



Westminster High School

1225 Washington Road
Westminster, MD 21157

Direct Phone Lines

Main Office: 410-751-3630

Fax: 410-751-3640

Counseling Department: 410-751-3636

Fax: 410-386-4597

Attendance: 410-751-3641

Health Room: 410-751-3958

Special Education: 410-751-3644

Athletic Director: 410-751-3637

Fax: 410-386-4498

Web Site: <http://www.carrollk12.org/whs/>

FOREWORD:

This handbook is prepared for the students and parents of Westminster High School. It is intended to both enrich school life and give students and parents a better understanding of their school. Included in this book is information about the day-to-day operation of the school and rules and regulations. It is the responsibility of all students to read and become familiar with the information contained in this handbook. Two additional resources, the Code of Conduct and Student/Parent Handbook and the Carroll County Public Schools Informational Calendar, are cited as references. The Code of Conduct provides an overview of the discipline philosophy of Carroll County Public Schools, including the proactive approach to teaching and fostering positive behavior. It also includes a range of consequences that may be utilized in coordinating a comprehensive and progressive discipline plan. The Student/Parent Handbook provides a brief overview of CCPS regulations. Please review this information with your child. The Code of Conduct and Parent/Student Handbook is made available annually and can be accessed online at www.carrollk12.org. For more in-depth information or to request a hard copy of this document, please contact your school's administration.

Mission Statement

Westminster High School is a progressive school with a long tradition of academic excellence. Our mission is to prepare students for the future by fostering intellectual, social, and personal skills through a rigorous and relevant curriculum.

Beliefs

We believe that-

- Each individual has value.
- Critical-thinking, problem-solving and a strong work ethic are fundamental to producing contributing members of society.
- Students, parents, school and the community must work together to be successful.
- A student’s physical, emotional, intellectual, social and ethical development is as important as his/her academic achievement.
- When they feel safe, valued and supported, faculty, staff and students can create a productive learning environment.
- Effective team work and continual professional development are necessary for continuous improvement.
- Education is a lifelong process.

Administration			Student Last Name		School Counselors		Student Last Name
Mr. Hopkins Principal					Mr. Byrnes	A - C	
Mr. Winters Assistant Principal	A – FIR	Class of 2019			Mr. Minnier Department Chair	D - HA	
Ms. Herman Assistant Principal BEST Program	FIS - MD	Class of 2018			Ms. Lindsay	HB - MD	
Ms. Clark Assistant Principal	ME – TH	Class of 2017			Ms. Bosley	ME - SC	
Mr. Buckley Assistant Principal	TI - Z	Class of 2020			Ms. Harper BEST Program	SD - Z	

Grade Reporting Dates

1 st Quarter Midterm End Date	September 29, 2016	3 rd Quarter Midterm End Date	March 1, 2017
1 st Quarter Report Card	November 11, 2016	3 rd Quarter Report Card	April 11, 2017
2 nd Quarter Midterm End Date	December 14, 2016	4 th Quarter Midterm End Date	May 12, 2017
2 nd Quarter Report Card	February 2, 2017	4 th Quarter Report Card	June 23, 2017

Parents and students are encouraged to check grades regularly throughout the school year. Midterm dates are provided above for the sole purpose of students regaining eligibility.

Bell Schedules

	REGULAR	2 HOURS LATE	PLANNED 2 HOUR AND 45 MINUTES EARLY
	Class Time	Class Time	Class Time
A-Section Open	7:20	9:20	7:20
Warning Bell	7:25	9:25	7:25
Mod 1	7:30 – 8:55	9:30 – 10:35	7:30 – 8:25
FLEX/ADVISORY	9:00 – 9:40	None	None
Mod 2	9:45 – 11:05	10:40 – 11:45	8:30 – 9:15
Mod 3	11:10 – 12:55	11:50 – 1:15	9:20 – 10:45
<i>A lunch</i>	<i>11:05 – 11:35</i>	<i>11:45 – 12:15</i>	<i>9:15 – 9:45</i>
<i>B lunch</i>	<i>11:45 – 12:15</i>	<i>12:15 – 12:45</i>	<i>9:45 – 10:15</i>
<i>C lunch</i>	<i>12:25 – 12:55</i>	<i>12:45 – 1:15</i>	<i>10:15 – 10:45</i>
Mod 4	1:00 – 2:20	1:20 – 2:20	10:50 – 11:35
Dismissal	2:20	2:20	11:35

ALMA MATER

To thee, Westminster High School dear our Alma Mater true,
 With many a cherished memory our thoughts will stay with you,
 And oft our kindled hearts will blaze for knowledge, truth, and right;
 In proud allegiance here we praise thy true blue and pure white.

With Virtue, honor, love supreme we raise our grateful song,
 Creator of our youthful dreams, and of our purpose strong;
 Thy guiding hand will lead us then, thy high ideals prevail;
 These halls will ring, as now we sing
 Westminster, hail all hail!

ACADEMIC HONOR CODE

Academic honesty and ethical behavior are essential to any school community. Westminster High School seeks to promote the importance of honesty and ethics as the foundations of respect and cooperation among all of its citizens. All parties— students, teachers, administrators, other staff, and parents—have the obligation to act in a consistently honorable and ethical manner with one another. This Honor Code represents the expectation of behaviors that are consistent with the preparation of individuals to participate in a democratic society.

Westminster High School Honor Statement:

"I pledge, on my honor, that I did not commit academic dishonesty on this assignment, nor did I tolerate or facilitate academic dishonesty by others."

Student responsibilities are:

- To maintain and support the academic integrity of the school community by completing all assigned work, activities and tests in an honorable process according to the stated policies without engaging in cheating, fabrication, facilitation, or plagiarism.
- To understand the school wide Honor Code policy and individual teacher assignment guidelines.
- To clarify with the instructor any ambiguities about violations of the Honor Code on an assignment.
- To ensure that other students do not make inappropriate use of their work.

Teacher responsibilities are:

- To maintain and support the academic integrity of the school community.
- To maintain the integrity of the testing process.
- To explain the use of permissible study aids in coursework.
- To report any violation of the Honor Code policy to an administrator and the parent.
- To check student papers for plagiarism through a variety of means including, but not limited to, plagiarism detection software such as Turnitin.com.
- To give a zero on the assignment to the student violating the Honor Code.

Administrator responsibilities are:

- To maintain and support the academic integrity of the school community.
- To make available to all students, teachers, and parents a copy of Westminster High School's Honor Code and Policy.
- To administer fair consequences for Honor Code violations.
- To maintain records of Honor Code violations.

Parent/Guardian responsibilities are:

- To support the academic integrity of the school community.
- To become knowledgeable of the school-wide Honor Code and individual teacher guidelines.
- To advise the student of the parent's expectation that the student will comply with the Honor Code.
- To support the imposition of penalties if the Honor Code is violated.

Violations of the Westminster High School Honor Code fall into four categories:

1. Cheating: Intentionally using or attempting to use unauthorized material, information, or aids in any academic exercise.

Examples:

- Dishonestly obtaining, using or possessing copies of an exam, or receiving information contained therein, even if it is from a different section of the same course.
- Receiving any aid during the taking of an exam or quiz, such as looking on another student's paper, or using an unauthorized "cheat sheet", internet access and/or students' computer drive, or stored information in a calculator's memory.
- Submitting a research or term paper, or essay that was written by someone other than the student (including from a print service or an online/Internet provider.)
- Submitting the same work more than once for credit in a different course(s) without the teachers' permission.
- Submitting an assignment that is a copy of the work completed by someone other than the student him/herself. Unless stipulated otherwise by the instructor, students may work together on homework

assignments provided that the work is not copied verbatim and that all students involved understand the work completed.

- Not following the instructions or adhering to restrictions specified by the take-home exams and quizzes, such as obtaining unauthorized assistance.

2. Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Examples:

- Altering actual data obtained in an experiment. The data recorded must be the actual data obtained while performing the exercise and cannot subsequently be changed, unless approved by the teacher.
- Making up a source to use as a citation in a paper.
- Resubmitting altered graded work for a grade re-evaluation unless the instructor is aware of the alterations.
- Willfully altering the laboratory work or project of another student and submitting it as one's own work.

3. Facilitation: Intentionally helping or attempting to help another student commit an act of academic dishonesty.

Examples:

- Giving another student one's homework so that it can be copied.
- Giving exam information/answers to students in other sections of the same course, or to students who have not yet taken the exam.

4. Plagiarism: Representing the words or ideas of another as one's own in any academic exercise, whether intentionally or unintentionally.

Examples:

- From *A Writer's Reference*, 4th edition by Diana Hacker, 1999: "Three different acts are considered plagiarism: (1) failing to cite quotations and borrowed ideas, (2) failing to enclose borrowed language in quotation marks, and (3) failing to put summaries and paraphrases in your own words."
- Merely rearranging words, substituting only a synonym, or closely following an author's sentence pattern would be considered plagiarism.
- Submitting another's project, written or otherwise, and passing it off as one's own.
- Innocent behavior can sometimes appear suspicious and can sometimes give the appearance of academic dishonesty. Students should bear this in mind when taking a test or completing an assignment.

ADA ACCESSIBILITY STATEMENT

The Carroll County Public Schools (CCPS) does not discriminate on the basis of disability in employment or the provision of services, programs or activities. Persons needing auxiliary aids and services for communication should contact the Office of Community and Media Relations at 410-751-3020 or publicinfo@carrollk12.org, or write to Carroll County Public Schools, 125 North Court Street, Westminster, Maryland 21157. Persons who are deaf, hard of hearing, or have a speech disability, may use Relay or 7-1-1. Please contact the school system at least one (1) week in advance of the date the special accommodation is needed.

Information concerning the Americans with Disabilities Act is available from the Director of Facilities or the Supervisor of Community and Media Relations.

Raymond Prokop
Director of Facilities Management
125 North Court Street
Westminster, Maryland 21157
(410) 751-3177

Carey Gaddis
Supervisor of Community & Media Relations
125 North Court Street
Westminster, Maryland 21157
(410) 751-3020

ASBESTOS NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) requires all buildings owned or leased by the Board of Education of Carroll County to prepare, update and make available all asbestos management plans. The building asbestos management plans are available for review at the individual Carroll County school locations and at the Office of Facilities Operations, located at 191 Schaeffer Avenue, Westminster, MD 21157.

Asbestos management plans are required by the United States Environmental Protection Agency (EPA) and depict the location, amount, condition, and response action projected for any asbestos containing materials (ACM), if any are located in the school or building.

ATHLETIC EVENTS

Admission Policy

Admittance to all athletic events played at Westminster High School that require an admission fee will be limited to persons who present one of the following:

1. All Season Sports Pass: Includes Family, Adult and Student.
2. Passes: Carroll County Board of Education I.D. badge for employees, WHS complimentary pass.
3. General admission ticket purchased at the entry gate.

Tickets to Athletic Events

An All Season Sports Pass is available at a cost of \$125.00 per family of 4 (\$10 for every additional family member), \$45.00 for adults, or \$30.00 for students. Plan to purchase yours at the first home contest. Use this ticket to gain admission to all regularly scheduled home sports events (tournament and/or playoff contests are not included).

Regular admission prices are:

Adults - \$5.00

All Students - \$2.00

Senior Citizens - \$2.00

ATTENDANCE PROCEDURES AND POLICIES

Absence Calls and Notes

Whenever a student is absent, verification must be made by the biological parent/court-appointed guardian via a written note, fax, email, or parent phone call. Regardless of the form of the notification, it must include the following: (1) Student's legal name, (2) Student's Grade, (3) Date of, and Reason for,

absence, and (4) Phone number where biological parent/court-appointed guardian can be reached for verification, if needed.

Absences Can be Reported Via:

1. Email: Please email notification to the following address: whsattendance@carrollk12.org on the day of the absence.
2. Phone Call: Please phone in your student's absence to 410-751-3641 on the day of the absence.
3. Written Note: If you send a written note, please have your student present it to the attendance office upon their return to school prior to Mod 1.
4. Fax: Please fax notes to 410-751-3640 on the day of the absence.

If your method of reporting your student's absence is fax, email, or a phone call, no further written notification is required. Please note that the school may call the biological parent/court-appointed guardian to verify the authenticity of an absence notification.

If verification of an absence is not received within 5 days of the student's return to school, the absence will be considered unlawful.

Please note that these methods are for absences and tardiness only. They are not acceptable for early dismissals. Students who will be leaving early are required to bring a written note to the Attendance Office before first mod.

Extended Absences from School: Family Travel Activities

Family travel/activities will be coded lawful if:

1. A written or emailed request is made by the parent and taken to the Attendance Office explaining the circumstances and dates of the absence. An Extended Absence Pass will be issued.
2. The student takes the Extended Absence Pass to their teachers prior to the absence and returns it to the Attendance Office with the appropriate signatures.

College Visitations and Other Approved Activities

Students may be absent up to three days per year in their junior and senior year for the purpose of visiting colleges, technical schools, etc. These along with other approved activities will not count against their attendance record. They will need:

1. A written request sent by the parent to the Attendance Office prior to the absence with the date(s) the student will be absent for the college visit.
2. The student will receive an Extended Absence Pass which is then signed by all teachers and returned to the Attendance Office.

The Board of Education recognizes that participation in outside organizations such as 4-H, Scouts, etc., provide valuable learning experiences. Absences for these reasons may qualify as lawful. Parents should discuss specific situations with the appropriate assistant principal prior to the absence.

Make-up Work for Absences

Students must take personal responsibility for their absences from class. Students are permitted to make up assignments and tests missed during an absence. The classroom teacher determines the extent of make-up work.

Students are reminded that long term assignments and projects are due the date announced regardless of the absences which may occur in between the time the announcement is made and the time the assignment or project is due. In the case of illness, which extends over a period of time, arrangements should be made with the teacher involved to consider a revised due date.

In the case of extended illness, parents should contact the School Counseling Office at 410-751-3636 in order to request missed assignments.

Tardiness to school

The school day begins at 7:30 a.m. Students who arrive after 7:30 a.m. will be recorded as tardy to school. Students who arrive to school after 7:30 a.m. must first report to the Attendance Office to be recorded as tardy to school and to receive a tardy pass admitting them to class.

Athletes and other students who participate in extracurricular activities are to be present for the entire school day in order to participate (practice, play, or perform) that day. Students who are tardy to school or leave early are not eligible to participate in extracurricular activities. The principal may grant exceptions for athletes or students involved in extracurricular activities that were tardy or dismissed early from school for professional appointments such as physician, dental or MVA appointments. In this instance, students must be present for at least ½ of the school day to be eligible for extracurricular activities. A note from the physician/dental office or MVA must confirm that the missed time was due to the appointment. The student must present the note to the attendance office for approval and provide the approved note to the coach/sponsor in order for the student to participate. Tardiness resulting from a court summons must be substantiated by presenting a copy of the summons.

Students who are tardy or dismissed early due to illness, whether through the nurses office or when a parent calls or provides a note, are considered to have a lawful absence for the portion of the day they missed; however, they do not meet the requirements of participation in athletics and extracurricular activities for that day.

Students who present a note identifying an excuse other than one defined by state criteria, or who arrive with no note identifying the reason for their tardiness, will be considered unexcused for the portion of the day they have missed. Oversleeping and car problems are not lawful reasons for tardiness to school. Excessive unexcused tardiness to school will result in appropriate disciplinary action. Based on each 9 week marking period:

1st Offense- Warning

2nd Offense- Same Day Lunch Detention

3rd Offense- After School Detention

4th Offense- In School Intervention or Saturday School

5th Offense- The intervention not used for the 4th Offense

Unexcused tardiness to class per marking period:

It is teacher discretion on how they establish their classroom policy. It was suggested to the teachers that they base their policy on the following:

1st Offense- Warning

- 2nd Offense- Warning and parent contact
- 3rd Offense- After School Detention
- 4th Offense and Beyond- Refer to Administration

Early Dismissal

Permission to leave the school grounds during the school day will be granted only for MVA, medical or dental appointments or upon an approved request from a biological parent/court-appointed guardian. Early dismissal notes are to include the following information:

1. Student's legal name
2. Reason for early dismissal
3. Date and time to leave school premises
4. Biological parent/court-appointed guardian signature
5. Telephone number to reach biological parent/court-appointed guardian

Special Note: Only a biological parent/court-appointed guardian is permitted to pick up a student unless stated otherwise in the note. If someone other than the biological parent/court-appointed guardian is picking up the student, that person's name must be on the note (this includes emergency contacts).

Parents are urged to keep medical and dental appointments during school hours to a minimum. Students should bring these requests to the Attendance Office before school on the day of the dismissal between 7:15 a.m. and 7:30 a.m. Please do not email early dismissal requests since email could possibly be viewed after the stated dismissal time. Excuses to leave school not meeting "Lawful Causes of Absence" (reference the Carroll County Public Schools Student Handbook) will be so identified on the daily excuse to leave early list.

Students who submit a written request for early dismissal to the Attendance Office will receive an early dismissal pass for the time stated on their parent note. The student will then come to the Attendance Office at the designated time, sign themselves out, and meet their parent outside. Student drivers will follow the same procedure by signing out in the Attendance Office before they leave school grounds.

In the event that the early dismissal for your student is a same-day request, please call the Attendance Office (410-751-3641) to arrange for the early dismissal. We would then require a parent to come to the Attendance Office with identification to sign out their student since it is sometimes difficult to determine if it is actually a parent who has made the call.

Leaving School Premises

Students leaving school property during the day without official authorization from the school will be considered truant from school. Offenses will result in disciplinary action including assignment to Saturday School, suspension, referral to the Pupil Personnel Worker, or other actions determined by the student's assistant principal.

BUS TRANSPORTATION AND CONDUCT

Students are permitted to ride to school from one designated bus stop in the morning and to ride from school to a single designated stop in the afternoon. These two trips may involve different buses and/or stops. Only in cases of emergency and with a parent's written request will permission to ride a different

bus or to get off at an alternate stop be considered. Such a request must be presented to the principal before school on the day requested for consideration.

The school bus is an extension of the school and all rules of the school regarding conduct are in effect while riding the bus. Additionally, students will have specific rules established by the office of transportation that they will be expected to follow. The safety and well being of all people on the bus is of uppermost importance.

The school bus driver has the authority and responsibility to discipline students while on the bus. The driver is to report students who will not respond with proper behavior to the assistant principal in charge of transportation. Riding the bus to school is a privilege extended to all eligible students. This privilege can be suspended in cases of improper behavior by students on buses.

CAFETERIA AND DINING ROOMS

Our school maintains a cafeteria where wholesome food is prepared and may be purchased at moderate prices. All pupils may eat in the 2nd or 3rd floor dining rooms whether they choose to buy or to bring their lunch from home. Students with low family income may wish to take advantage of our free/reduced lunch program. Free/reduced lunch application forms are available in the main office and online at www.carrollk12.org. Students may purchase prepaid lunches for the entire school year. Please contact the Cafeteria Manager, Ms. Betty Barber, for additional details.

Students are not permitted to leave the school premises for lunch. Students leaving school for lunch are subject to disciplinary consequences outlined in the section "Leaving School Premises" found elsewhere in this handbook. Students are not permitted to receive food delivery from restaurants, fast food and/or other carry-out establishments.

CAMERAS ON SCHOOL GROUNDS

Security cameras will be in place both inside and outside of our buildings in order to monitor the school and its surrounding areas. Security cameras will be both exposed and hidden. Monitors and digital recording equipment will be located in the main office area. Our belief is that these cameras will provide an additional measure of safety and security for our students, staff, and the facility.

CAREER CONNECTIONS

The Career Connections program offers students who have achieved senior class status the opportunity to extend their learning environment from the classroom to the workplace. With planning starting in the freshman year, students can explore career areas, find out how their interests, skills, and education relate to career choices, and schedule class work that will allow them the flexibility in their senior year to move into the world of work and make it a part of their educational experiences.

Students earn internship credits on their transcripts and invaluable work experience in the "real world." To qualify, students must have senior class status, a minimum GPA of 2.5, attendance of 94% or better, seventy-five (75) service learning hours, and a minimum of four (4) credits specifically linked to a Career Major or a Career Completer.

Program Coordinator: Ms. Emily Hester; CCCTC students should see the coordinator at the Tech Center.

CARROLL COUNTY CAREER AND TECHNOLOGY CENTER

The Carroll County Career and Technology Center, which is housed adjacent to Westminster High School, provides opportunities to make students college and career ready.

Generally, Level I Classes (for juniors) are offered in the spring and Level II Classes (for seniors) are offered in the fall. Lunch is served daily to all students at the center.

The process for preparing may begin as early as the spring of 9th grade. The process for applying may begin as early as the fall of 10th grade. Westminster High School and the Career and Technology Center work cooperatively to provide a number of opportunities for students to learn about the programs and the requirements for successful acceptance. Students seeking specific information about these courses should consult their counselor.

CHANGE IN STUDENT ADDRESS

Maryland State Department of Education requires that the school have written verification of proof of residency in order to appropriately maintain your child's enrollment in school. Your proof of residence may be provided in the form of any of the following documents:

- Signed lease/rental agreement on a home/apartment in which the parent/legal guardian is currently residing
- Current rent receipt*
- Recent bill for a service delivered to the residence (e.g., BGE, land-line phone, cable, oil, water)*
- Mortgage statement/bill *
- Signed settlement document
- Property Tax Bill from the current fiscal year indicating "Primary Residence"
- Deed (must show house number, street name and name of parent/legal guardian)
- Real Property Data Search Report listing parent/guardian name and "principal residence."

*Date on document must be within 60 days of enrollment

CLASS ATTENDANCE

It is a requirement that all students at Westminster High School attend each class to which they are assigned unless they are excused due to an authorized school activity or a lawful absence.

The school day for students will begin when they arrive on the property. Once students arrive on property, they must not leave campus without permission. All students are expected to account for their absence from class with either a health room pass, a pass from a school counselor or an "Excuse to Leave Early" issued by the Attendance Office if parents/guardians requested an early dismissal from school.

Lawful Absences from Class

Lawful absences are those listed in the School Attendance Policy and those which are due to authorized school activities.

Excusing Students from Class

Many authorized school activities which meet during class time are scheduled throughout the year. No student is to be excused from a class on a verbal request transmitted by the student. All requests for the student's time are to be made in writing by the faculty member making the request. The student/teacher should present this request for his/her classroom teacher's approval prior to the mod he/she will be absent.

Class Cuts and Truancy

Whenever a student is absent from class, that absence must be confirmed from the health suite, school counselor, or an activity sponsor verifying the student's whereabouts during the mod(s).

On the day of an absence, a student's name should be listed on the daily absence list as either absent from school or on a list provided by the sponsor of the school activity that caused them to miss school.

Any student who fails to present verification of their absence by way of a parent call, email, note or fax will be considered to have cut the class from which he/she was absent or to have been truant from school. Truancy is defined as a student's willful absence from school grounds without parent or guardian consent or awareness during the hours school is in session. Truancy will result in appropriate disciplinary action being taken. Discipline may include assignment to Saturday School, out-of-school suspensions, and a referral to the Pupil Personnel Worker or principal as appropriate.

CLUBS AND ORGANIZATIONS

All pupil organizations desiring to conduct activities in public school buildings or on public school grounds shall be permitted to conduct these activities only if authorized to do so and shall thereafter be subject to the supervision of the administration and faculty of such school.

Clubs and organizations wishing to order student apparel or spirit wear must check with administration to determine if purchasing agreements for the school already exist.

All fundraisers must be first checked with an administrator for approval of item/activity and dates to be held. Door to door sales are prohibited for students.

Students interested in forming a new club/organization at Westminster High School should submit a written proposal to the principal that includes the intended club name, purpose of the club/organization and the faculty advisor(s) willing to sponsor the club. Following approval, the new club/organization is required to file a copy of objectives or a constitution with the Student Senate.

WHS Clubs and Organizations

Academic Challenge Team	Future Farmers of America (FFA)	National Honor Society
AMC Club	GAB – Girls Athletic Board	Owl’s Nest – Food Pantry
ASL Club	Gay-Straight Alliance	Peer Facilitators
Astronomy Club	German Club	Quintessence
Best Buddies Club	Health Care Careers Club	Science National Honor Society
Book Club	Heavy Metal Club	Ski Club
Chess Club	Indoor Percussion and Color Guard	Spanish Club
Class of 2020 Spirit Club	Investment Club	Speech and Debate Club
Class of 2017 Spirit Club	International Thespian Society – ITS	Stand Up!
Class of 2018 Spirit Club	Jazz Band	STEM
Class of 2019 Spirit Club	Jewelry Club	Strategic Gaming Club
Culture Fest	Key Club International	Student Government Association (SGA)
Current Events Discussion Group	Latin Club	Swing Dance Club
Dance Company	Marching Band	Tri-M Music Honor Society
Educator’s Rising	Marine Biology	Varsity Letterman’s Club - VLC
Fellowship of Christian Athletes (FCA)	Math Honor Society	Video Club
Floor Hockey Club	National Art Honor Society	Women in Math and Science
Flying Club	National English Honor Society	Young Democrats Club
French Club		Young Republicans Club

Westminster High School and the Board of Education of Carroll County do not endorse, and should not be identified or associated with the goals, objectives, activities, or opinions of any religious, political, or advocacy related student group meeting on or away from school property.

CRISIS/EMERGENCY PROCEDURE

Purpose: To provide for the safety and security of all of our school community.

Procedure: The administrator will make an announcement over the public address system using plain and direct language.

WHS follows the Standard Response Protocol for Students and Teachers. These posters are in every classroom.



Lockout. Secure the perimeter. Something is happening in the surrounding community. No one is allowed in or out. School continues to function as normal within the building.



Lockdown. Something dangerous is inside the building. Classroom and office doors are to be closed and locked. Lights, out of sight.



Evacuate. Evacuate is how to move students in an orderly fashion from point A to point B. A fire drill is really: “Evacuate Out of the Building.” During an active violence event, another option is to self evacuate.



Shelter. This will be followed by instructions. This could be because of a tornado warning, earthquake, or chemical hazard. Remember, listen for instructions. The situation may be very dynamic.

DELIVERIES

We are unable to guarantee students will receive non-emergency messages and/or items dropped off during school hours. Office staff is not available to deliver dropped off items to students. Students who call home for parents to bring in forgotten lunches, lunch money, homework, party supplies, after school sports or band equipment and uniforms, etc. should pick these items up in the visitor management office between classes or after school.

DISCIPLINE PHILOSOPHY

School staff have authority over any and all students whether or not they have the student in class. Teachers have a designated professional responsibility to correct unacceptable behavior of any student in the hallways, cafeterias, or any other area on the school grounds. Understanding that this responsibility has been given to teachers, students are expected to respond in a positive manner by stopping or avoiding those actions that are not acceptable at Westminster High School. The Board of Education of Carroll County is committed to providing a safe and secure environment in which all individuals are free to learn. Therefore, the Board will not tolerate any inappropriate behavior. In those instances when the behavior of a student, on or off school property, is disruptive and/or detrimental to the operation of the school or the safety of students or staff, the student may receive disciplinary consequences.

DRESS CODE

Refer to Carroll County Public Schools Student/Parent Handbook.

DUAL ENROLLMENT

The dual enrollment program enables qualified high school students to take college level courses at a reduced tuition rate and simultaneously earn college and high school credits while still in high school. The high school counselor and principal must approve student participation in the program as well as the awarding of high school credit for any course taken. The program is open to high school juniors and seniors who have a minimum cumulative grade point average of 3.0 and qualifying college level placement test scores (550-SAT, 21-ACT, or Accuplacer college level placement) and have completed all Service Learning Hour requirements.

ELIGIBILITY POLICY

Any high school student wishing to participate in extracurricular activities must meet minimum eligibility standards in three areas: academics, attendance, and conduct. All students entering ninth grade for the

first time are eligible, based on academics, during the first marking period of the 9th grade school year. After that time, their eligibility status is determined by their marking period grade and actions during their time in high school.

Academic Based Eligibility:

A student becomes ineligible for academic reasons if he/she receives a grade of F for any course in which the student is enrolled during a marking period and has less than a 2.0 weighted GPA for that marking period. A grade of Incomplete (I) is considered an F until the work is satisfactorily completed, unless an exception is made by the principal due to extenuating circumstances such as an extended illness. An indication of Withdrawal Failing (WF) is considered an F for the specific marking period in which it is received.

Quarter grades are used to determine eligibility. Eligibility for the first quarter of the year is based upon the fourth quarter grades of the previous year.

Students who have lost eligibility for academic reasons shall not:

- be a participant in a public performance for any extracurricular activity.
- travel with a group/team for any extracurricular activity.
- participate in any extracurricular activity including practice if the student is on an athletic team or other group for which there is a scheduled practice.

Students who become ineligible for academic reasons may request in writing to the principal to be placed on restricted eligibility one time during their high school career. If the student does not achieve at least the minimum academic weighted 2.0 GPA with no F's at the next interim report period, he/she will become ineligible. Students on restricted eligibility are permitted to dress and travel with the team as well as participate in practice. They will not be permitted to play or perform.

Attendance Based Eligibility:

A student shall be in attendance for his/her scheduled full day in order to participate in any extracurricular activity occurring on that school day. Students who are tardy to school or leave early are not eligible to participate in extracurricular activities. A student shall participate in all normal school activities during the school day in order to participate in any extracurricular activity.

Conduct Based Eligibility:

Students shall follow Carroll County Public Schools' discipline policies and regulations as outlined in the Board of Education Policies and Administrative Regulations Manual, the Student Services Manual, and the Student/Parent Handbook. Students who violate Board of Education Policies ADD, JK, JPA and/or JFCG, the related administrative regulations and/or the conduct based criteria for eligibility outlined herein shall be ineligible in some form to participate in any extracurricular activity. Conduct violations are outlined in three categories with specific consequences for the first offense and subsequent offenses. Violations are cumulative for the entire high school career of the student. However, Category I offenses are not cumulative with Category 2 and Category 3 offenses. Violations in the spring season will carry over into the fall season. For further details on Conduct Based Eligibility, please refer to the Carroll County Student/Parent Handbook.

FINAL EXAM POLICY

All students will be given a final examination or project in all courses. This examination will be 10% of the final grade for the course. It is the student's responsibility to make up examinations missed for an absence.

FLEXIBLE LEARNING AND ENRICHMENT EXPERIENCES (FLEX)

Purpose: To provide students an opportunity to enrich their complete learning experience.

Students are encouraged to advocate for themselves by asking teachers to request them for enrichment during this time.

During Flex:

DO	DO NOT
Get Remediation or Tutoring	Run "Errands" – picking up/dropping off forms, etc.
Complete Make-Up Work and/or Tests	Leave Advisory unless you have been Requested in Flex Tracker by a Staff Member
Participate in School Activities	Use the Bathroom unless it is an Emergency
Conference with Counselors and/or Case Managers	Eat
Sign up in Advance to Use the Media Center	Listen to Music unless you are Working
Study, Read, Organize, Plan	Run to Media to return a book or pay a fine

FOOD AND DRINK

Food and drink is permitted in the following areas:

1. Main lobby before and after school.
2. Cafeterias during lunch.
3. Classroom when directly related to curriculum outcomes/objectives.

GRIEVANCE AND APPEALS PROCEDURES

Grievance and appeal procedures exist to give students the opportunity to resolve a complaint regarding an alleged violation, misinterpretation, or inequitable application of an established school rule, regulation, policy, or administrative regulation. At any level of the grievance or appeal procedure, the student has the right to involve a representative (parent, guardian, etc.) on his/her behalf. Students have the right to frankly discuss their problems and concerns with staff members without fear of retribution.

HALL PASSES

Students are not permitted in the halls during class periods for personal reasons unless they have a hall pass authorized by a staff member. Students will be permitted to use only those restroom facilities that are closest to the classrooms they have left, as indicated by a color coded bathroom pass. Student aides will also be required to wear or have a laminated pass identifying them as aides for the department or teacher(s) concerned.

HOME ACCESS CENTER

Home Access Center is Carroll County Public School's parent and student portal. It provides the student or the parent/guardian with the ability to access a variety of information about the student(s). You can view attendance for the year, as well as demographic and emergency contact information.

Parent/Guardians can register to receive an email anytime their student is absent. You can view the student's report cards, interim progress reports, schedule, service learning hours and classwork.

Parent/Guardians can also register to receive a weekly email containing student's classwork and grades.

At the high school level you can also see your student's state test scores and transcript information.

If you have not yet registered, we encourage you to do so by visiting our website at www.carrollk12.org and clicking the Home Access Center link (in the Students and Parents section). From there you will click the 'Request Password' link and follow the directions on-screen. If you have questions or problems, please review the FAQs/User Guide. You will find a link to this .pdf on the Home Access Center login page as well as the bottom of every screen within the application.

HEALTH SUITE PROCEDURES

All students must have an updated Emergency Procedure Card on file in the Health Suite no later than two weeks after school begins.

Medication:

Parents should make every effort to arrange for medicine to be taken outside of the school day.

However, there are occasions when it is determined by a health care provider that a child must receive medication during the school day. If medication administration is necessary during school hours, the medication form must be completed before any representative of the school can administer prescription or non-prescription medications to your child.

Special Notes:

1. Prescription Medications must be in the original container marked specifically for the student, labeled by the pharmacist or prescriber. Over the counter medications must be in original container with manufacturers label intact.
2. All homeopathic/herbal prescription AND non-prescription medicines require a parent AND authorized prescriber signature. In Maryland an authorized prescriber is a physician, nurse practitioner, certified midwife, podiatrist, and physician assistant or dentist.
3. Medications are not to be transported by students. This is in violation of our Drug-Alcohol policy. Medication shall be returned to the parent/ responsible adult when the order or the medication has expired. The School Nurse should notify the parent/guardian of medication which expires during the school year. Expired medication not collected by the parent/guardian or designated responsible adult will be discarded within seven calendar days. All medications not claimed at the end of the school year will be destroyed.
4. Medication orders are only valid for the current school year including ESY.

5. Only a 30 day supply of controlled substances, will be accepted.

* Maryland law allows prescription medication to be used only for one year beyond date of issue or expiration date indicated on the medication – whichever comes first.

Please contact the nurse for any questions at 410-751-3644.

Illness:

A student who becomes ill at school must be given a pass to the Health Suite. Teachers, at their discretion, should have another student accompany an ill student to the Health Suite. The nurse will:

1. Assesses the health needs of students.
2. Provide appropriate first aid services and notify appropriate personnel of student health needs per the professional judgment of the school nurse.
3. If the student is judged ill enough to be sent home, notification of the Parent/Guardian designated on the Emergency Procedure Card will be contacted. Only the Parent/Guardian may give permission for the student to drive themselves home. Only the Parent/Guardian may designate another person(s) on the emergency card contact list to retrieve the student from school.

Injury:

1. In cases of a major injury or need for emergency treatment, an EMS response team will be notified. The injured student will be given emergency first aid by the school nurse if necessary. School administration and the Parent/Guardian will be notified as soon as possible.

Eye Protective Devices:

State law requires the wearing of goggles, safety glasses, or other eye protective devices in shop and science areas. Teachers in shop and science laboratories will require the appropriate eye protection to be in use and will see that they are issued and appropriately used.

Revised Immunization Requirements:

The State of Maryland Department of Health and Mental Hygiene adopted immunization requirements for all students in grades K-12.

-For 2016-17 all 9th & 10th grade students, regardless of birthdate, will need Tdap and Meningococcal Vaccine; (Menactra, MPSV4, and MCV4).

Students in the affected grades must be in compliance with the state of Maryland Law or they will not be allowed to remain in school.

HOMEWORK INFORMATION

Homework is generally defined as an assignment given to students to be completed outside the regular class period. Assignments may take a variety of forms; questions to be answered, problems to be solved, a selection to be read, or a survey to be conducted among a student's family or friends.

Completing homework can improve study skills and learning. As the student matures, learning should become an independent activity. Teachers assign homework to improve skill development, measure

performance, and to stimulate student interest in the subject. Homework also extends classroom learning and provides students the opportunity to become independently responsible for their learning.

Homework Requests

Parents should contact the School Counseling Office at 410-751-3636 and request missed assignments. For long-term absences parents must verify that their son/daughter will be out of school for three consecutive days - two of which are beyond the date of the phone call. Teachers will be notified of this absence and will have 24 hours to turn in material to the School Counseling office. Parents may pick up these materials at this time.

LIGHTNING POLICY FOR OUTDOOR ACTIVITIES

When lightning is in the area, all outdoor activities, practices, and games shall be terminated, and everyone will be cleared from the practice area or stadium. Activities can resume when the area has been clear of lightning for thirty (30) minutes.

WHS has a WeatherBug Lightning Detection System and when lightning is detected within an eight mile radius a 15 second horn blast alerts anyone on campus. Once 30 minutes has elapsed and no other lightning strike has been detected, three 5 second horn blasts signal "all clear" and activities may resume.

LOST AND FOUND

The Lost and Found is located in the Main Office. Lost articles should be taken to the Main Office. Unclaimed items will be donated at the end of each marking period to local charities.

MEDIA CENTER INFORMATION

The Media Center is open from 7:20 a.m. – 2:45p.m. Destiny, the Media Center electronic catalog of print and non-print materials, is on all computers in the school and is also available at home. The WHS Media Center subscribes to several online sources for student research, which are available at home and at school from the Media Center Homepage. (<http://www.carrollk12.org/whs/media/default.asp>) under Student Resources or the Destiny homepage.

Online sources for student research:

1. CultureGrams is a cultural reference to foster understanding and appreciation for the world's countries and peoples
Username: westminshs Password: cgrams
2. Discovery Education provides high quality dynamic digital content
Use your CCPS username and Password
3. EBSCO Databases – Full text for coverage of newspapers, magazines and reference books in the areas of general reference, health, education, science multicultural issues and more.
Username: whs Password: owls
4. Encyclopedia Britannica includes Britannica School, Britannica Online Academic, Annals of American History, World Data Analysis, Merriam Webster Unabridged Dictionary, Global Reference Center, Spanish reference Center and Image Quest.
Username: westminster Password: owls

5. Gale Cengage Learning contains over a thousand full-text periodicals and people, time line and literature reference sources. It also includes several e-books, Opposing Viewpoints and Student Edition.
Username: west80541 Password: west_rpa
6. Infobase Learning- Includes Bloom's Literary Reference Online, Health Reference Center and Issues, Controversies, Issues and Controversies in American History, Ancient and Medieval History Online, Modern World History, U.S. Government Online and Science Online.
Username: westminsterhs Password: owls
7. JSTOR is a growing digital library of academic journals, books, and primary sources.
Username: westminsterhs Password: owls
8. MackinVia is a catalog of eBooks and audiobooks available to WHS students
Username: Westminster Password: whsowls
9. Marshall Cavendish digital provides information on the Peoples of Africa, the Muslim World, Ancient and Medieval World and Inventors and Inventions.
Username: westminsterhs Password: owls
10. Oxford English Dictionary
Username: whsowls Password: whsowls
11. Salem Press is a collection of e-books covering a variety of curriculum areas
Check Remote login Password: whsowls
12. SIRS (Social Issues Resources Series) provides relevant, credible information on social issues, science, history, government, the arts and humanities.
Customer number: MD0081 Password: 21157

Students must have a pass to come to the media center when not with a class. Backpacks should not be brought to the Media Center.

Books and magazines circulate for a three-week period and are subject to a fine of \$.10 per school day if overdue. Books may be renewed for an additional 3-week period. Maximum fine is \$5.00. If the card is lost or stolen, students must pay a \$5.00 replacement fee. Policies of fines for lost or damaged books are in accord with county policies. Any student caught leaving the Media Center with unauthorized materials will receive one-hour detention for the first offense, and may be suspended thereafter for subsequent offenses.

NOTICE OF NON-DISCRIMINATION

The Carroll County Public Schools (CCPS) does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, disability, or age in its programs and activities. The CCPS provides nondiscriminatory access to school facilities in accordance with its policies and regulations regarding the community use of schools (including, but not limited to, the Boy Scouts). The following person has been designated to handle inquiries regarding the non-discrimination policies:

Gregory J. Bricca
 Director of Research and Accountability
 125 North Court Street
 Westminster, Maryland 21157
 410.751.3068

OBLIGATIONS

Each student is responsible for the textbooks he/she is assigned. Lost or damaged books will require a replacement fee according to Carroll County Board of Education guidelines. All obligations to the school must be met for seniors to receive tickets to commencement.

In addition, students who have financial and/or “administrative” obligations, such as detention, will not be permitted to attend extracurricular activities such as dances, proms and other class/student sponsored activities until all obligations are met and cleared.

PEER MEDIATION PROGRAM

A peer mediation program exists at Westminster High School. Students selected to serve as peer facilitators will assist their peers who are experiencing conflict to reach a fair and mutually agreeable solution to the conflict. A core group of approximately 20-25 peer facilitators has been selected and receive training in areas such as communication skills, causes of and solutions to conflicts, and mediation strategies and techniques. Peer mediation sessions may be requested by the disputants themselves or may be required by an administrator. Peer facilitators are selected in the spring of each school year for the following year. Ms. Jeanetta Harper currently serves as the program's advisor and trainer.

PERFECT ATTENDANCE/ATHLETIC PASSES

Students who have perfect attendance for the previous school year will receive a complimentary Westminster High Athletic Pass. The Attendance Office will notify the students with a letter to congratulate them and inform them when and where they may pick up the pass.

PORTABLE ELECTRONIC DEVICES

The use of personally-owned portable electronic devices is permitted in Carroll County Public Schools for staff and for students in grades 3-12 within these guidelines. The use of these devices is voluntary. Examples of portable electronic devices include, but are not limited to: laptops, tablets, netbooks, mobile phones, mp3 player, and eReaders. School staff members are not expected to assist students with troubleshooting problems with personally owned devices.

Who	What
Parents	<ul style="list-style-type: none"> • Talk with your student about the responsibility that comes with owning and using a portable electronic device. • Decide whether or not to allow your student to use a personally owned portable electronic device in school. • Review the Portable Electronic Devices Guidelines and agree to the terms stated on the Parent Sign-Off Sheet. • Monitor your device’s data plan for appropriate coverage.
Students in Grades 3-12	<ul style="list-style-type: none"> • Review the Portable Electronic Devices Guidelines with your parents/guardians and agree to abide by the guidelines. • Guard your device against loss, damage, and theft. • Make sure your device is charged before coming to school. • Silence the audible notification sounds and volume of your device during the school day, or use ear buds/headphones when appropriate. • Do not use your device to record, store, or transmit any type of image, sound, or video, except for approved projects with the permission of school staff. • Use your device to enhance your learning. • Troubleshoot problems with your device. • Maintain the privilege of using your device by minimizing distractions, using your device appropriately, and following the directions of school staff.
School Staff	<ul style="list-style-type: none"> • Model the appropriate use of devices and digital citizenship. • Allow students to use their devices within the CCPS guidelines. • Do not direct or encourage students to allow other students to use their device as part of instruction. • Consider equity of access to technology when designing lessons and provide the tools necessary for all students to complete assignments.

Where Students Can Use Portable Electronic Devices

Location	High Schools
School Bus	Yes, with ear buds or headphones, unless otherwise directed by the bus driver.
Classroom, Media Center, and Field Trips	Yes, unless otherwise directed by the teacher.
Hallways and Stairwells	Yes, unless otherwise directed by school staff.
Cafeteria	Yes, unless otherwise directed by school staff.
Restrooms	No video/audio recordings.
Assemblies	No, unless otherwise directed by school staff.
Recess Locations	N/A
Locker Room	No video/audio recordings.

Liability

Carroll County Public Schools assumes no responsibility for the loss, damage, theft, or charging of personally owned portable electronic devices and/or related accessories brought to school or on the school buses. Students bring these devices to Carroll County Public Schools at their own risk.

Misuse

Disciplinary action, as outlined in the Carroll County Public Schools Student Handbook, shall be taken when a student fails to follow the directions of a staff member regarding portable electronic devices or if reasonable belief exists that the student has violated the terms of the Acceptable Use Procedures and Guidelines or other school policy.

PRINTER INSTRUCTIONS

Students must be logged in to a school computer with their Westminster login. Open a word document and follow the directions below to add a printer.

- File
- Print
- At right of printer box click the down arrow
- Click Add Printer (at bottom)
- On Name line write : whsprinter##
-No caps, no spaces, and the number of the printer in your room.
- Click on Find Now
- Double click on printer at bottom of screen
- You must relick print to get your document to print

PROMOTION/RETENTION INFORMATION

Promotion from one grade to the next is based upon a student earning six (6) credits during an academic year. Rising seniors may earn additional credits through summer school if necessary to meet graduation requirements. In order to meet the requirements for promotion the student must meet or exceed the following guidelines:

Sophomore-six (6) credits

Junior-twelve (12) credits

Senior- eighteen (18) credits and completion of 55 service learning hours

SCHEDULE CHANGING POLICIES AND PROCEDURES

In the previous spring each student had the opportunity to choose courses based on graduation requirements, abilities, interests and work habits for the current school year. Students should have chosen courses and alternates after careful planning with parents or guardians, teachers, and school counselors. The choices were to be approved by the parent or guardian and if necessary the student's counselor.

In most instances, the courses listed on a student's schedule reflect those courses requested on the course selection sheet. If neither a first choice nor an alternate appears, the student's school counselor has tried to add a course necessary to meet graduation requirements. Students were provided with copies of their schedules before the end of the school year.

The school counselor and assistant principal in charge of scheduling will consider schedule changes during the SPECIFIC SCHEDULING MODIFICATION DAYS (see below for a listing of dates and deadlines). A student may request a schedule change if they can answer, "YES" to one or more of the following questions.

1. Does your schedule show a mod with no class scheduled?
2. Do you have two classes that meet during the same mod?
3. Are you scheduled for the wrong level of a course?
4. Are you scheduled for a course without having already passed a prerequisite course?
5. Are you scheduled into a class that you have already taken and passed?
6. Are you unable to participate in a course because of physical limitations?
7. Are you a SENIOR who needs a specific credit for graduation?
8. Do you have approved released time or concurrent enrollment that is not scheduled?
9. Does the requested change increase the rigor of the student's schedule?

Schedule Change Procedures

1. If a student has answered, "YES" to any question above, they should obtain a "REQUEST FOR SCHEDULE CHANGE" form from the School Counseling Office.
 2. The student should complete the form identifying the reason(s) for the requested schedule change.
 3. If the requested change is due to academic misplacement, then the student should ask the appropriate teacher to complete line #3 on the form.
 4. The student should then have his parent/guardian sign the form and return the form to the proper administrator for approval.
 5. If the schedule request is approved, the student will meet with his/her school counselor who will attempt to make the approved change.
 6. If the counselor is able to make the change*, the student will take a "STUDENT SCHEDULE CHANGE" form to the former teacher for his/her signature and to return any issued books and materials. The form is then to be given to the new classroom teacher for admission to their class.
- *Note: Some reasons for not making a requested schedule change may be due to scheduling conflicts and full classes.

Schedule Change Deadlines

Students are encouraged to make schedule changes prior to the beginning of the course. Changes may be made up to five (5) school days after quarter classes begin and up to ten (10) school days after semester classes begin.

Student schedules determine class instruction, class materials and books, pacing of instruction, etc. Schedule changes made after the beginning of a term may have a negative impact on learning and instruction. For this reason, requests for schedule changes are discouraged, and usually denied. A student who desires a change in their schedule after the deadline may appeal to do so under the following conditions. The student and/or parents must make an appointment for a parent/student conference with their school counselor, teacher(s), and assistant principal. Please note that any course dropped after the withdrawal deadline will result in a grade of "WF" (Withdrawal Fail).

Academic Misplacement

Academic misplacement occurs when a student is enrolled in a class for which the student is not suited because of one or more of the following reasons:

1. The level of the class has been found to be too difficult as evidenced by student academic performances, standardized test scores, and/or teacher recommendations.
2. The level of the class has been found to be not sufficiently challenging as evidenced by student academic performances, standardized test scores, and/or teacher recommendations.
3. Other extenuating circumstances that would warrant a change of schedule for academic reasons.

SCHOOL CLOSINGS-WEATHER

When weather conditions cause the closing of schools, such announcements will be made at the earliest possible time over the area radio stations and television stations listed below. Similar announcements will be made for changes in the school's starting time or early dismissal brought about by inclement weather. PLEASE DO NOT CALL THE SCHOOL for this information. We must keep the telephone lines open for emergency use. Your cooperation in this matter is greatly appreciated.

On days when there is an early dismissal because of inclement weather, or when school is closed, all practices, events and activities including the Adult Evening Program classes, will be canceled.

Announcements will be made on the following stations:

WTTR – Westminster (1470 AM)	WBAL, WCAO, WCBM, WPOC
WHVR – Hanover (1280 AM)	WFBR, and WLIF - Baltimore
WMAR-TV - Channel 2	WJZ-TV - Channel 13
WBAL-TV - Channel 11	Carroll Education TV – Channel 21

SCHOOL COUNSELING

Mission

Carroll County Public School Counselors facilitate the academic, career, and personal/social development of all students. School Counselors are integral members of the instructional team. They directly impact student achievement by delivering comprehensive services that meet the needs of the 21st Century school community.

Vision

Professional School Counselors are uniquely trained leaders who promote success for all students. They collaborate with school stakeholders using data-driven decisions to facilitate the success of the 21st Century learner in an ever-changing society. As a result the student will:

- Achieve to his/her maximum potential
- Demonstrate academic, career and personal/social problem-solving skills
- Recognize and appreciate individual and cultural differences
- Develop communication, citizenship and employability skills to make positive contributions to the community
- Access human and technological resources for support and information

Westminster High School has five full time counselors. Students are asked to see the counselor to whom they are assigned for appropriate schedule changes, reviewing records, and any activities. Students at WHS are assigned to a counselor alphabetically, by last name.

Students wishing to see a counselor should request an appointment in the School Counseling Office before school, during their lunch period, or after school. Parents are also encouraged to contact the School Counseling Office if they have questions about their student.

SCHOOL HOURS

The hours of the normal school day for students are 7:30 a.m. to 2:20 p.m. Additional time may be required for extracurricular activities, extra instruction, field trips or disciplinary purposes. Bus transportation is provided to and from school for the normal school day hours only.

SCHOOL LUNCH PRICES

Lunch prices for the 2016 – 2017 school year:

Breakfast Students- \$1.75

Adult Breakfast- \$2.00

Lunch Students- \$3.00

Adult Lunch- \$3.50

Milks- \$.60

Assortment of Snacks (includes ice creams) - \$.75/\$1.00/\$1.25

SOCIAL ACTIVITIES

Tickets for all dances are sold in advance of the dance date, usually during all lunch shifts and at times after school. No tickets are sold at the door on the date of the dance. In addition to a ticket of admission, students must show a valid Westminster High School ID card. If an ID is not shown, there will be no admittance to the dance even with a ticket. Students with financial and/or disciplinary obligations will not be permitted to purchase a ticket.

Who May Attend

Dances will be open to all Westminster High School students unless otherwise specified by the sponsoring group. Westminster High School students may bring a non-WHS student as a guest to the dance, unless advertised otherwise, provided that:

- The student registers the guest with the sponsoring group by the end of last lunch shift prior to the event by completing a guest pass that includes a signature from the home school administrator.
- The student accepts the responsibility for the behavior of the guest.
- Guests age 20 or younger are permitted to attend, no exceptions for anyone older than 20 years except for senior prom. Middle School students are not permitted to attend.
- For the senior prom, any guest age 21 or older is required to meet with the principal along with the WHS senior and their parent/guardian prior to purchasing a dance ticket to gain approval to attend. Please contact the main office to schedule an appointment.

