

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

**Student and Parent  
Handbook  
2011 - 2012**

# Table of Contents

|                                       |       |
|---------------------------------------|-------|
| Letter to Students and Parents .....  | 2     |
| WCTHS Staff .....                     | 3     |
| Vision .....                          | 4     |
| A-Day/B-Day Schedule .....            | 5     |
| General Information.....              | 6-8   |
| Services .....                        | 7     |
| Activities/Traditions .....           | 8     |
| Student Organizations.....            | 8     |
| Scholastic Information .....          | 9-11  |
| Scheduling .....                      | 9     |
| Student Progress .....                | 9-10  |
| Awards .....                          | 11    |
| School Policies and Procedures .....  | 12-18 |
| General Policies and Procedures ..... | 12-14 |
| Transportation .....                  | 14-15 |
| Student Attendance .....              | 15    |
| Student Discipline .....              | 15-18 |

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

Dr. Donna Newcomer  
Director of Human Resources and Professional Learning  
Washington County Public Schools  
PO Box 730, 820 Commonwealth Avenue  
Hagerstown, MD 21741-0730  
Telephone: (301) 766.2807  
Fax: (301) 766.2824  
TTY: (301) 791.4104

**WASHINGTON COUNTY TECHNICAL HIGH SCHOOL  
50 West Oak Ridge Drive  
Hagerstown, Maryland 21740  
301.766.8050**

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

***Dear WCTHS Student and Parents,***

***The faculty and staff of Washington County Technical High School welcome you. 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.***

***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.***

***A successful school is one in which students are aware of and practice pride and respect for themselves, their school, their program, and their teachers. 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. Please feel free to contact us for assistance at any time.***

***Mr. Jeffrey E. Stouffer  
Principal***

## WASHINGTON COUNTY TECHNICAL HIGH SCHOOL STAFF

### MAIN OFFICE:

|                            |                |
|----------------------------|----------------|
| Principal.....             | Mr. Stouffer   |
| Assistant Principal.....   | Mr. Moore      |
| Secretary/Bookkeeper.....  | Mrs. Mummert   |
| Attendance Secretary.....  | Mrs. McMillan  |
| Health Room Assistant..... | Mrs. Christman |

### INSTRUCTIONAL SUPPORT:

|  |                   |
|--|-------------------|
| Guidance Counselor.....                    | Mr. Vanorsdale    |
| Guidance Secretary.....                    | Mrs. McKinley     |
| Life Skills Teacher.....                   | Mrs. Logsdon      |
| Media Specialist.....                      | Mr. Lowe          |
| Special Education Teacher.....             | Mrs. Lafferman    |
| Special Education Paraprofessional.....    | Mr. Chambers      |
| Educational Interpreter.....               | Mr. Augustine     |
| In-School Suspension Paraprofessional..... | Mrs. Knodle       |
| Special Education Paraprofessional.....    | Mrs. Thomas       |
| STF Automotive Project Coordinator.....    | Mr. Dietrich      |
| Student Achievement Specialist.....        | Mrs. Higgins-Arey |

### ACADEMIC TEACHERS:

|                    |               |
|--------------------|---------------|
| English.....       | Mrs. Nave     |
| .....              | Ms. Maatman   |
| .....              | Mrs. Pacitti  |
| .....              | Mrs. Tasker   |
| History.....       | Mrs. Eberle   |
| .....              | Mrs. Larrick  |
| .....              | Mr. South     |
| Math.....          | Mr. Axen      |
| .....              | Mr. Deter     |
| .....              | Mr. Miller    |
| Science.....       | Mr. Athey     |
| .....              | Mr. Seburn    |
| Spanish & Art..... | Mrs. Pfaehler |

### CAREER & TECHNOLOGY TEACHERS:

|  |              |
|--|--------------|
| Automotive Technology.....                                     | Mr. Violet   |
| Biomedical Science.....  | Mrs. Irwin   |
| Carpentry.....   | Mr. Baker    |
| Collision Repair.....  | Mr. Smith    |
| Computer Game Development and Animation.....                   | Mr. Nikirk   |
| Computer Repair and Networking.....                            | Mr. Long     |
| Cosmetology.....   | Mrs. Nichols |
| .....  | Ms. Wilson   |
| Criminal Justice.....  | Mr. Cameron  |
| