three (3) school days of the absence. Absences are excused for the following reasons:

- Death in the immediate family
- Illness of the student
- Court summons
- Medical appointments
- Suspension from school
- Observance of religious holidays
- State emergency

***NOTE: The Maryland State Board of Education does not recognize family vacations as excused absences.***

### FULL-DAY ABSENCES

Parents or guardians should call the Attendance Office (301-601-4631) any time after 7:00 am on the day their son/daughter is absent. Within 3 days of returning to school, the student must present to the Attendance Office a written note signed by a parent/guardian. The absence note must contain the following:

1. Date of note
2. Student's full name as registered, grade level, and student ID number
3. Date(s) and reason for absence
4. Signature of parent/guardian
5. Home and cell phone numbers of parent/guardian

### EARLY DEPARTURE

Early departure from school for illness will be handled by the nurse. All other cases will be handled by the Attendance Office. A student who needs to leave school for a doctor or dentist appointment must:

- Have a note from a parent/guardian stating the reason for leaving and the departure time, and take the note to the Attendance Office before school.
- Sign out at the Attendance Office when leaving. (Students who do not sign out will be considered unexcused in the classes they miss.)
- Bring a note from the doctor or dentist upon return to school if the reason for leaving is an appointment with a doctor or dentist
- Sign in at the Attendance Office (if returning to school on the same day)

#### **LATE ARRIVAL**

Students who arrive at school after the first 15 minutes of first period (7:40 am) must report to the Attendance Office to sign in. Late arrivals will be considered unexcused unless a valid written excuse is presented within three days.

#### **TRUANCY AND CUTTING CLASSES**

**The NWHS policy with regard to loss of credit due to excessive absences will be updated and shared with students at the beginning of the school year.**

#### **TARDINESS**

**The NWHS policy with regard to excessive tardies leading to loss of credit will be updated and shared with students at the beginning of the school year.**

#### **ABSENCES & PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

In order to participate in any extracurricular activity, including athletic events and practices, students must be present and on time for all of their classes on the day of the activity. The only exception to this rule is absences that have been approved by an administrator or the athletic director at least 24 hours in advance.

## **BUSINESS OFFICE**

The Business Office is located on the 2<sup>nd</sup> floor next to the main office. The Business Office is open to students before school, during lunch, and after school.

#### **FINANCIAL OBLIGATIONS**

Students receive obligations for the following reasons:

1. Failure to pay class fees
2. Loss or damage of school property
3. Failure to return school property to teacher/sponsor when transferring out of the class or at the end of the semester or activity

Sponsors, coaches, and teachers submit obligations at the end of athletic seasons and at the end of each semester. After an obligation is submitted, students must clear their obligations in the Business Office. Students leaving NWHS must clear all obligations before school records will be sent to another school.

All financial obligations must be cleared to:

- Participate in athletic activities
- Attend the Homecoming Dance and the Prom
- Obtain a parking permit
- Participate in the graduation ceremony and receive a diploma

All returned checks will be assessed a \$10.00 NSF fee by Northwest High School in addition to the amount written on the check.

**PARKING PERMITS**

Driving to school is a privilege. Students who wish to drive to school must submit a parking permit application and a fee of \$37.50 per semester to the Business Office. A student's obligations must be cleared in order to receive a parking permit.

Students may not park on school property unless the car is registered and a current parking permit is clearly displayed on the rear view mirror. Parking privileges will be revoked when school regulations and procedures are abused. In addition, parking permits will not be issued to students with prior parking violations. Violators are subject to parking tickets and/or towing at the owner's expense.

***NOTE: Students are not permitted in the parking lots between 7:25 am and 2:10 pm.***

**CAFETERIA**

The cafeteria is open for breakfast from 7:00 am to 7:20 am every school day. During lunch, students may eat in the cafeteria, in the courtyard, or in any of the hallways on the first floor. It is the responsibility of every student to dispose of his/her trash in the receptacles provided. Students can add money to their meal accounts by making deposits in the cafeteria during breakfast or lunch. The cafeteria does not make loans to students.

