

**Washington County Technical High  
School  
Washington County, Maryland**

**Student and Parent  
Handbook  
2016-2017**

**WASHINGTON COUNTY TECHNICAL HIGH SCHOOL**

**PLEASE SIGN AND RETURN THIS PAGE TO YOUR TECHNICAL  
TEACHER BY FRIDAY, AUGUST 26, 2016.**

**ACKNOWLEDGEMENT OF HANDBOOK RECEIPT**

I have received a copy of the WCTHS Handbook for 2016-2017. I understand that the handbook contains information that my child and I may need during the school year. I have read and fully understand the WCTHS Handbook. I also understand that all students will be held accountable for their behavior and actions.

Both student and parents/guardians are required to sign this form. Please return this form to your technical teacher by Friday, August 26, 2016.

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Technical Area

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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NEEDING TO BE SIGNED AND RETURNED TO THE SCHOOL

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**PARENT NOTIFICATION OF MEDIA COVERAGE** From time to time media representatives and/or personnel from WCPS may be in a school to cover a school event. If you object in any way to your child being photographed or interviewed by the media, please call the Community Relations Office at 301-766-2809.

**DISCLAIMER** School information, policies and procedures published in this Handbook and Guide are subject to changes as may be needed to continue compliance with federal, state, and local regulations and are subject to review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others. Some policies in this handbook are currently under review and may be revised prior to or during the 2016-2017 school year.

The Board of Education of Washington County does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, or sexual orientation in matters affecting employment or in providing access to programs to Washington County Public School's students. For inquiries related to Board of Education policy please contact:

Director of Human Resources and Professional Learning  
Washington County Public School Center for Education Services  
10435 Downsville Pike  
Hagerstown, MD 21740  
Telephone: (301) 766.2800  
Fax: (301) 766.2824  
TTY: (301) 791.410

**WASHINGTON COUNTY TECHNICAL HIGH SCHOOL**

50 West Oak Ridge Drive, Hagerstown, Maryland 21740

301.766.8050

<http://wcpsmd.com/schools/high-schools/washington-county-technical-high/>

***WELCOME TO WASHINGTON COUNTY TECHNICAL HIGH SCHOOL!***

**Dear WCTHS Student and Parents,**

**The administration, faculty and staff of Washington County Technical High School welcome you to our school. Your decision to attend WCTHS will make possible the acquiring of knowledge and skills required to become a successful citizen, a productive worker, and/or a student furthering his/her education.**

**The purpose of this handbook is to provide valuable information about the school that will help make this year a success for all of us. Please read this handbook thoroughly to become familiar with important school procedures, activities, rules, and expectations necessary for the effective operation of our school. Sound decisions are based upon a clear understanding of these expectations.**

**A successful school is one in which students are aware of and practice pride and respect for themselves, their family, their school, their program, their teachers and their community. You are encouraged to experience the many WCTHS activities and opportunities that will make you the best you can be.**

**Your WCTHS teachers and administrators are committed to helping you achieve your goals. Many of the successful workers, businesspersons, and community leaders in the area are past graduates of WCTHS programs. You will also be one of these successful people if you seriously work towards mastery of your academics and career and technology competencies.**

**Please feel free to contact us for assistance.**

**Mr. Jeffrey E. Stouffer  
Principal**

**WCTHS DIRECTORY**

<b>Main/Attendance.....</b>	<b>301-766-8050</b>
<b>Principal.....</b>	<b>301-766-8060</b>
<b>Asst. Principal.....</b>	<b>301-766-8059</b>
<b>Guidance Counselor.....</b>	<b>301-766-8065</b>
<b>Registrar/Guidance Secretary.....</b>	<b>301-766-8053</b>
<b>Health Nurse.....</b>	<b>301-766-8062</b>
<b>Fax-Main Office.....</b>	<b>301-797-9743</b>
<b>Fax-Guidance Office.....</b>	<b>301-766-8051</b>

<b>ADMINISTRATION</b> <b>Jeffrey Stouffer, Principal</b> <b>Scott G. Buhrman, Assistant Principal</b>
---

**ACADEMIC TEACHERS**

English Department	History Department	Math Department	Science Department	Spec. Ed Department
Mr. Caggiano	Mrs. Eberle	Mr. Axen	Mr. Donahue	Mr. Gery
Ms. Moore	Mrs. Larrick	Mr. Deter	Mrs. McDonald	Mrs. Logsdon
Mrs. Mowen	Mr. South	Mr. Miller	Mr. Seburn	
Mrs. Tasker		Mr. Thompson		

**CAREER & TECHNOLOGY TEACHERS**

Automotive Technology	Mr. Violet	Digital Communications	Mr. Jones
PLTW Biomedical Science	Mrs. Irwin	Early Childhood Professions	Mrs. Potter
Carpentry	Mr. Bamberger	Electrical Construction	Mr. Secrest
Computer Game Development and Animation	Mr. Billings	Health Occupations	Mrs. Kellman
Computer Repair and Networking	Mr. Long		Ms. Beckley
Cosmetology I.	Mrs. Nichols	Geographic Information Systems	Mr. Stotemyer
Cosmetology II	Mrs. Chapman	Multi-Media & Graphic Design	Mrs. Fries
Criminal Justice	Mr. Rizer	PLTW Pre-engineering & CAD	Ms. Johnson
	Mr. Wood	Fire & Rescue	Mr. Drawbaugh
Culinary Arts	Mrs. Twigg		Mr. Neal
Collision Repair	Mr. Smith		

**INSTRUCTIONAL SUPPORT**

Career Guidance Technician	Mrs. Davis
Culinary Arts Paraprofessionals	Mr. Tyson
	Mrs. Sines
	Mr. Sokol
Lead Teacher	Mrs. Kaper-Dick
Media Specialist	Ms. Higy
Recruitment/ In-School Suspension	Mrs. Knodle
Special Education Paraprofessional	Mrs. Thomas
	Mrs. Reeder
STF Project Coordinator	Mr. Ferrari

**GUIDANCE OFFICE**

Guidance Counselor	Mr. Vanorsdale
Guidance Secretary/Registrar	Mrs. Mayhugh

**MAIN OFFICE**

Attendance Secretary	Mrs. Keplinger
Health Room Assistant	Mrs. Bender
Principal's Secretary/Bookkeeper	Mrs. Mummert

**CUSTODIANS**

Custodial Engineer (Head Custodian)	Mr. Saunders
2 <sup>nd</sup> Shift Lead Custodian	Mr. Paulsgrove
Custodian	Mr. Dagenhart, Mr. Mason

# ***Washington County Technical High School***

## ***Vision Statement***

Every student participates in challenging and purposeful studies, which blend theory and applications to prepare them for a globally competitive, technologically advanced and service-oriented society.

## ***Mission Statement***

The staff of Washington County Technical High School dedicates its efforts to providing a diverse group of diploma bound Washington County Public School System students with access to rigorous Career and Technical Education programs as well as College and Career academics. We pledge that, as a result of equitable admission and instructional practices, our students will acquire the technical skills, certifications and professional work ethic needed to meet 21<sup>st</sup> century workplace standards. Tech High strives to identify new and emerging fields of study within the technology sectors and to include them as part of a rigorous course of study for students. Additionally, students are well prepared to enter and complete college following graduation from Washington County Technical High School.

## ***Responsibilities***

All students have the responsibility to learn.

All faculty have the responsibility to teach and assist students with the learning process.

To be considered for acceptance at Washington County Technical High School students must have good grades, good attendance and no behavior problems at their current school.

The school administration reserves the right to approve or disapprove any items not addressed in this Student and Parent Handbook. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students.

**Maryland Youth Crisis Hotline  
1.800.422.0009**

## **I. GENERAL INFORMATION**

### ***I.A. SERVICES***

#### **I.A.1. CAFETERIA/FOOD & DRINKS**

Washington County Technical High School students have the privilege of eating foods prepared by the Culinary Arts students and instructional assistants. High standards for courtesy and cleanliness are maintained at all times. Food or drinks from fast food establishments or any food business are not allowed. Students may not carry open food or drinks through the halls of WCTHS. Teachers will discard any open food or drink containers found in the hallways.

Lunch is divided into three separate 30-minute lunch periods. Since two-thirds of the student body will be in class during lunch periods and should not be disturbed, it is important that you obey the following guidelines:

- All food is to be eaten in the cafeteria only, whether purchased at school or brought from home.
- No food/drinks may be removed from the cafeteria.
- Students must remain in the cafeteria until dismissed.
- Students are not permitted to leave the campus for lunch.

Violations of cafeteria rules include:

- Breaking lines. (Offenders will go to the end of the line.)
- Leaving trash, food trays, food or dishes on the table or on the floor.
- Talking loudly, making excessive noise or throwing objects.
- Glass bottles and containers are prohibited.

- Students may not order or have food delivered from businesses outside the building during the school day.

Failure to abide by these rules could result in lunch detention(s) or administrative detention(s).

#### **I.A.2. HEALTH OFFICE**

The health office is available for medical emergencies and medication administration.

Over the counter medications (OTC) may be stored in the health room, provided that there is a written order from the student's health care provider. Students are prohibited from possessing/self-administering OTC medication during the school day. Furthermore, students are prohibited from dispensing OTC medication to others. Students who violate this policy are subject to disciplinary action.

1. If you become ill or injured at school, see the nurse immediately.
2. If a student needs to call a parent/guardian due to an illness the student must report to health office and the health office staff will make the phone call
3. To visit the health office, students must obtain a written pass from their teacher.
4. If you need to receive prescription medications at school, your parents/guardians must bring the medication to the health office in the pharmacy labeled container, accompanied by a completed Physician Medication Order Form, signed by the parent/guardian and the physician.
5. Students leaving school due to illness must be excused by the health room staff. Students who do not follow this procedure will marked unexcused.
6. Students who are being sent home by the health office must check out via the Attendance Office before leaving campus.