General Regulations for Dances and other Social Events

Students coming to Westminster High School for dances and other social events commonly sponsored by the clubs and classes of the school are expected to follow the regulations below.

- Admittance will occur at the advertised start time.
- Students will be required to show their current WHS picture ID when admitted.

- Admission to the event will occur only during the first 1/3 of the event. Exceptions to this must be granted in writing by an administrator prior to the event.
- Students may not leave the event and return. They should immediately leave school property.
- Students may not congregate on the grounds nor parking lot or in cars while the event is in progress.
- Ending times will occur as advertised.
- D.J.'s may not play inappropriate music.
- Students who are graphically or inappropriately dancing will be told to leave the dance by the administrator on duty.
- All school policies with regards to drugs, alcohol, tobacco and behavior are in effect.

Finance

Admission fees to all affairs will be determined by the sponsoring group. The ticket price must be approved by the principal. All contracts and expenditures for dance bands must be seen and approved by the principal. The sponsoring group will provide for the paying of security personnel as the need is determined by the administration.

STUDENT DRIVERS and PARKING

1. All student drivers must purchase a valid Westminster High School parking tag and display that tag whenever parked on school property. Applications for parking permits are available in the Main Office.
2. Good attendance and punctuality are necessary. Unlawful absence from school or class cutting may be grounds for suspension of the driving privilege. Excessive tardiness to school may result in suspension of the driving privilege. Note: Lateness because of car trouble, traffic, or inclement weather is not an excused reason for tardiness.

STUDENT PARKING RESTRICTIONS

Parking Lot A - (side facing the loading dock) Staff and Senior parking.

Parking Lot B - (behind stadium concession stand) reserved for underclass drivers and overflow of seniors.

Parking Lot C - (outside Physical Education and Tech/Ag departments) Staff and Senior parking.

Parking Lot D - (in front of the school) is reserved for faculty, staff, and visitors. No students are permitted to park in this lot.

Parking Lot E - (outside Fine Arts and Family and Consumer Science departments) Staff and Senior parking.

Freshmen and sophomores may not park on school grounds without special permission from the principal.

Senior parking is available on a first come-first served basis. Overflow parking must go to the stadium lot.

Junior parking is available at the stadium lot only.

Parking Penalties

Students who violate parking regulations will be issued a written citation. Fines will be \$10.00. Fines can be paid to the data clerk in the main office during lunch mods or after school. Students must bring a copy of the parking citation with them when they pay the fine. The data clerk will mark the citation as

paid as a receipt to the student upon payment of the fine. Individual issues regarding parking fines should be addressed to the appropriate assistant principal.

Career and Technology Center Students

Westminster High School students who attend the Career and Technology Center must park at Westminster High School. Westminster students who park at the Career and Technology Center without a valid Career and Technology Center parking permit will be ticketed.

SUPERVISION OF STUDENTS

Supervision of students extends from ½ hour before school to ½ hour after school. Students are not to remain at school after regular dismissal unless they are under the direct supervision of a staff member. Students not under direct supervision of a teacher, coach, or activity advisor will be asked to vacate the building and wait for rides outside in the courtyard. Violations of this policy may result in loss of after school privileges. Students whose departure time is delayed for some reason must wait in the courtyard, not in the lobby or other parts of the building. For school sponsored activities, supervision extends from ½ hour before activity begins to ½ hour after activity ends.

TELECOMMUNICATIONS POLICY

Telecommunications use (computers or other electronic devices) is a privilege, not a right; inappropriate use will result in immediate consequences. Compliance with the County Telecommunications Policy will be enforced and students may be subject to discipline for the violations. Students are reminded of some of the following restrictions:

- Students have no right to privacy on school computers, and the school holds the right to review files in order to maintain system integrity and enforce the Acceptable Use Policy.
- Students may access the internet only for legitimate educational purposes.
- Students may not violate the privacy of others, share passwords or computer accounts, or attempt to access others' accounts.
- Students may not install non-CCPS equipment or software on CCPS computers, networks and/or other CCPS assets.
- Students may not attempt to bypass security devices or CIPA (Children's Internet Protection Act) required content filtering on the CCPS network.
- Students may not cause disruption to the school setting through improper use of computers or technology. This includes actions such as hacking into school computer files but may also include off campus activities designed to disrupt the educational process.
- Students are responsible for any damage they may cause to files, computers, or to the school's computer network.
- Students may use e-mail only at the direction of a staff member and for curricular purposes only.
- The school will not be responsible for a student's unauthorized or illegal use of school computers.
- The school will also not be responsible for the student's negligence or mistakes.
- The school is not responsible for the accuracy of information obtained through the internet.

TEXTBOOKS

Students will be assigned textbooks for many of their courses. Students will be responsible for the return of their textbooks in good condition.

THEFT

Stealing and unauthorized possession of stolen property is serious and will be addressed immediately and include involvement of appropriate law enforcement and school disciplinary consequences.

TRANSCRIPT REQUEST PROCEDURES

Seniors requesting transcripts should complete a request form in the School Counseling Office. A student is allowed three (3) official transcripts and one (1) unofficial transcript. Additional transcripts are available at a cost of \$2.00 each. Please allow 10 school days for processing. After a student has graduated, additional transcripts are available at a cost of \$5.00 each.

VALUABLES/LOCKERS

Lockers will be provided for any student desiring one at no cost so that each pupil may have a safe repository for books, clothing, etc. These lockers are equipped with a built-in, key controlled combination lock of a type whereby the combinations are changed to a different combination each year. Broken lockers should be reported to the Main Office immediately.

Each pupil will be held responsible for the maintenance, cleanliness, and condition of his/her locker. Lockers that are not operating properly should be reported to the Main Office for immediate repair. In case of any damaging or defacing, the pupil to whom the locker is assigned will be held responsible. Requests for a locker should be made by the student in the Main Office. Under no circumstance will pupils be allowed to use locks other than the one that is built into the locker. Personal locks will be cut off. The security of the locker is dependent upon the secrecy of the combination.

Physical education students are to secure their valuables in a locked locker or valuables are to be given to a P.E. Teacher/Coach. Students may use their own locks on the lockers on a mod by mod or after school basis. Locks left on overnight may be cut off. Important personal items, jeans, shoes, jackets, etc. should be secured during and after school.

Locker room bins are not considered secure places for personal belongings. Stolen articles or money are not the responsibility of Westminster High School if these procedures are not followed. All thefts should be reported to the Main Office or an administrator immediately.

VISITORS

All visitors to the school are required to register themselves upon entering the school building. All visitors will be required to present identification. Only visitors with official school business are permitted in the building. Other types of visitation will not be permitted, especially by students from other schools. Trespassers may be arrested and prosecuted. Visitations other than during those occasions arranged by the school (for example, American Education Week) shall require the approval of the building principal. Because of potential disruption to the academic setting, parents are discouraged from bringing pre-school or other children for extended visitations. Students not enrolled in Carroll County Public Schools are prohibited from visiting or shadowing other students while school is in session. Persons who create a disturbance or disruption during any visitation will be required to leave the premises.

WAIVER OF ATTENDANCE

A waiver of the eighth semester or fourth year attendance may be granted in special and very restricted circumstances. Each case is handled individually with the student and parent conferring with the counselor before a formal request is made. If approved by the principal, a written request for a waiver is developed after this meeting. The Superintendent grants final approval or disapproval.