**FREE AND REDUCED-PRICE MEALS**

Free and reduced-price meals are available for eligible students as part of the federal School Meals Initiative. Students who are eligible in a previous school will continue to receive free and reduced-price meals until September 30th of the 2011-2012 school year. Therefore, applications for the new school year should be submitted prior to September 30th. Completed applications should be submitted to the Cafeteria Manager or forwarded to the MCPS Division of Food Services for eligibility determination. An "Action Taken Notice" will be sent to each student.

## DRESS CODE

Students are expected to dress in a manner that is conducive to a positive learning environment. Standards of dress and grooming are expected to reflect the academic and business-like atmosphere of Northwest High School.

A judgment will be made by staff and/or administration about clothing that is considered disruptive, that is distracting to the educational process, or that contains an inappropriate message. Examples of inappropriate attire and/or dress include, **but are not limited to**:

- T-shirts or other clothing which communicate a message related to alcohol, drugs, inappropriate language, gangs, sexual innuendo, or weapons
- Bare-midriff shirts and/or blouses
- Shirts or blouses with open backs
- Sleeveless t-shirts, muscle shirts, and tank tops
- Clothing that inappropriately reveals the chest area, such as, **but not limited to**, shirts with large armholes, strapless clothing, tube tops, halter tops, or spaghetti straps.
- Micro- or mini-skirts, dresses, or shorts that expose undergarments and/or nudity
- Head gear may not be worn in the school building. This includes hats, bandanas, head bands, sunglasses, scarves, and hoods. The only exceptions are for religious reasons and require an approved note from a parent or guardian.
- Layered clothing that reveals lingerie or undergarments (e.g., fishnet tops or transparent clothing that reveals undergarments or nudity, lingerie or undergarments worn over other clothing, etc.)
- Pants that expose undergarments
- Skirts, dresses or shorts should **NOT** be shorter than mid-thigh. In addition, no slits in skirts or dresses should extend above mid-thigh.

Consequences for students who do not comply with the Northwest HS Dress Code include, but are not limited to the following:

- The student may be asked to change into appropriate clothing.
- The student may be asked to turn the offensive clothing inside-out.
- The student may be offered another appropriate article of clothing by the school.
- The parent may be notified and given an opportunity to bring a change of clothing for the student.
- The student may be assigned detention after school or in-school suspension.

## ELECTRONIC DEVICES

All electronic devices (e.g., cell phones, iPods, etc.) must be turned off and out of sight from 7:20 am until lunch, then after lunch until 2:10 pm each day. Students will be permitted to use their electronic devices during lunch only. Violators will have their electronic devices confiscated and returned to a parent/guardian **after 2:30 pm**. The school is not responsible for lost or stolen electronic devices; therefore, it is highly recommended that students leave all electronic devices at home.

## **ELIGIBILITY**

In order for a student to be eligible to participate in sports and other extracurricular activities, a student must earn a marking period GPA of 2.0 or above with no more than one grade of E.

## **INTERNSHIP**

The Internship Program at Northwest High School offers a unique opportunity for students to pursue a career path, to gain first-hand work experience, and to determine a career interest before graduation. Interns work a minimum of eight hours a week in a strongly mentored, non-paid position and attend regularly scheduled seminars. The intern chooses the career cluster of their interest and works with the Internship Coordinator to find the most appropriate job site.

1. Must attend and participate in a weekly seminar each Monday.
  - a. No personal activities should be scheduled during Monday Seminar
    - i. including driver's education and doctor's appointments
2. Submit a weekly journal, reflection, and time sheet
3. Maintain a 3.0 or above grade average
4. Complete a student work permit
5. Must complete 75 recorded work hours for each .5 course credit
  - a. 3 internship periods = 225 hours per semester in order to pass
  - b. 2 internship periods = 150 hours per semester in order to pass
6. Arrange your own transportation
7. Cannot have financial obligation to any MCPS school
  - a. All students must have their own transportation by September 2011
  - b. Students must sign out and leave school within 5 minutes after their last period
8. Must complete a project at the end of each quarter and each semester
9. Exhibit a professional work ethic

## **LIBRARY/MEDIA CENTER**

The Library/Media Center is located on the 2<sup>nd</sup> floor across from the main office and contains approximately 20,000 print and non-print items, as well as numerous online databases that have been selected to support the curriculum.