#### **I.A.3. LETTERS OF RECOMMENDATION**

The staff and administration take great pride in our students and are willing to write letters of recommendation provided the following guidelines are adhered to:

- Ten (10) school day notice of request
- 'Student Information Sheet for Recommendations' (located in the Guidance Office) is completed



- Completed ‘draft’ letter, written in third person is saved and submitted electronically.
- Good grades are maintained.
- Good attendance and good behavior.

Letters of recommendation will not be written for students with poor attendance, low grades, and/or poor behavior.

#### **I.A.4. LOCKERS/LOCKS**

Juniors will be assigned a locker and a lock that they will use for the two school years that they attend WCTHS. The lock must be returned to the student’s technical teacher when the student transfers to another school, upon permanent departure or by May 24, 2017.

Senior’s locks are required to be returned by May 26, 2017 to the student’s technical teacher. Failure to return the lock will result in the withholding of the diploma and transcripts.

Students are not to share lockers with other students.

Only locks assigned by WCTHS may be used.

Locks are to remain on lockers at all times. Students are responsible for their locks. A \$6.00 charge will be issued if a lock is not turned in due to loss, theft, etc.

Upon arrival to school, students must place their book bags and outerwear clothing in their lockers. Book bags and outerwear clothing are not to be carried/worn throughout the school during the school day. Students may use their lockers before school, between classes and after school. A student visiting a locker during class time must have a hall pass.

Students who vandalize, damage, or deface lockers or other school property and will be subject to disciplinary action and will be responsible for monetary restitution.

Every effort will be made to prevent thefts from lockers; however, the school will not be responsible for damaged or missing items. Students should not bring valuables to school. All personal and school property should be secured inside the locker at all times.

Students are reminded of the administrative right and duty to conduct a search of student lockers for any reasonable suspicion.

Lockers are the property of the Washington County Board of Education, under supervision of the Washington County Technical High School, and may be inspected at any time.

Where there is reasonable suspicion of a violation of school rules, Maryland State Law and United States Supreme Court Law permits administrators to search students and their lockers. The local Police K-9 Unit may check lockers and other parts of Washington County Technical High School at random times during the school year.

#### **I.A.5. LOST AND FOUND**

A ‘lost and found’ area is located in the main office. All articles found in school should be taken to the main office. WCTHS will not assume any responsibility for lost, stolen, or damaged articles. Articles not claimed after two (2) weeks will be disposed of or donated to a non-profit organization.

#### **I.A.6. PARENT CONFERENCES**

Parents are encouraged to contact WCTHS regarding student progress. Please call the Guidance Office at 301.766.8053 to schedule a conference.

#### **I.A.7. SALES AND FUNDRAISERS**

External Sales – The sale of items in support of outside organizations, clubs, or schools creates an overburden on the fundraising efforts of WCTHS and WCTHS students. Therefore, sale of items representing groups outside of WCTHS will not be permitted.

Internal Sales – All fundraisers must have signed approval by the WCTHS administration. WCTHS students who are involved in fundraising activities, for sanctioned career and technology organizations, may do so with administrative approval.

#### **I.A.8. TEXTBOOKS**

Teachers distribute textbooks at the beginning of the school year. Books are to be covered and cared for by the individual student. Teachers keep records of the books and their condition when issued. Books in need of minor repair should be reported to the teacher. Students are responsible for and expected to pay for lost or damaged books.

#### **I.A.9. TRANSCRIPTS**

Official transcripts will be withheld until all obligations and discipline consequences have been served.

Transcripts needed for military service, scholarship consideration, college applications, school transfer, or prospective employer information may be requested from the Guidance Office. All requests for transcripts must be submitted in writing 48 hours in advance. Seniors will receive the first three (3) transcripts free, after that, there will be a charge of one (1) dollar for each transcript request. A two (2) dollar charge will be charged to all former students.

#### **I.A.10. WCTHS SCHOOL TELEPHONES**

Telephone use at WCTHS is provided for emergencies or unusual circumstances. Students must have permission from their classroom teacher (if the student is using a classroom telephone) or the secretary (if using the main office telephone). Arranging for rides/work should be accomplished before coming to school. Phone use will not be provided for this purpose except in an emergency.

#### **I.A.11. WASHINGTON COUNTY STUDENT TRADES FOUNDATION (STF)**

The Student Trades Foundation is a non-profit corporation created for the ultimate hands-on learning experience. Students in the construction trade programs will have the opportunity to build a house. Automotive Technology and Collision Repair students will have the opportunity to repair and sell late-model vehicles.

#### ***I.B. ACTIVITIES AND TRADITIONS***

The following describes projects and activities, which have become traditional at WCTHS. Students are encouraged to take an active role.

#### **I.B.1. GRADUATION**

The WCTHS graduation ceremony is an important tradition for WCTHS students and their families. While the diploma a WCTHS senior receives from having met all graduation requirements is the student's right, participating in the graduation ceremony is a privilege. As a result, WCTHS has established basic policies which graduating seniors must follow in order to be granted the privilege of participation.

Students must satisfy all obligations and return all WCTHS property prior to receiving their graduation tickets.

Prior to receipt of the diploma, students must return all WCTHS property, clear any and all obligations and serve any and all consequences received for behavior issues/discipline referrals.

Failure to return WCTHS property, pay obligations or complete consequences received for behavior issues/discipline referrals will result in the diploma and final official transcripts being withheld. WCTHS has the right and the final say to withhold a student's diploma and transcripts.

Graduating seniors participating as speakers in the WCTHS graduation ceremony or graduated seniors participating in competitions held during the summer such as, the National SkillsUSA competition, FFA, National History Day competition, Robotic competition, etc. will have their diploma and official transcript withheld until successful completion of the activity. Any student who agrees to participate in the National SkillsUSA, FFA, National History Day competition, Robotic competition, etc. agrees to fully reimburse WCTHS all costs associated with the competition if they do not attend or maintain good behavior while participating in the event.

#### **I.B.2. PARTICIPATION IN CEREMONY**

If a student does not successfully complete both full years of Level I and Level II of their technical area then he/she cannot participate in the WCTHS graduation ceremony. This includes 'walking the stage' at graduation. Successful completion includes passing grades, good attendance and good behavior for the full two years of school.

Moreover, a student may be excluded from the graduation ceremony as a disciplinary measure for misconduct during the school year.

All Level II Cosmetology students must complete a minimum 1500 hours of training and take the MD State Board of Cosmetologists Exam to graduate.

Credits may be denied to students that have excessive unexcused absences regardless of their grades; if credits are denied in any academic and/or Level II technical area the student will not be allowed to participate in the graduation ceremony, senior picnic and senior awards ceremony.

Any WCTHS senior who has not met all graduation requirements may not participate in graduation exercises. Moreover, a student

may be excluded from graduation exercises as a disciplinary measure for misconduct during the school year or for failure to attend rehearsals.

Students who choose to graduate early and therefore not complete their Level II are not eligible to participate in the WCTHS graduation ceremony. Students who choose to graduate early may request to 'walk the stage' with the Evening High School Program or with the Summer School Program.

### **I.B.3. GRADUATION DRESS AND CONDUCT**

All graduating students will wear the traditional burgundy cap and gown. For graduation, if ladies are wearing slacks or capris they should be dark brown or black. If they choose to wear a dress, it should be dark in color if it hangs below the graduation gown. In addition to the required black dress shoes, which are to be attached securely to the foot in the front and in the back; flip-flops or sneakers are not allowed. Extremely high heels are discouraged due to the tripping hazard presented from having to walk up and down the stage steps. Gentlemen will wear dark slacks, a white dress shirt, a dark necktie and dark brown or black shoes to help complete the formal tone of graduation; consequently, no sneakers or flip-flops will be allowed.

Graduating students are reminded that their diploma and transcripts will be held for any offensive behavior before, during or after the ceremony.

Students may elect to participate in graduation from both WCTHS and their community/home schools. If students intend on graduating from their home school the graduating student must notify their home school guidance office in writing that they intend to participate (please check with the home school for deadlines). Students are required to participate in both graduation practices or they will not be allowed to participate in the graduation ceremonies.

### **I.B.4. HONORS**

All highest honors, high honors, and honors students will be acknowledged in the graduation program. The Valedictorian and Salutatorian will be announced at the annual Awards Ceremony only and will not be announced at the graduation ceremony.

### **I.B.5. SPEAKERS**

The six seniors with the highest grade point

averages (GPA) will be eligible to become one of the two speakers selected for WCTHS's graduation ceremony. The main thrust behind this decision is to recognize more top students at the graduation ceremony, and to hear the best and most inspirational speakers from among the top students in the graduating class. The two speakers selected for the graduation ceremony must have their final speeches submitted to the school principal a minimum of two (2) weeks in advance of the ceremony.

### **I.B.6. HOLIDAY CANNED FOOD DRIVE**

Canned/dried foods are collected and donated to a charity prior to the winter holidays.

### **I.B.7. JUNIOR/SENIOR ACTIVITIES**

Examples of such activities are: Homecoming Dance, Holiday Dance, Valentine's Dance, Senior Picnic, participation in the Mummers Parade, and Prom.

All dances are restricted to individuals under the age of 21. Any student who is bringing a guest must provide a copy of the guest's driver license or a photo ID along with a completed permission slip to the Principal two weeks in advance of the dance. Final approval for all guests is given by the WCTHS administration. Students are not permitted to bring children to school activities.

School dances are an extension of social activities for high school students. School policies and acceptable school appropriate behaviors and dress will apply. Students or guests who violate policies or engage in unacceptable behaviors will be removed immediately and may be suspended from future dances and/or other school sponsored social or extracurricular events. The school administration may declare a student conduct ineligible to participate in an extracurricular activity for a specific amount of time, suspension, violation of field trip regulations, disruption of an assembly, or violation of a written activities agreement are examples of the types of behaviors, which could result in conduct ineligibility. The school administration may also declare a student academically ineligible to participate in certain activities based upon the student's grades and Grade Point Average. Academic ineligibility will be declared when a student has failed two or more of his or her classes for the semester.

### **I.B.8. EXPECTATIONS FOR ATTENDANCE AT HIGH SCHOOL DANCES**

- High school dances are primarily for students who attend high school. All dances are restricted to individuals under the age of 21
- Students that have dropped out are considered ineligible and cannot attend school dances or other functions.
- High school students may not invite students enrolled in grades 6-8 to attend high school dances.
- Students who leave the dance may not re-enter.
- Dancing inappropriately or engaging in improper interpersonal conduct may result in disciplinary action. If inappropriate behavior continues after a warning, the student and/or guest may be directed to leave the premises.
- In order to attend school dances (Prom, Homecoming, etc.) students are required to be on time and in school the entire day of the dance or day prior to the dance if the event occurs on a Saturday.

Students who are absent the day of or the day before an activity may not attend. Students who have excessive unexcused tardiness and/or absences to school and/or class may not be permitted to attend extracurricular activities including the prom.

### **I.B.9. OPEN HOUSE**

WCTHS holds two (2) open houses: one in the fall and one in the spring. This occasion provides an opportunity for students to invite parents, family, and friends to see the school and meet the staff. All county tenth grade students are invited to the fall open house.

### **I.B.10. PROM AND SSL HOURS**

Seniors must have completed their SSL hours by April 18, 2017 in order to attend the May 2017 prom. Juniors must have completed their SSL hours by May 1, 2017 in order to attend the May 2017 prom.

### **I.B.11. STUDENTS OF THE MONTH**

Each month two (2) students will be selected to represent WCTHS as "Students of the Month." This recognition is based on grades, attendance and discipline. Selected students are recognized through school activities and newspaper articles.

## **I.C. STUDENT ORGANIZATIONS**

Student Organization activities are planned and conducted by student representatives and faculty advisors. Competitions are held at local, regional, state, and national levels. Leadership development is intra-curricular throughout all club functions.

### **I.C.1. FORMATION OF NEW CLUBS**

Students forming a new club must find a faculty advisor to represent them, draw up a constitution or charter, and seek approval of the Student Government and the Principal. Once preliminary approval is granted, the new club must submit details such as meeting times, fund-raising activities, and projects for the upcoming year. Upon completion, final approval will be considered.

### **I.C.2. NATIONAL TECHNICAL HONOR SOCIETY**

Students need to meet the following criteria in order to be inducted and maintain membership in NTHS:

- Maintain a minimum 3.75 grade point average.
- Maintain an average of 85 percent in their technical program; pass all courses (grades from nine and ten will be reviewed).
- Exhibit exemplary behavior.
- Demonstrate academic integrity and exemplary citizenship.
- Maintain outstanding attendance.
- Participate in NTHS student service initiative projects.
- In addition to the required 75 Student Service Learning (SSL) hours, the prospective student must have completed **an additional thirty (30) hours of SSL hours before their senior year.**
- \$30.00 per student membership fee is due two (2) weeks prior to the induction ceremony.

The school administration makes the final decision on eligible candidates.

### **I.C.3. SkillsUSA**

SkillsUSA is dedicated to developing well-rounded students and future employees. It provides leadership, citizenship, and character development programs and enhances job skill training. Student participation in state and national competitions is dependent upon good grades, attendance, behavior, and approval by the administration. Seniors must complete all of their SSL hours before they will be allowed to compete in any competition. Students may be removed from SkillsUSA

competitions if any of the following apply:

- Failing Grades
- Tardy / attendance issues
- Behavioral referrals
- Obligations to WCTHS or WCPS
- All SSL hours completed (seniors only)
- All forms/paperwork and money turned in by deadlines

#### **I.C.4. STUDENT SENATE**

Officers from both levels of NTHS and SkillsUSA can represent WCTHS students in this school government activity.

#### **I.C.5. ACADEMIC TEAM**

WCTHS sponsors a team that competes with teams from the seven other local high schools. The winning team goes to the state level competition.

#### **I.C.6. TECH HIGH EXPRESSIONS: THE MAGAZINE**

THE Magazine is an art and literary journal both online and in print that allows students a forum to share their creative processes.

#### **I.C.7. TECH HIGH PRIDE CLUB**

The Pride Club is a multifaceted organization that seeks to include a diverse group of members that meet regularly to discuss issues pertinent to the group and also plan for group projects. All are welcome.

#### **I.C.8. FORCE OF NATURE CLUB**

This club focuses on energy conservation projects throughout the school. Environmental issues are discussed and action plans are created and carried out. Club works closely with WCTHS's designation as a Green School.

## **II. SCHOLASTIC INFORMATION**

### **II. A. SCHEDULING**

#### **II.A.1. GUIDANCE AND COUNSELING**

The counseling program offers students personal, academic, and career counseling. Assistance is also available with post-high school plans for college, further technical training, and employment. College, technical school, and military catalogs and brochures are available in the counseling center. A variety of texts and computer programs, including college and technical school selection, obtaining scholarships/financial aid, and practice ACT

and SAT tests are provided as requested. College, technical school, and military representatives are routinely scheduled throughout the year to visit WCTHS to talk with students.

#### **II.A.2. ARTICULATION AGREEMENTS**

Pittsburgh Art Institute  
Hagerstown Community College  
Kaplan College  
Frostburg State University  
Lincoln Technical Institute  
Nashville Auto/Diesel College  
Ohio Auto/Diesel College  
Montgomery College  
Associated Builders and Contractors  
Johnson & Wales  
Yorktowne Business Institute  
Pennsylvania Culinary College  
Frederick Community College  
HCC/University of Baltimore  
HCC/Hopkins University of Engineering  
Community College of Baltimore County  
Allegany College of Maryland  
Baltimore International College

#### **II.A.3. COMPREHENSIVE HIGH SCHOOL**

Juniors and seniors receive both academic, and career and technology courses at WCTHS. When student applications exceed the quota set for any one program, a selection process is established to provide access for the most qualified applicants.

#### **II.A.4. ESSENCE (EARLY SUPPORT FOR STUDENTS TO ENTER COLLEGE EDUCATION)**

The ESSENCE program is a unique partnership between Washington County Public Schools (WCPS) and Hagerstown Community College (HCC) that provides high academic achievers the opportunity to earn college credits while still in high school. ESSENCE students may take classes at HCC's main campus and/or in dual enrollment classes offered at area high schools. The dual enrollment classes are those that award both high school and college credit. Only courses taught in WCPS high schools will be included in the student's high school grade point average (GPA) and on the student's high school transcript. High school students will be required to enroll in a minimum of four high school credits per school year from courses offered at their respective high schools. Students taking the dual enrollment courses will receive one high school credit for each dual enrollment college course completed per semester with a minimum grade of "C."

### **II.A.5. ESSENCE STUDENT ELIGIBILITY**

All students must comply with the following guidelines:

1. Have a minimum cumulative GPA of 2.5 and SAT scores of 550-math and 550-critical reading or ACT scores of 21-math and 21-verbal or completion of the COMPASS tests
2. Have completed all required Maryland State High School Assessments
3. Have established a 6-year plan to be a University of Maryland Completer and/or a Career Technology Education Completer
4. Be at least 16 years old
5. Have the support of parents/guardians
6. Have the approval of the high school counseling office and the principal
7. Be able to comply with the financial, scheduling, and transportation (for courses on HCC campus) requirements
8. Have a signed permission form to send college grade reports to WCPS

### **II.A.6 ESSENCE FINANCIAL REQUIREMENTS**

Students are responsible for payment of all applicable tuition and fees. All eligible WCPS high school students pay tuition based on a 50% tuition reduction of the standard tuition rate for in-county students at HCC for their first 12 college credits. All course fees and book expenses for courses taken on the HCC main campus are the responsibility of the student. Fees and book expenses for courses taught at WCPS high schools will be specified on a course-by-course basis. Financially needy students attending WCPS may be eligible to receive funds to cover the remaining 50% tuition with an ESSENCE Scholarship through the HCC Foundation and the Community Foundation of Washington County. The scholarship deadlines are early November for spring semester and early June for fall. Please check with the Office of Institutional Advancement at HCC for exact deadlines for the scholarship. Scholarship applications can be found at each county high school, on the HCC website:

([www.hagerstowncc.edu/admissions/aid](http://www.hagerstowncc.edu/admissions/aid)) and in the Office of Institutional Advancement at HCC.

- January graduates may take ESSENCE courses in the spring semester and receive the discounted tuition if they have a 2.5 GPA. Those students who do not have a 2.5 GPA will be reviewed on a case-by-case basis.
- Graduating seniors can receive ESSENCE discount rates for the summer semester if the classes they are taking begin before the date

the student is to graduate from WCPS.

### **II.A.7. ESSENCE ADMISSION**

Students seeking admission into the ESSENCE program must comply with the following:

1. Complete an application for admission to HCC (available online, in the HCC Admissions and Registration Office, and in the high school counseling center).
2. Forward high school transcripts and SAT/ACT scores to the Admissions and Registration Office at HCC.
3. Complete an HCC ESSENCE Program (Early Entry) Application Form (available in high school counseling centers and in the Admissions and Registration Office at HCC).
4. Take the Academic Skills Assessment placement tests at HCC. Students with the following are exempt from placement testing: SAT scores of 550 or above in mathematics and critical reading; ACT scores of 21 or above in mathematics and English; completion of college level courses in mathematics and English. Appointments for testing can be made by calling HCC.
5. Schedule a registration appointment at HCC. ESSENCE students cannot register online. An HCC representative will visit the dual enrollment classes offered at the high schools to complete the registration process.