The Library/Media Center opens at 6:30 am every school day; the Library/Media Center closes at 3:30 pm on Mondays and Fridays and at 4:00 pm on Tuesdays, Wednesdays, and Thursdays. Passes are not required before school, after school or during lunch. At all other times, students must have passes issued by their classroom teachers in order to enter the Library/Media Center, and they must sign in at the circulation desk.

### **CHECK-OUT POLICY**

Students may have no more than four (4) items checked out at any one time. Items may be renewed unless they have been reserved by another patron. Students who have overdue

materials will not be able to check out additional items until the materials are returned or the replacement cost is paid.

Regular books may be checked out for two weeks at a time. Magazines may be checked out for one week at a time. Reference books may be checked out for one night only and must be returned before 1<sup>st</sup> period on the following school day.

### **PRINTING & COPYING**

Students may print up to 5 pages each day at no cost. Students will be charged 10 cents for each additional page. In addition, the following resources are available in the Library/Media Center:

Color printing	25 cents per page
Overhead Transparencies	25 cents per sheet
Laminating	25 cents per foot
Copying	10 cents per page
Posters	
One Color/White Background	\$6.00 each
Multi-Color	\$10.00 each

### **OPEN LUNCH**

Northwest High School does not have open lunch for any student. Students are expected to remain on campus during lunch unless they leave for internship or OJT.

### **PROMOTION REQUIREMENTS**

Beginning with the 2010-2011 school year, students must meet or exceed the following criteria in order to be promoted to the next grade:

10<sup>th</sup> Grade – 5 credits, including 1 English and 1 math

11<sup>th</sup> Grade – 10 credits, including 2 English, 2 math, 1 science, and 1 social studies

12<sup>th</sup> Grade – 15 credits, including 3 English, 3 math, 2 science, and 2 social studies

### **SCHOOL BUSES**

Riding a school bus to and from school is a privilege. Students are expected to follow all school rules while on the bus and also to remain seated at all times. In addition, students must follow all directions given by the bus driver. Students who do not comply with these guidelines are subject to losing their bus-riding privileges as well as other disciplinary consequences. Students who want to ride a different bus on a given day must bring a note from their parent/guardian, in advance, and receive approval from an administrator. Permission will only be granted, on a space-available basis, to students who normally receive bus transportation.

## **SEARCH AND SEIZURE**

The principal, assistant principal, or security assistant may request that a student perform a self-search if there is a reasonable suspicion that the student is in possession of something that is illegal or not permitted on school grounds. The self-search will be performed in front of a third party. Any items taken from a student will be returned within a reasonable period of time, unless it is illegal to have the item, the item poses a danger to the student or others, or the item is not permitted on school grounds. The principal, assistant principal, or security assistant may also search any part of the school. This includes a student's locker, belongings or car.

## **STUDENT SERVICE LEARNING**

All students must earn 75 student service learning (SSL) hours in order to graduate. Students and parents may visit the MCPS SSL web site ([www.mcpsssl.org](http://www.mcpsssl.org)) for more information and lists of approved activities. To participate in an activity not on the approved list, a student must submit in advance a special request to Ms. Tamela McCarthy-Redd, SSL coordinator, in the counseling office. Students who complete 260 or more SSL hours prior to graduation will receive a Certificate of Meritorious Service.

## **TRESPASSING**

Any person who is not a bona fide, currently registered student, staff or faculty member may be denied access to the building or grounds of the institution. Any person who does not have lawful business to pursue at the school, or who is acting in a manner disruptive or disturbing to the normal educational functions of the institution, will be removed and requested not to return to the school. Violators will receive a letter of trespass from the principal and/or a police referral.