### **II.A.8 DUAL ENROLLMENT CREDIT AWARD**

Upon completion of a dual enrollment course with an awarded passing grade that is consistent with the grading policies of HCC and WCPS, the high school student will receive both the designated high school and college credits. College credits will NOT be part of a student's high school GPA unless they are taught in a WCPS high school and specifically designated as dual enrollment. Note: The Early College Entry program, which has existed for many years and allows qualifying WCPS students to take HCC courses on the HCC main campus, will continue as part of ESSENCE, but IS NOT part of the dual enrollment aspect of this program.

### **II.A.9. SCHEDULE CHANGE PROCEDURES**

During the first two weeks of school, students may request a change of academic classes or career and technology programs through the WCTHS Counseling Center. Requests will be granted based on need, available space, instructional compatibility, and parental awareness. Internal changes in schedules after September 1 will be for exceptional situations only and will be made by joint

agreement of the administration, teachers, parents, guidance counselor, and students. Students who elect to drop a class are subject to an 'F' on their high school transcript. Requests for transfer back to students' home high schools must be made during the first two weeks of school and will not be granted without:

- 1) Notification and involvement of parents,
- 2) Approval of students' home schools,
- 3) Completion of a withdrawal form,
- 4) Conferences with WCTH administration
- 5) Completion of trial period. (1 week)

## **II.B. STUDENT PROGRESS**

### **II.B.1. GRADING PROCEDURE**

The Board of Education of Washington County recognizes its responsibility for assuring the practice of regularly reporting the progress of pupils as they proceed through their formal educational experiences. High schools will employ the practice of reporting pupil achievement as follows:

High School and Middle Schools Grade reports (grades included in the determination of final grades) will be issued four times during the school year at approximately nine weeks, eighteen weeks, twenty-seven weeks and thirty-six weeks. Final grades will be based on the average of the four grade reports for year-long courses, two grade reports for semester-long courses, and one grade report for partial-semester courses. Interim reports (grades that are not included in the determination of final grades) will be issued at the approximate mid-point of each of the four grading periods.

Final exams, which include a written component, are required in every high school course that does not participate in the Partnership for Assessment of Readiness for College and Careers (PARCC Assessment). Final exams will be calculated as no less than 10% and no more than 20% of the final marking period for each high school course.

Academic achievement will be reported as percentages with the following meanings:

- 90-100 indicates performance that consistently exceeds Washington County standards and requirements;
- 80-89 indicates performance that consistently meets Washington County standards and requirements;
- 70-79 indicates performance that

meets Washington County standards and requirements;

- 60-69 indicates performance that minimally meets Washington County standards and requirements
- 0-59 indicates failure to meet Washington County standards and requirements.

Additionally, student effort will be assessed and reported each marking period.

### **II.B.2. GRADE POINT AVERAGE**

1. High school students take all the courses required to earn a Washington County Public Schools high school diploma and elective courses. Students will receive a credit(s) for successfully passing each course. Every course a student takes is recorded on the student's transcript, regardless of whether or not the student passes the course. Students are awarded quality points, ranging from 0.0 to 5.0 for each course attempted. Quality point values are based on the rigor of the course and the final grade earned in the course. Quality points are used to calculate Grade Point Averages (G.P.A.'s) and class ranking. The total of quality points earned is divided by the number of courses attempted in high school. A student failing or not completing a course will receive a failing grade, earn no credit, and receive 0.0 quality points that will be calculated into the student's G.P.A.

2. Any student-requested course change after the fifth class period of the course, will be recorded as a "W" (withdrew from the course) on the student's transcript, resulting in no credit and the assignment of 0.0 quality points to be calculated into the student's G.P.A. In extenuating circumstances, the principal has the final authority on class changes and grading issues.

3. Accelerated weighted courses are those courses approved through the Curriculum Development, Adoption, and Review process for additional quality points reflecting the greater rigor of course requirements.

4. Advanced Placement (AP) weighted courses are those courses that Washington County Public Schools offers that have been identified by the College Board as Advanced Placement (AP) weighted courses.

5. Grade point averages will be computed using the following quality point values:

%	NON-WEIGHTED QUALITY POINT VALUE	ACCELERATE D QUALITY POINT VALUE	AP QUALITY POINT VALUE
90-100	4.0	4.72	5.0
80-89	3.0	3.54	4.0
70-79	2.0	2.36	3.0
60-69	1.0	1.18	2.0
0-59	0.0	0.00	0.0

### **II.B.3 CLASS RANKING**

1. Only Maryland High School Diploma students' grade point averages will be used to determine class rank. Maryland High School Certificate students' grade point averages will not be included in ranking. Certificate students are eligible for school honors and graduation honors.
2. Class rank will be determined by calculating G.P.A.'s to the thousandths of a percent and rounding to the nearest hundredth. Based on this computation, student rank in class will be recorded on the transcript following the final marking period of the student's senior year.
3. For purposes of designation of class and student honors, with the exception of valedictorian and salutatorian, and for college admission information, the cut-off date for computation of class honors will be the end of the third marking period.

At the beginning of the school year, all teachers will explain course objectives, standards of performance and the grading procedure. To determine grades for each marking period teachers will use student activities such as completion of competencies, homework, class participation, projects, teacher-made and standardized tests. Students not completing requirements after ten (10) days, from the end of each marking period, will be assigned a (0) zero for the marking period. Students and parents are encouraged to track grades and progress throughout the year. Some programs require students to maintain minimum performance standards to remain eligible for clinical and licensure eligibility. In all programs, a passing grade requires a student to achieve a 60 percent. Each marking period will count as one fourth of the final grade.

### **II.B.4 INTERIM REPORTS**

Interim reports (grades not included in determination of final grade) will be issued at the mid-point of each marking period for each course to all high school students.

### **II.B.5 ELIGIBILITY**

1. Extracurricular activities are those activities which ordinarily occur outside the school day, including athletics, clubs, plays, etc.
2. Student extracurricular activities are an integral part of school life and are used as a means of developing wholesome attitudes and good human relations as well as knowledge and skills. These activities often

require as much careful planning and supervision as student experiences in the academic subject area; however, care must be taken that these activities do not take precedence over subject matter areas, but remain as supplemental activities to the basic courses of study. While it is desirable that students participate in such activities to the extent that they further their educational development, it is of paramount importance that such participation shall not jeopardize pupils' academic achievement nor exploit their time and talents.

3. In order for students to fully participate in extracurricular activities, including high school athletics, they must attain the following academic standards:
  - a. A student who fails two or more courses, in a marking period, is ineligible.
  - b. A student who does not have a class scheduled for every period of the day must receive a passing grade in each credit/course in order to be eligible.
  - c. The marking period grade, reported every nine weeks, determines eligibility for the next marking period unless a final grade was awarded. Final grades always determine eligibility over marking period grades. (Refer to Grading Policy IKA.)
4. Eligibility shall be determined by the previous marking period grades except for the first marking period. Eligibility for the first marking period is determined by the final grades of the preceding year. Should a student not be eligible as determined by the final grades, that student may attempt to improve his/her grade by attending summer school. If, as a result of attending summer school the student meets necessary requirements, he/she is considered eligible and may participate in extracurricular activities in the fall.

5. In cases such as band or chorus, the student who is declared ineligible will participate in any regularly scheduled classes, but would not be permitted to perform in concert, marching or related activities occurring outside the school day. A student's non-participation in such activities because of ineligibility will not affect his/her regular class grade. During the period of ineligibility, students are permitted to participate in practices after regular school hours.
6. Students will be declared ineligible or eligible effective the next school day following distribution of report cards. Students do not become ineligible based on failing grades on interim reports; however, students who were ineligible due to their most recent marking period grades become eligible for full participation if their interim report



indicates they are passing all classes.

7. Students who are ineligible may participate in practices, but cannot participate in a game or competition, dress in a game uniform, or travel with the team to games or competitions played away from their home school; these stipulations apply to students who are ineligible at the start of an athletic season or become ineligible during an athletic season.

8. Normally, an “incomplete” must be made up within ten (10) school days. However, in unusual circumstances, this period may be extended with permission from the principal. “Incompletes” become effective on the day report cards are distributed, but are not counted in determining eligibility. Students may participate in extracurricular activities during the periods of time an “incomplete” is in effect.

Career and technology programs are worth four (4) credits; therefore, students failing a career and technology program will be ineligible.

Students who drop out of school are deemed conduct ineligible for the remainder of the school year.

Student Service Learning Hours (SSL) - Seniors who have not completed all of their Student Service Learning hours before entering their senior year will not be eligible to purchase a parking permit, drive to school, participate in co-op, work release, internships and various school activities such as dances, field trips, Mr. Tech High, etc. until the SSL hours are completed.

Seniors must have completed their SSL hours by April 7, 2017 in order to attend the May 2017 prom. Juniors must have completed their SSL hours by May 1, 2017 in order to attend the May 2017 prom.

Several WCTHS technical programs require students to complete their SSL hours before they enter their senior year.

#### **II.B.6. EDUPOINT SYNERGY STUDENT INFORMATION SYSTEM**

WCPS utilizes a student information system featuring computerized attendance, enrollment, scheduling, grade reporting, parent and student portals, and curriculum management, among other critical tools.

The Synergy® Student Information System enables districts to do much more than efficiently and effectively manage all

aspects of student data. Synergy empowers every K-12 stakeholder – teachers, principals, counselors, administrators, parents and students – giving them the tools they need to do their part to improve student achievement

#### **II.B.7. REQUIREMENTS FOR ATTENDING LEVEL II**

- Eligibility for Level II shall be determined by:
- Final grades of 60 percent or greater in all classes; a minimal passing grade in the student’s technology area, for example 61 percent, does not guarantee entry into the level II program.
  - 50 percent of employability profile competencies completed in career and technology programs.
  - Recommendation by the career and technology program teacher.
  - Satisfactory discipline record, attendance, and promptness to school as approved by an administrator;
  - A personal commitment from the student toward being a young professional and program completer.

All requirements must be met in order to be eligible for Level II.

#### **II.B.8. COOPERATIVE WORK EXPERIENCE/ INTERNSHIPS**

It is our goal to place as many qualified Level II students as possible in actual work environments when the students achieve job entry skills. Cooperative work experience is the name given to an opportunity and contractual agreement between students, WCTHS staff, parents, and local employers. Under the guidelines established between the Maryland Department of Labor, WCTHS, and local business people, Level II students may, upon reaching competent skill levels, request job placement in the community. The Co-op work experience shall be directly related to the students' career fields at WCTHS. All SSL hours must be complete to participate. Some Co-op positions pay their students but most do not. The student receives high school graduation credit for time worked. This opportunity typically takes place during the second half (after January) of the Level II experience.

All students must remain in good academic standing to be eligible for cooperative work experience opportunities. Any student who becomes ineligible during their cooperative work experience will be removed from the worksite and returned to their career and technical program.

### **II.B.9. CERTIFICATE**

A WCTHS career and technology certificate of completion will be awarded to students who successfully complete both levels of the technical program. At the beginning of the year, students will receive copies of the criteria necessary for satisfactory completion. Students who only complete Level I of their career and technical program will receive a certificate of achievement for one year.

### **II.B.10. EMPLOYABILITY PROFILE**

Employability profiles are issued to students who participate in programs of study at WCTHS. The profiles consist of composite records of students' personal information, attendance, attitude, and work habits. The primary function of the profiles is to provide a rating of students' mastery of identified competencies within a program. The ratings do not necessarily coincide with earned marking period grades. The employability profile is an excellent record of skill and work credentials that is included in the graduation portfolio. When job applications are made to employers, students are encouraged to present their employability profile and graduation portfolio.

### **II.C. AWARDS**

Awards are presented to Level II students upon the completion of their education. All awards have specific criteria which must be met by the recipients. Students must maintain good grades, behavior, and attendance in order to be considered for WCTHS awards.

The senior award ceremony is held in the WCTHS cafeteria. These awards are presented by supporting businesses, teachers, and school organizations. Students must be dressed in proper attire to receive awards.

### **II.C.1. AWARDS FOR EXCELLENCE IN CAREER TECHNOLOGY EDUCATION**

An outstanding Level II student from each of the WCTHS career and technical programs will receive this annual award and be recognized as the "Best All-Around Student" in the class for two years. The teachers in the respective programs select the students who receive this award. These awards are presented each year at the beginning of May during a joint ceremony with WCTHS, Washington County Community High Schools and Kaplan College.

*The following awards are presented during the senior awards assembly:*

### **II.C.2. WASHINGTON COUNTY TECHNICAL HIGH SCHOOL PROGRAM ADVISORY AWARD**

An outstanding Level II senior student from each of the career and technical programs will receive this annual award and be recognized as the Best All-Around Senior Student in the class.

### **II.C.3. WASHINGTON COUNTY TECHNICAL HIGH SCHOOL JEFF STINE MEMORIAL AWARD**

This award is given to the most outstanding construction student who plans to continue in a construction career path.

### **II.C.4. PERFECT ATTENDANCE AWARD**

Level II students who maintain perfect attendance (no absences, tardies, or early dismissals) for the two school years at WCTHS will receive a certificate.

### **II.C.5. QUINN ALEC HOOVER LEGACY SCHOLARSHIP**

This scholarship is given to a deserving student in the Health Careers Program.

### **II.C.6. SKILLSUSA LEADERSHIP AWARD**

A medal and certificate are presented to the top two Level II members for leadership, community service, and craftsmanship.

### **II.C.7. SKILLSUSA PROFESSIONAL DEVELOPMENT PROGRAM (PDP)**

The program is designed to bridge the gap between school and work. Students are awarded certificates and pins for each level of the PDP completed.

### **II.C.8. "GERALD G. HOLMES" AWARD**

This award is presented to a Level II student who has demonstrated outstanding achievement and overall improvement while attending WCTHS.

### **II.C.9. "M. EUGENE MITTEL SCHOLARSHIP"**

This generous scholarship is awarded to the senior with the highest GPA who will attend college or a technical institute.

**II.C.10. THE CRAIG B. WIBBERLEY  
MEMORIAL SCHOLARSHIP**

Is awarded each year to students who excel in Computer Repair and Networking and/or Computer Game Development and Animation and plan to further their education in the field. Four \$1,000 scholarships were awarded to students in the Class of 2017,

**II.C.11. ADDITIONAL AWARDS**

Many business, military, and teacher awards are presented each year. These include monetary awards, related tech tools/materials, certifications, certificates of recognition, and/or medals.

**III. SCHOOL POLICIES AND PROCEDURES**

**III.A. GENERAL POLICIES AND PROCEDURES**

**III.A.1. REQUIRED STUDENT INFORMATION PAPERWORK**

Proof of Insurance, Student Health and Family Information, WCPS Handbook Pullout, teacher handouts, and the Federal Survey Card, etc. Failure to turn in all of the above paperwork by the required deadline will result in ineligibility to participate in school-sponsored activities.

**III.A.2. STUDENT DRESS CODE REGULATION**

Schools have three primary responsibilities with respect to students. The first responsibility is to foster student academic achievement. The second responsibility is to create and maintain a school environment that is safe, orderly, and conducive to learning. The third responsibility is to promote and support positive community standards and values such as civility, respect for others, self-respect, citizenship, and other constructive character traits and behaviors. Without these standards, values, traits, and behaviors, a school's climate would inevitably deteriorate, teaching and learning would be negatively impacted, and students would be deficient in the tools that are critical for functioning successfully in community life, no matter how proficient they were academically.

Students have the responsibility to choose their attire and to arrange their personal appearance in a manner that is safe, healthy, not offensive, and conducive to the educational process. Sensitivity and

awareness of the impact and implications of one's behavior, including choice in dress, are essential skills that students need to learn. The student dress code is intended to create a positive school climate of respect for self and others, reduce the occurrence of discipline problems, and maintain safety and order in the school so that effective teaching and learning can take place.

The Superintendent and/or his or her designee, in consultation with student representatives, shall develop administrative regulations to promote the spirit of this policy.

**I. Dress Code**

The dress code shall apply to all school activities during the traditional instructional school day. Exceptions for legitimate reasons, such as a medical condition or religious practice, as well as for specialized classes or activities, will be considered and can be granted by the school administration on a case-by-case basis.

The school administration reserves the right to approve or disapprove any items not addressed in this policy. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students.

**A. Head Coverings**

1. Head coverings are acceptable if worn in accordance with a sincerely held religious belief system. Head coverings may also be worn for medical reasons.
2. Other headwear may not be worn in the school building. The following are some examples of prohibited headwear:
  - a. hats
  - b. visors
  - c. sunglasses
3. Headbands (including bandanas folded as headbands of less than 2 inches in width), scrunches, etc., that are used to hold hair in place and do not cover the entire head are permitted.

**B. Clothing**

1. Tops must be worn in such a manner so as to:
  - a. cover the entire back
  - b. cover the midriff area
  - c. not be see-through

- d. fit modestly and cover cleavage and chest
- e. cover undergarments
- 2. Sleeveless tops must have two shoulder straps worn on the top of the shoulders and cover all undergarments. Tops must also be worn to:
  - a. cover the entire torso of the body, where torso is defined as the area of the body from hips to underarms
  - b. cover cleavage and chest, fit modestly
  - c. cover the back so as to go no lower than the area where a conventional bra is worn on a female or the mid-point on the shoulder blades of a male
  - d. traditional sleeveless undershirts, muscle shirts, or T-back shirts are not acceptable tops under this policy
- 3. Skirts and dresses must be worn modestly and cover all undergarments when sitting or standing.
- 4. Shorts must be modest and hang at or near mid-thigh when standing. Shorts must be worn in a manner which covers all undergarments, whether sitting or standing.
- 5. All other pants (bottoms) must be worn in such a manner as to:
  - a. cover undergarments at all times
  - b. not be excessively long so as to drag on the floor
  - c. not be excessively baggy or worn on the hip in a manner which exposes undergarments or flesh normally covered by undergarments
  - d. yoga pants (exercise type pants that are not see thru), in a narrow or flair leg, are acceptable
  - e. leggings may only be worn in conjunction with another dress

code-appropriate dress or bottom (leggings are defined as a sheer or slightly sheer material)

- 6. Shoes must be worn at all times. Shoes must fit to allow safe movement and be appropriate to school activities.
- 7. Coats and heavy jackets are not to be worn during the school day and should be stored appropriately.
  - a. Light, form-fitting jackets such as; sweat jackets, hoodies, and windbreakers are not considered coats or heavy jackets and are, therefore, acceptable.

C. Jewelry and Accessories  
Jewelry or accessories which can be used as or perceived to be a weapon or threat to others are a safety hazard and are prohibited.

D. Language, Symbols, and Messages  
Words or symbols deemed to be inappropriate for the school setting such as: rude, disrespectful, or discourteous expressions which are inconsistent with civil discourse and behavior, or which may substantially disrupt or materially interfere with the educational setting are expressly prohibited on student apparel and person. Student appearance and apparel must not show any reference to or inference to:

- 1. profanity
- 2. drugs, alcohol, or tobacco
- 3. violence
- 4. suggestive, sexual messages
- 5. language or symbols that offend, demean, or promote hatred toward an identifiable person or group

Section D also applies to body art, whether permanent or temporary. Body art which violates the regulation must be completely covered during the traditional school day or at any district sponsored or sanctioned event.