## ULYSSES PROGRAM

### Ulysses Signature Program Guidelines

2011-2012 School Year

**To apply** to the Ulysses Signature Program, students must be:

1. Incoming ninth graders to NWHHS
2. Recommended for three honors courses:
  - a. English 9, US History, and Biology or Physics
3. Reading on or above grade level
4. Writing on or above grade level
5. In good academic and behavioral standing in middle school
6. Able to work independently in class
7. Able to work in cooperative groups in class
8. Able to complete homework, assignments, and projects in a satisfactory and timely manner
9. Interested in research, presentation, and completing independent and group projects, including the Senior Ulysses Project
10. Committed to a four-year program

**To remain\*** in the Ulysses Signature Program, students must:

1. Maintain a grade point average of at least 2.75 in all Ulysses classes
2. Maintain exemplary attendance, punctuality, and behavioral records
3. Complete all coursework—including homework, reading, and projects—in a timely and satisfactory manner
4. Apply lessons learned across the Ulysses subject areas: English, Social Studies, and Science
5. Take the initiative to seek assistance from teachers as needed
6. Be recommended by Ulysses teachers to continue to the next grade level of Ulysses classes

\*Once a student leaves the Ulysses Signature Program, s/he will not be re-admitted

## VISITORS

All visitors **must** sign in at the main office upon arrival. Students are not allowed to bring friends or relatives to school as visitors at any time. In addition, students are not allowed to bring infants or young children to school.

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## Discipline Policy

Students are expected to conduct themselves in a positive, productive and responsible manner at all times, including at all school-sponsored activities. Specifically, students are required to demonstrate behavior that does not interfere with the rights and safety of others and does not disturb the orderly business of classes in schools. In addition, students are required to have their student IDs on them all times and must show their student IDs to staff members upon request, for identification purposes.

Any reference to the word “staff” in this chart includes teachers, support staff, substitutes, building service personnel, bus personnel, office personnel, cafeteria personnel, and adult volunteers.

<b>Infraction</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
Academic Dishonesty Cheating	Providing answers, copying another's work or test answers, use of a cheat sheet, selling answers, improper use of the internet and electronic devices during assignments and assessments	Conference Zero on the Assignment Parent Contact	Suspension
<b>Arson Fire Setting</b>	<b>Setting or helping to set a fire on school grounds or at a school-sponsored activity</b>	<b>Suspension Police Referral Restitution</b>	<b>Expulsion</b>
Bullying	Direct or indirect, physical or psychological, verbal intimidation which occurs repeatedly over time to create an ongoing pattern of harassment and abuse, including, but not limited to, name calling, intimidation, spreading rumors, social exclusion, teasing, racial slurs, obscene gestures, threatening, cyber-bullying, and hitting/kicking.	Conference Parent Contact	Police Referral Suspension
Bus Misbehavior	Failure to adhere to the Northwest/MCPS Discipline Policy while on the bus	Assigned Seat Conference Parent Contact	Suspension Loss of Bus Privilege
Candy, Food and Drink	Use of these products prohibited in computer labs, the media center, the auditorium, and gymnasiums	Conference Confiscation	Detention
Computer Abuse	1. Using without permission 2. Accessing internet without permission 3. Using the computer for non-educational purposes (e.g., system tampering, obscene or inappropriate language, inappropriate network use, inappropriate use of proxies, vandalism, forgery, plagiarism, etc.)	Loss of Computer Privileges Restitution	Expulsion Police Referral Restitution
Disruptive Behavior During Class	Any actions that disrupt the learning environment	Teacher Detention Conference	Suspension
Electronic Devices	Use of cell phones, iPods, electronic gaming devices, etc. from 7:20 am to 2:10 pm	Warning Confiscation	Extended Confiscation

<b>Infraction</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
<b>Explosive or Incendiary Devices</b>	<b>Use or possession of fireworks, poppers, caps, smoke bombs, stink bombs, or other incendiary devices</b>	<b>Suspension</b>	<b>Police Referral Expulsion</b>
<b>Extortion</b>	<b>Any act or attempt to secure money, food, or property through threat of physical harm</b>	<b>Suspension</b>	<b>Police Referral Expulsion</b>
Failure to Report Information	Students who have knowledge of a weapon, threats, or illegal substances on school grounds are obligated to report this information to the administration or a staff member immediately.	Parent Conference	Expulsion
Failure to Serve Administrative Detention	Not serving administrative detention	Extended or Saturday Detention Parent Contact	Suspension
Failure to Serve Teacher-Assigned Detention	Not serving teacher-assigned detention	Extended Teacher-Assigned Detention Parent Contact	Referral to Grade-level Administrator
<b>False Fire Alarm</b>	<b>Activation of fire alarm</b>	<b>Referral to Fire Marshall Suspension</b>	<b>Expulsion</b>
<b>Fighting – REAL or PLAY</b>	<b>Two or more participants engaging in a physical altercation</b>	<b>Parent Conference Suspension</b>	<b>Police Referral Expulsion</b>
Forgery	Writing or signing a document which contains deliberately misleading, false, or inaccurate information. This includes forging parent/guardian or staff names or initials on notes.	Parent Conference	Suspension
Food Fight	Planning and/or participating in throwing of food and/or drinks in the cafeteria	Suspension	Restitution
Gambling	Playing cards or dice for money, tossing coins, or wagering on any activity is prohibited on school property.	Conference	Suspension
Hallway Misbehavior	Disruptive behavior, such as screaming, chanting, loitering, etc.	Conference	Suspension
Head Apparel	Hats and various head coverings may not be worn inside the building. They must be taken off immediately upon entering the building and stored out of sight. They may not be carried around during the school day. This includes stocking caps, bandanas, baseball caps, doo rags, etc. Head coverings for religious reasons are permitted with a note from parent/guardian and approval of the grade-level administrator. <b>Note: Northwest High School is not responsible for lost property as a result of confiscation.</b>	Conference Confiscation	Detention Parent Conference Suspension

<b>Infraction</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
Inappropriate Clothing	No revealing clothing (Cover underwear, no low cut tops, no bare midriffs, no high-cut shorts/skirts - must be appropriate length. Pants must cover under garments.); No clothing that advocates gangs; use of alcohol, tobacco, or other drugs; hate; violence; aggression; and/or prejudice; No clothing that is sexually explicit or makes reference to sexuality or nudity.	Conference Change Clothing Confiscation	Detention Parent Conference Suspension
Inappropriate Language or Actions	Using language and/or actions (gestures, etc.) considered abusive, inciting, aggressive, and/or obscene	Detention Conference	Suspension
Insubordination	Refusal to follow a reasonable request (e.g., identifying self when asked, etc. by any staff member)	Detention Conference	Suspension
<b>Intimidation Threats</b>	<b>Verbal or physical threats to any staff member or other student</b>	<b>Suspension</b>	<b>Police Referral Expulsion</b>
<b>Intoxicants</b>	<b>Use or possession of alcohol or controlled dangerous substances</b>	<b>Suspension Police Referral</b>	<b>Police Referral Expulsion</b>
Littering	Leaving any trash, such as food, wrappers, cans, etc. anywhere on the school grounds, including hallways, classrooms, and the cafeteria	Conference Community Service	Detention
Loitering	Hanging around the building or campus without a school-related purpose.	Conference	Suspension
Leaving School Grounds	Leaving school grounds without permission before school (after bus drop off) or during the school day	Parent Contact	Suspension
<b>Weapons-Real or Fake</b>	<b>Use or possession of any real weapons or look-alike toys</b>	<b>Conference Suspension</b>	<b>Police Referral Expulsion</b>
<b>Physical Attack on Staff or Student</b>	<b>Physical assault on a staff member or student</b>	<b>Suspension</b>	<b>Police Referral Expulsion</b>
Plagiarism	Submitting any work by a student that does not represent his/her own effort	Conference Zero on the Assignment Parent Contact	Suspension
Retaliation	"Getting even" with another student or adult by threatening a verbal or physical confrontation.	Parent Conference	Suspension
School-Sponsored Activity Misbehavior	Failure to follow rules during activities, field trips, assemblies and sporting events	Removal from Activity	Exclusion from All Activities Suspension
Selling of Merchandise	Selling items not approved by school administration	Parent Conference	Suspension
<b>Sexual Harassment</b>	<b>Sexual advances, requests for sexual favors, and/or inappropriate verbal, written, or physical contact of a sexual nature</b>	<b>Parent Conference</b>	<b>Police Referral Expulsion</b>
<b>Sexual Offenses</b>	<b>Offensive touching, gestures, indecent exposure or other offenses of a sexual nature and cyber-harassment.</b>	<b>Parent Conference Suspension</b>	<b>Police Referral Expulsion</b>
Skipping Class	Leaving class without adult permission or not showing up to class	Parent contact Detention	Suspension