## II. Consequences for Violation of the Dress Code

- A. First Offense – Discussion of violation(s) and review of student handbook will take place with student. Student will be required to adjust or change clothes. It is expected that the first offense conference will prevent any further infractions.
- B. Subsequent Offenses – Discipline

procedures as described in the Board of Education Discipline Policy and Procedures will be followed (Policy JG & Administrative Regulation JG-R).

Addendum to WCTHS dress code – Students are not permitted to wear open toed shoes during the school day.

Students are not permitted to wear or display any form of flags of the Confederate States of America.

### **III.A.3. DRINK AND SNACK MACHINES**

The drink and snack machines are part of fund-raising, and proceeds are used to support the annual student activities. Drinks may be purchased before school, after school, at lunchtime and during career and technology break times.

High energy, high caffeine, coffee drinks, and two liter drinks are banned/not permitted due to health risks

### **III.A.4. ELECTRONICS POLICY**

Please refer to the current WCPS policy on the use of personally-owned, electronic devices (file:JICJ)

### **III.4.5. FIELD TRIPS**

Students must adhere to all school policies while participating in educational, school-sponsored field trips. Seniors must have all SSL hours completed to participate in a field trip. Students who violate school or WCPS policy at any time will be considered conduct ineligible and will not be allowed to participate in extra-curricular activities or field trips until a determination is made by school administration. Permission for field trips must be signed by a parent/ guardian, school administrator, and academic teachers and returned to their teacher a minimum of five school days before the field trip.

### **III.A.6. FIRE DRILLS**

Ten (10) fire drills are required each year for every county school. Teachers will inform all students of the proper exit routes and class rules pertaining to fire safety. Evacuation instructions are posted in all instructional areas.

### **III.A.7. HALL PASSES**

Students out of their regular classes at any time during the day must have hall passes. Students must be prepared for classes and

should not need to be excused from classes to go to their lockers or cars for forgotten items.

### **III.A.8. HOME SCHOOL SPECIAL EVENTS**

In the event students need to be at their home school to participate in an activity during the school day, a 'Request for Permission to Attend Home School Event' form must be completed, approved (by the home school principal, and submitted to the attendance secretary three (3) full school days prior to the activity. This form is available in the main office of WCTHS. Students must be directly involved in a fall/spring sport to attend the home school activity. This includes, but is not limited to, Pep Rallies/Assemblies, Powder-Puff Games, Class Plays, Band Performances, etc. The signature of the parent, the home school principal and Mr. Stouffer are required. The home school principal and the principal of WCTHS must both approve attendance at home school activities.

### **III.A.9. INJURIES**

Any and all student accidents/injuries are to be immediately reported to the student's teacher. The teacher will then fill out an accident report and turn it in to the main office.

### **III.A.10. INSURANCE**

Students who participate in the programs offered at WCTHS are required to have health (accident) insurance. Students will not be permitted to work in the Lab and or Tech areas without proper proof of insurance. In most cases, the parent/family health insurance coverage is sufficient; however if such insurance is not available student insurance can be purchased separately for general coverage.

In addition to accident insurance, the Health Occupations students are required to purchase malpractice insurance.

### **III.A.11. INTERNET/ACCEPTABLE USE POLICY (AUP)**

Computers and the Internet are to be used by students in an appropriate and acceptable manner at all times. Viewing inappropriate and non-school related web sites and creating/finding ways around the school's filtering system is unacceptable. Violators of this policy will not be given a warning or a second chance. Violators will immediately lose all computer privileges at school for a time to be determined by the administration and may face

other disciplinary consequences up to, and including, removal from the tech program.

### **III.A.12. MAKE-UP WORK**

WCTHS will follow current state and county guidelines pertaining to make-up work for time missed. Students are responsible, if absent from classes, to make-up missed work outside the regularly scheduled class time. If work is not made up within five (5) school days, the work may not be submitted and zeros will be recorded.

### **III.A.13. OBLIGATIONS**

All debts and/or obligations such as loss of textbooks, payment for materials purchased, fund-raisers, etc. must be resolved prior to the end of each marking period. All obligations must be met in order for students to participate in graduation.

### **III.A.14. OUTSIDE FOOD**

Food or drinks from Food Businesses or Fast Food Establishments are not allowed. Birthday cakes, cupcakes, pizza, ice cream, donuts and other food items used for celebrations are not allowed in the building. This ensures that WCTHS:

- Follows federal guidelines for food and nutrition/
- Does not interfere with the Culinary Arts Department.
- Ensures a fairness to all students
- Creates a learning environment without unnecessary distractions
- Ensures the safety of students who may have food allergies.
- Ensures that valuable instructional time is not lost.

### **III.A.15. SAFETY CONCERNS**

Safe behavior and working habits cannot be over-stressed in any technical environment. It is imperative that all students practice safe and cautious behavior at all times. Wearing appropriate eye protection (regular eyeglasses are not safety glasses), using safety equipment, following posted procedures, and adhering to an attitude of respect is the responsibility of all students. Teachers will maintain required safety procedures for their classrooms or other learning areas. Students are expected to practice these rules and follow them consistently. Failure to comply with safety requirements will result in disciplinary consequences.

### **III.A.16. SCHOOL DAY**

Students should report to the cafeteria upon

arriving at school and remain in the cafeteria until the 8:55 a.m. dismissal bell. School begins promptly each school day at 9:05 a.m. and is dismissed at 3:00 p.m. (Hancock students will dismiss at 2:50 p.m.). Students should not arrive at school prior to 8:45 a.m. unless supervised by a teacher or administrator.

### **III.A.17. SEARCH AND SEIZURE**

Every Principal, Assistant Principal, or authorized designee of a public school may conduct a reasonable search of a student on the school premises, if there is probable cause to believe that the student has in his/her possession an item which constitutes a criminal offense under the laws of this state. Administrators may search students' personal effects, vehicles, and lockers at any time.

### **III.A.18. SHHS STUDENTS**

Students whose home school is South Hagerstown High School are not permitted to walk from WCTHS to South High or from South High to WCTHS. These students must ride a bus or walk directly to/from home.

### **III.A.19. STUDENT ILLNESS AND/OR ACCIDENTS**

Students who become ill or injured while at WCTHS, with teacher permission, should report to the health room, if possible, and their parents will be notified. Students with administrator's permission may go home or to a medical facility, depending on the severity of the need. In all cases, the parents or guardians will take part in the treatment/decision process.

### **III.A.20. THEFT**

The school cannot be held responsible for the security of student property. All students are reminded that court action may be taken by the school against those who may be involved in stealing school property. Also, students and persons from whom items have been taken may press charges by obtaining warrants from the proper authorities. All students are asked to exercise extreme caution in taking care of their possessions.

### **III.A.21. VISITORS TO SCHOOL**

The Washington County Board of Education encourages the active interest of parents and citizens in our public schools and encourages visitations. Schools and school grounds are a place of work and learning and, therefore, certain reasonable limits must be set. To provide for students' safety, the following visitor guidelines apply to all school property:

- Anyone who is not a regular WCTHS staff member or student of the school will be termed a "visitor".
- All visitors must be approved by the administration.
- Students/Home Instruction students are not permitted to bring their children to school during the instructional day.
- Parents who wish to visit classrooms are required to register their intent one (1) day in advance of the planned visit.
- Approved visitors/volunteers are required to fill out a volunteer form and disclosure statement and provide proof of identification.
- All visitors must register in the main office the day of their visits.
- All visitors must present valid picture identification.
- All visitors are required to use the main entrance.
- Visitors/volunteers who are uncooperative, become unruly, profane, and/or are causing any kind of disruption will be removed from the school property and issued a Trespass Letter.

### **III.A.22. WORK RELEASE**

Students will need to meet requirements, contracts, obligations, and complete Student Service Learning hours before they are eligible for work release.

Students under 18 years of age must obtain a work permit in order to accept employment in the State of Maryland. The law has certain requirements concerning the type of work, the hours, and conditions under which students may work. Applications, additional information and the online work permit may be obtained at:  
<http://www.dllr.state.md.us/childworkpermit>  
 Students working outside the State of Maryland will need to obtain a work permit within the state where they will be employed.

## **III.B. TRANSPORTATION**

### **III.B.1. STUDENT TRANSPORTATION**

Students are encouraged to use the school bus transportation provided by the Washington County Board of Education to get to and from school every day.

### **III.B.2. BUS REGULATIONS**

Discipline problems on the school bus distract the driver's attention from driving, which potentially could lead to an accident. Students riding buses to WCTHS must comply with all policy, rules, and expectations of the transportation office and

the Washington County Board of Education. Infractions, warranting written referrals from bus drivers to the administration, will result in disciplinary action. Students who are removed from county school buses because of improper behavior will not be allowed to drive or park on WCTHS property. The administration will not sign notes for students to ride to or from school on another bus.

### **III.B.3. DRIVING REGULATIONS**

Students are permitted to drive and park on WCTHS property only with the purchase of a parking permit. Because of limited parking space, permits are issued on an as needed and first come-first-serve basis. Seniors who have not completed their Student Service Learning hours are not permitted to drive to school.

Driving to school is a privilege. Improper driving, conduct ineligibility, tardiness, and attendance will result in not being able to drive or park on school property. Parking permits are non-transferable.

All beginning of the school year paperwork must be completed and turned in prior to the issuance of a parking permit.

Parking permits can be revoked at any time at the discretion of the WCTHS administration.

All funds collected from the sale of parking permits directly benefit the WCTHS SkillsUSA program.

Sales of parking permits are as follows:

#### **From August 29 – September 9, 2016**

Cost is \$60.00; parking permits are sold only to seniors who have completed all of the SSL hours, returned all required paperwork (Proof of Insurance, Student Health/Family Information, WCPS Handbook & Guide Pull-out, WCTHS Handbook Signature Page, etc.) and paid all program fees.