<b>Infraction</b>	<b>Definition</b>	<b>Minimum</b>	<b>Maximum</b>
Theft	Stealing/holding property that belongs to the school, staff, or another student	Parent Conference Restitution	Suspension Police Referral
Tobacco	Distribution, possession, or use of tobacco and/or tobacco products on school property at any time	Confiscation Parent Conference	Suspension
Trespassing	Being in the building or on any MCPS property if the student is not currently registered, has no business to pursue on the property or has been suspended or expelled from any MCPS school	Trespass Letter	Suspension Police Referral
Truancy	Missing school without permission	Parent Contact	Suspension
Vandalism	Willful defacing or destruction of any MCPS property (includes graffiti, tagging, etc.)	Restitution Suspension	<b>Police Referral Expulsion</b>
Verbal Abuse	Use of profane, obscene, insulting, intimidating language; racial, ethnic, gender or religious slurs; or in any manner verbally abusing a staff member or student	Conference Detention Suspension	Expulsion

## **DISCIPLINARY ACTIONS**

**Detention:** Administrators or teachers may assign students after school or lunch detention. Administrators may also assign students an after school detention from 2:25 pm to 4:05 pm or Saturday detention. Missing a detention will result in the extending of the time by the staff member that assigned the original detention. Missing the extended detention will result in a referral to the grade-level administrator. Students missing detention because they had an excused absence are expected to serve the detention on their first day back from the absence.

**Out-of-School Suspension (OSS):** An administrator temporarily removes students from all classes, school activities, and school property for up to 10 days. An out of school suspension may only be given when it is determined by the principal that a behavior is disruptive and detrimental to the operation of the school. A parent conference is required before the student is readmitted to classes. This is considered an excused absence. All work missed is to be made up. During this time, students are not permitted on school property and may not attend any school activities.

**In-School Suspension (ISS):** This can be assigned by an administrator for the purpose of keeping a student in school to complete assignments in a pre-assigned location. The ISS room will be managed by a security assistant.

**Expulsion:** The superintendent excludes students from all Montgomery County Public Schools for a designated time period.

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## Extracurricular Activities

All students are encouraged to become involved in one or more extracurricular activities in order to enhance their high school experience. Listed below are all of the extracurricular opportunities available at Northwest.

### CLUBS AND STUDENT ORGANIZATIONS

Activity	Sponsor Name	Department	Phone #
ACT-SO	Lilly Greenlee	Media Center	301-601-4652
NWHS Ambassadors	Stacey Reilly/Colby Nagl	World Languages	301-601-4641
National Art Honors Society	Lorrie Moten/Katherine Hess	Art	301-601-4628
Band (Marching)	Kevin Rouse	Music	301-601-4654
Book Club	Lynn Neustadt	English	301-601-4639
Brass Ensemble	Kevin Rouse	Music	301-601-4654
Chemathon	Brita Johannessen-Kluk	Science	301-601-4672
Chess Team	Robert Youngblood	Art	301-601-4628
Cooking with Character	Kristen Donnelly	Social Studies	301-601-4674
Creative Writing	Christine Ground	English	301-601-4639
Debate Team	Vernelle Shaw	English	301-601-4639
Drama / Thespians Club	Sherion Cosby	Westland MS	301-601-4660
Ecology Club	Celia Reidler	Science	301-601-4672
Equestrian Club	Anne Fortier	Science	301-601-4685
Fellowship of Christian Athletes	Anika Lovelace	Science	301-601-4672
Forensics	Ginny MacNemar	English	301-601-4639
Gay/Straight Alliance	Tara Erichson	World Languages	301-601-4685
Genshiken Club	TBA	TBA	301-601-4660
Improv Club	Katherine Hess	Art	301-601-4628
International Student Association	Jorge Meza	World Languages	301-601-4641
It's Academic	Jason Valazak	Social Studies	301-601-4674
Ivory	Stephanie Dorga	English	301-601-4639
JAG-TV	Lilly Greenlee	Media Center	301-601-4652
Journalism	Lisa Shapiro	English	301-601-4639
Key Club	Marlene Breeding	Art	301-601-4628

<b>Activity</b>	<b>Sponsor Name</b>	<b>Department</b>	<b>Phone #</b>
Latin Dance Club	TBA	TBA	301-601-4660
Latino Club	Paul Bauer	Counseling	301-601-4642
Literary Magazine	TBA	TBA	301-601-4639
Math Honor Society	TBA	TBA	301-601-4660
Men's Ensemble	Carolyn Gipe	Music	301-601-4654
MESA	Sinuhe Gutierrez	Science	301-601-4672
Mock Trial	Munna Chakrabarti	Science	301-601-4672
Model UN	Jason Valazak	Social Studies	301-601-4674
Music Honor Society Tri-M	Carolyn Gipe	Music	301-601-4654
Muslim Student Association	Tara Erichson	World Languages	301-601-4685
National Honor Society	TBA	TBA	301-601-4660
Physics Club	Rich Menendez	Science	301-601-4671
Quill & Scroll	Lilly Greenlee	Media Center	301-601-4652
SERT/Recycling Program	Anika Lovelace/Anne Fortier	Science	301-601-4672
SADD	Marlene Breeding	Art	301-601-4628
Science Bowl Team	Celia Reidler	Science	301-601-4672
Science Honor Society	Anne Fortier	Science	301-601-4672
Show Choir	Carolyn Gipe	Music	301-601-4654
STEP Team – Boys	TBA	TBA	301-601-4660
STEP Team - Girls	TBA	TBA	301-601-4660
Student Gov't Assn.	Angelica Agosto/Kelly Carroll	Social Studies	301-601-4674
Students for Change in Darfur	Diane Deming	English	301-601-4639
Student Service Learning	Tamela McCarthy-Redd	Guidance	301-601-4642
Warm-up America (Knitting and Crocheting)	Anne Marcinko	Social Studies	301-601-4674
Yearbook	Amy Spady	English	301-601-4639
Class of 2012	Emily Keller/Corrine Hostetter	Science	301-601-4672
Class of 2013	TBA	TBA	301-601-4660
Class of 2014	Kim Redgrave	SPED-ED	301-601-4678
Class of 2015	TBA	TBA	301-601-4660

## ATHLETIC OPPORTUNITIES

Fall	Winter	Spring
Cheerleading	Basketball- Boys	Baseball
Cheerleading - JV	Basketball- JV Boys	Baseball - JV
Cross Country - Boys	Basketball - Girls	Golf - Developmental
Cross Country - Girls	Basketball - JV Girls	Lacrosse - Boys
Field Hockey	Cheerleading	Lacrosse - Girls
Field Hockey - JV	Cheerleading - JV	Softball
Football	Indoor Track - Boys	Softball - JV
Football - JV	Indoor Track - Girls	Tennis - Boys
Golf	Poms	Track & Field - Boys
Poms	Swimming - Boys	Track & Field - Girls
Soccer - Boys/JV Boys	Swimming - Girls	Volleyball - Boys
Soccer - Girls/JV Girls	Wrestling	Volleyball - Co-Ed
Tennis - Girls	Wrestling - JV	
Volleyball - Girls/JV Girls		

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## 2011-2012 School Calendar

August 29	First day of school for students
September 5	NO SCHOOL - Labor Day
September 29	NO SCHOOL - Rosh Hashanah
October 21	NO SCHOOL - MSTA Convention
October 30	End of 1 <sup>st</sup> Marking Period
October 31	NO SCHOOL - Professional Day for Teachers
November 10	Report Cards Distributed to Students
November 23	Early Release Day - Students dismissed at 11:40
November 24-25	NO SCHOOL - Thanksgiving Holidays
December 26-31	NO SCHOOL - Winter Break
January 2	NO SCHOOL - New Year's Day
January 16	NO SCHOOL - Dr. Martin Luther King, Jr. Day
January 20	End of 2 <sup>nd</sup> Marking Period
January 23	NO SCHOOL - Professional Day for Teachers
February 2	Report Cards Distributed to Students
February 20	HOLIDAY - Presidents' Day
March 29	End of 3 <sup>rd</sup> Marking Period
March 30	NO SCHOOL - Professional Day for Teachers
April 2-9	NO SCHOOL - Spring Break
April 12	Report Cards Distributed to Students
May 7 -18	Advanced Placement Testing
May 21 -24	High School Assessment Week
May 28	HOLIDAY - Memorial Day
June 12	Last Day for Students