At this time, juniors who have returned all required paperwork (see above) and paid all program fees may also purchase a permit.

#### **Starting September 12, 2016**

Cost is \$65.00; parking permits will be sold to juniors and seniors who meet the above requirements.

Driving regulations are as follows:

1. The 'Request for Parking Permit' must be completed and submitted to the administration for approval. Upon approval, the students must pay a

parking permit fee of sixty (\$60) dollars by September 9, 2016. The fee will increase to sixty-five (\$65) dollars on September 12, 2016. The above prices are for the three lower, side parking lots located to the north of WCTHS. Students' automobiles are to be parked only in these three lots with the back end of the cars against the curb (backed in). If a student needs to drive for a single day because of an early dismissal, a temporary parking permit is available from the main office at a cost of \$2 and must be signed, dated, and displayed on top of the dashboard in front of the driver.

2. Vehicles must be parked within the designated lines and have a valid WCTHS parking permit properly displayed on the rear view mirror. If the vehicle is parked improperly, in a restricted area, or does not have a valid WCTHS parking permit properly displayed or none at all, the student will face disciplinary procedures and could lose their privilege of parking at WCTHS. Cars parked in non-designated parking areas or without a parking permit may be towed at the student/parents expense.
3. Students must be licensed and insured. The school is not responsible for students' vehicles or vehicles' contents. Civil law violations are to be reported to the Hagerstown Police Department by students for appropriate action.
4. Upon arriving at WCTHS, students must immediately leave the parking lot and enter the building. Students may not remain in parked cars nor return to private vehicles during the school day without administrative approval. After a student arrives at WCTHS they may not leave the property in their vehicle or in another vehicle until the end of the school day. When the student's school day is complete the student may not leave and then return to WCTHS unless they need to return for official school business.
5. Obeying speed limits and wearing seat belts is required on and off school property. Use of cell phones is not permitted while driving on school property.
6. Drivers/parents assume total responsibility for any passengers they transport to/from WCTHS. Students who transport other students during the normal school hours and their passengers must have the appropriate paperwork on file in the main office.
7. No illegal or banned items are permitted in vehicles on school property. This includes, but is not limited to: cigarettes, drugs, alcohol, weapons, etc. In addition, drivers are not permitted to display any item/sticker that is deemed "offensive, vulgar, or inappropriate to others." This includes, but is not limited to, stickers, license plates, pictures with vulgar language and/or racial and sexual connotations, Confederate flag, etc. -School officials have the right to search a vehicle at any time.
8. At the end of the school day, students parked on school property must wait until all school buses have departed before leaving their designated parking lot/area.
9. Students are reminded that "car trouble" is not considered a lawful or excused reason for being tardy to school. Violators may lose parking and/or driving privileges.
10. Students who have their technical



class at 701 W Frederick St are able to drive directly to that location, provided that they have already paid for a parking pass. They should arrive at the location no later than 9:15AM on their technical days.

11. Violation of any of the listed driving regulations may result in, but is not limited to, suspension of driving privileges, towing of vehicle, and/or other disciplinary action.

### ***III.C. STUDENT ATTENDANCE***

WCTHS begins the school day promptly at 9:05 AM and ends at 3:00 PM. Students should not arrive before 8:30 AM unless supervised by a teacher. Students are to report directly to the cafeteria until the 8:55 AM bell. Students should report to the main office as soon as they arrive to pick up an absence note or an early dismissal note. Students are not permitted in other parts of the building, without written approval, until the 8:55 AM bell.

By Maryland State Law, the parent or guardian is legally responsible for the attendance and punctuality of their child. Regular and punctual attendance is the best choice for getting the most information from your teachers. For attendance purposes, students are either present or absent from school. We at WCTHS expect our students to exhibit excellent attendance choices and behaviors. Attendance is monitored daily by the class period. A student's individual attendance history may require that they be placed on an attendance contract if absences from school are excessive.

#### **III.C.1. ATTENDANCE POLICY**

Every absence requires a written note explaining why the student was absent. Students, who are absent in excess of four (4) individual class periods, will be required to provide medical notes to the school's Attendance Office in order for the absence to be legally excused. Absences over four (4) school days or four (4) individual class periods without provided medical notes will be legally marked as unexcused. All parent notes must be turned in to the Attendance Office within three school days, or they will legally be marked unexcused. Parent notes will also be marked as unexcused after a student has surpassed four period absences

in any class. Credits will be denied to students who have excessive absences during the school year. Written appeals to the principal can be made for extreme special circumstances for students with denied credits.

WCTHS sends a standard absence letter to parents when the student is absent two or more periods (lawful and unlawful). WCTHS continues to send the letters for every 2 periods missed.

#### **III.C.2. ABSENCE**

All absences are counted, whether they are excused/lawful or unexcused/unlawful.

Students who are absent should, upon the day of return, bring notes from home, signed by parents or legal guardians, explaining the reason for the absences. Notes should be given to the attendance secretary in the main office prior to the 9:05 a.m. tardy bell. If official medical/court excuse/parental documentation are applicable for absences, the official documentation must be submitted to the attendance secretary within three (3) school days of the absences.

Students will be issued an absence excuse to be shown to all their teachers. Students who consistently return to school without notes and/or are consistently unlawfully absent are subject to disciplinary action, referral to Pupil Personnel and loss of credits. In many instances, an attempt will be made to contact students' parents the day of absences. Nevertheless, students are required to bring notes signed by their parents or legal guardians, explaining the reason for the absences.

#### **III.C.3. EXCUSED/LAWFUL ABSENCES**

- Death in the immediate family (immediate family includes parent, sibling and grandparent).
- Illness of student (doctor's notes needed after 4 days).
- Court summons

#### **III.C.4. UNEXCUSED/UNLAWFUL ABSENCES**

- Truant
- Other Unlawful Absence(s) included, but are not limited to:
  - shopping, hair and nail appointments, babysitting, providing care for other adults, running errands, missing the bus, oversleeping, car trouble,

unauthorized vacations, and indifference of student.

Reminder, students are responsible for contacting teachers for make-up work.

### **III.C.5. TARDY TO SCHOOL POLICY**

Being on time for school is important part of a child's education and builds the lifelong skill of being punctual. Students who are tardy unexcused once during a marking period will receive verbal warning from the attendance secretary. If a student has a second unexcused tardy during a marking period, they will be assigned one (1) morning detention from 7:00 AM – 9:00 AM. Each subsequent unexcused tardy (third, fourth, etc.) will result in two morning detentions being assigned.

The Tardy Calendar corresponds with the marking periods:

Period One: 8/17/16 to 10/20/16

Period Two: 10/24/16 to 1/13/17

Period Three: 1/18/17 to 3/23/17

Period Four: 3/27/17 to 6/8/17

### **III.C.6. EARLY DISMISSALS**

Students are not permitted to leave the building at any time during school hours without first obtaining special excuse slips (early dismissals) from and signing out via the attendance secretary.

To obtain a special excuse, students must bring notes from their parents to the attendance secretary before 9:05 a.m.

Notes must state the time and reason for the dismissals. Telephone calls will be made to parents to verify notes. If approved, special excuses will be issued to students.

When returning to school from any absence, students must report and submit an excuse to the attendance secretary before returning to classes. Absence slips must be presented to each of the students' teachers following an absence from class.

Students may not remain on school property and wait for school-sponsored events to start on half-school days. Teachers cannot provide supervision for students during this time due to other responsibilities and duties.

### **III.C.7. SPORTS**

Students who participate in sports at their home school must bring in a parent note giving them permission to be dismissed early for games. A parent note with date, time, and reason is required for each early dismissal.

### **III.C.8. VACATION/PLANNED ABSENCE/COLLEGE VISITS/MILITARY TESTING**

All absences other than illness and family emergencies should be planned in advance. The principal must receive written request, from the parent, for an approved vacation, college visit, military testing, military paperwork, etc. ten (10) school days in advance of the planned absence dates.

A maximum of three (3) days per year may be excused for vacations.

Vacation requests will be denied if:

- The absence is during major assessments such as, but not limited to: final exams, required certification exams, end-of course project presentations, capstone project presentations.
- The student has poor attendance (last school year and/or this school year).
- The student has failing grades.
- The request falls before or after a long weekend or holiday break

Once approved an advance written excuse will be given to the student to submit to his/her teachers for signatures. Advanced excuses must be signed by all of the students' teachers and returned to the attendance secretary in a timely manner before the date of the proposed absences. Students are advised to complete and submit all 'to be missed' assignments prior to the approved absences.

Upon returning from an approved college visit the student must bring written documentation to the attendance office. Failure to provide written documentation from the college will result in an unexcused absence.

### **III.D. STUDENT DISCIPLINE**

While in school, students have the right to a free and appropriate education. Behaviors and choices that are not related to acquiring a free and appropriate education may interfere with other students' rights to learn and teachers' responsibility to teach.

If any student acts inappropriately in a classroom or on WCTHS property the parent of said student may be required to spend an entire day(s) with their son/daughter in all of his/her classes. The primary objective is to change an inappropriate behavior of a student without removing a student from his/her instructional classroom. This will be done at the discretion of the WCTHS administration,

and not the parent.

### **III.D.1. CLASSROOM MANAGEMENT PLAN**

Teachers present an established set of guidelines for classroom conduct, assignment procedures, and grading in all classrooms and/or program areas of instruction. The classroom management plans are reviewed with the students and students are asked to sign copies of the rules sheet for the teachers' files.

### **III.D.2. CONDUCT INELIGIBILITY**

WCTHS school administration has the authority to deem any student 'Conduct Ineligible' for WCTHS activities and all other WCPS activities. This includes but is not limited to WCTHS and home school dances, games, pep assemblies, Proms, and other activities. Student participation in WCTHS and WCPS activities is a privilege, not a right, and is granted to those students whose conduct provides a proper representation of our school. Inappropriate behavior, poor attendance, excessive tardies, harassment, fighting, harassment, violations of school rules and policies and other issues may cause the student to become conduct ineligible.

### **III.D.3. DETENTION**

Morning detention will be assigned for inappropriate behavior or unsatisfactory scholastic work. Administrators will assign morning detention. The detention time assigned can vary from 60 to 190 minutes and can begin as early as 5:45 AM. Failure to serve detention will result in doubling of detention assignment or serving one (1) day of ISS. Every attempt will be made to give the student and parent a 24-hour notice of detention assignments. Morning detention for inappropriate behavior or unsatisfactory scholastic work will be assigned by the WCTHS administration.

### **III.D.4. TEACHER ASSIGNED DETENTION**

Detentions are assigned after school by individual teachers from 3:00 p.m. until 4:00 p.m. Teacher assigned detentions are to be served with the individual teacher and are just as binding as those assigned by the administration. Students having any questions about receiving a detention should resolve the matter with the teacher involved or have their parent contact the teacher before the time the detention is to be served.

Students will be given 24-hour notice in order to make transportation arrangements. All teacher detentions must be served. Teachers will reschedule a detention only once before referring the student to administration for further disciplinary action. Failure to serve a teacher-assigned detention will result in an administrative morning detention (5:45-8:55 a.m.)

### **III.D.5. EXTRA-CURRICULAR ACTIVITIES**

Students who have poor records in behavior, attendance or tardiness, may not participate in WCTHS activities or functions (this includes, but is not limited to, Prom Court, Homecoming Court, cannot be elected as King or Queen of the Prom or other dances/activities, Co-op, field trips, competitions, etc.).

### **III.D.6. SAFETY**

Safe behavior and working habits are a strict requirement at WCTHS. Students at WCTHS and its off-campus learning sites, are all required to practice safe and cautious behavior at all times. This includes wearing eye protection, using safety equipment, following posted procedures, and adhering to an attitude of respect and responsibility for all students. Students violating these requirements will be subject to disciplinary action as determined by the administration.

### **III.D.7. PROM/AWARDS ASSEMBLY/GRADUATION**

Attending the prom, senior awards assembly or graduation ceremony is a privilege and not a right at WCTHS. Only students who maintain good behavior, passing grades and good attendance throughout the school year will participate in these activities. Students, who have discipline problems during or through the end of the school year, are subject to denial of participation in these events and could be subject to issuance of a trespass letter. Students must be present for the full day before the Prom to be eligible to attend the Prom. Students are required to participate in graduation practice.

## Washington County Technical High School Disciplinary Guidelines

Washington County Technical High School has adopted discipline guidelines to discourage inappropriate student behavior and so that parents and students understand potential consequences of student misconduct. This chart serves only as a guide and does not circumvent the authority of the principal or assistant principal to administer consequences based on the severity of the infraction and the student's prior disciplinary record. Any violations determined to be criminal in nature will be referred to the appropriate law enforcement agency, as noted in the guidelines. Consequences are progressive in nature as misconduct persists and increases in severity.

### KEY CODE

CS = Conference with Student	PC = Parent Contact	DET# = Morning Detentions (typically 7AM – 9AM, but can be earlier)
ALO = Alternative Learning Opportunity	ISS# = In-School Suspension (number of days not to exceed ten)	SPPC – Suspension Pending Parent Conference
OSS# = Out-of-School Suspension (number of days not to exceed ten)	LTS = Long Term Suspension	EP = Expulsion
AP = Alternative Placement	SAP = Referral to Student Assistance Program	LEN = Law Enforcement Notification

**Progressive Discipline:** Consequences for student misbehavior are progressively more severe as misbehaviors continue or severity increases. Initial discipline is handled in the classroom with teachers addressing minor rule violations. If behaviors persist or become more serious rule violations, a referral to an administrator will be made.

Student Offense	Definition	MIN	MAX
<b>Academic Dishonesty/Cheating</b>	Academic dishonesty through cheating, copying, forging signature of teacher and/or parent/guardian, plagiarizing, or altering records, or assisting another in such actions.	See Academic Integrity Policy	
<b>Alcohol</b>	Possession, use, or showing evidence of use, sale, or distribution of any alcoholic substances.	OSS3	EP/LEN
<b>Arson/Fire</b>	Attempting to set, aiding in setting, or setting fire to a building or other property.	OSS4	EP/LEN
<b>Bullying</b>	Purposeful conduct, including verbal, physical, or written conduct or intentional electronic communication that creates a hostile educational environment by interfering with a student's educational benefits, opportunities, performance, or with a student's physical or psychological well-being.	DET2	EP/AP
<b>Class Cutting</b>	Unlawfully absent from a class or a school activity.	DET1	ALO
<b>Classroom Disruption</b>	Behavior that interferes with the learning of others in a classroom or other learning environment.	DET1	OSS4
<b>Disrespect</b>	Inappropriate comments or physical gestures to teachers, staff members, or others.	DET1	OSS4
<b>Dress Code</b>	Violations of the WCPS Dress code as outlined in the WCPS Handbook and Guide	CS	SPPC

<b>Drugs</b>	Possession, use, or showing evidence of use, sale, or distribution of controlled dangerous substances including prescription drugs, over-the-counter medicines, look-alike drugs, and substances represented as controlled substances or drug paraphernalia (unless documentation on file that student may self-carry).	OSS3	EP/LEN
<b>Explosives</b> <i>(Does not include lighters or matches)</i>	Possession, sale, distribution, detonation, or threat of detonation of an incendiary or explosive material or device including firecrackers, smoke bombs, flares or any combustible or explosive substance or combination of substances or articles, other than a firearm. See 18 U.S.C. §921.	EP	EP/LEN
<b>Extortion</b>	The process of obtaining property from another, with or without that person's consent, by a wrongful use of force, fear or threat.	ALO1	EP/LEN
<b>False Alarm/ Bomb Threat</b>	The conveyance of threats or false information concerning the placement of explosive or destructive substances. Initiating a report warning of a fire or other catastrophe without cause in person or by phone. Misuse of 911. Discharging a fire extinguisher.	OSS4	EP/LEN
<b>Fighting</b>	A physical confrontation involving two or more students.	ALO1	EP/LEN
<b>Firearms</b>	Possession of a firearm as defined in 18 U.S.C. §921. Examples include handguns, rifles, shotguns, and bombs.	EP	EP/LEN
<b>Gang/ Gang-Related Activity</b>	"Criminal gang" is as a group or association of three or more persons whose members: (a) individually or collectively engage in a pattern of criminal gang activity; (b) have as one of their primary objectives or activities the commission of one or more underlying crimes, including acts by juveniles that would be underlying crimes if committed by adults; and (c) have in common an overt or covert organizational or command structure. All gang-related activity should be reported utilizing a Gang-Related Incident Reporting Form.	OSS4	EP/LEN
<b>Harassment</b>	Intentional negative actions on the part of one or more students that cause discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics, and that interfere with a student's ability to participate in or benefit from the schools educational programs.	DET1	EP/LEN
<b>Inhalants</b>	Possession, use, or showing evidence of use, sale, or distribution of any inhalants or other intoxicants	OSS4	EP/LEN
<b>Other Guns</b>	Possession of any type of gun other than a firearm, loaded or unloaded, operable or inoperable. This may include any object that is a look-alike of a gun or firearm. (e.g., B-B guns, pellet guns, water guns)	OSS4	EP/LEN
<b>Other Weapons</b>	Possession of any implement that could cause or is intended to cause bodily harm, other than a firearm or other gun	OSS4	EP/LEN

<b>Physical Attack - Student</b>	Physically pushing, hitting or otherwise attacking another student	OSS1	EP/LEN
<b>Physical Attack – Teacher/Staff</b>	Physically attacking an employee of the school system or other adult, including striking a staff member who is intervening in a fight or other disruptive activity	OSS5	EP/LEN
<b>Portable Communication Devices</b>	Inappropriate use of any electronic device carried, worn, or transported by a student to receive or communicate messages	DET1	ALO5
<b>Sexual Activity</b>	Inappropriate behavior of a sexual nature, including indecent exposure, consensual sex, and other sexual activity not identified as sexual assault or harassment.	ALO1	OSS4
<b>Sexual Assault</b>	Physical sexual attack on school system staff or another student.	OSS4/LEN	EP/LEN
<b>Serious Bodily Injury</b>	(IDEA at 20 U.S.C. § 1415 (k)(7)(D) references the definition for “serious bodily injury” from 18 U.S.C. § 1365 (h)(3) means bodily injury which involves (a) substantial risk of death; (b) extreme physical pain; (c) protracted and obvious disfigurement; or (d) protracted loss or impairment of a function of a bodily member, organ, or mental faculty	EP	EP/LEN
<b>Sexual Harassment</b>	Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature, directed toward others	ALO1	EP/LEN
<b>Tardiness</b>	Late to school or class.	CS	DET2
<b>Theft</b>	Taking or obtaining property of another without permission and/or knowledge of the owner.	ALO1	EP/LEN
<b>Tobacco</b>	Possession, use, sale, or distribution of tobacco or tobacco products.	DET3	OSS3/LEN
<b>Trespassing</b>	Unauthorized presence on school property, including while on suspension.	LEN	LEN
<b>Truancy</b>	Unlawfully absent from school or classes for a school day or a portion of the school day.	DET1	ALO5
<b>Vandalism and Destruction of Property</b>	Damage, destruction, or defacement of property belonging to the school or others.	ALO1	EP/LEN
<b>Verbal or Physical Threat to Student</b>	Threatening, or aggressive language, or gestures directed toward another student.	ALO1	EP/LEN
<b>Verbal or Physical Threat to Teacher, Staff or Others</b>	Threatening or aggressive language or gestures directed toward a staff member or anyone other than a student.	OSS1	EP/LEN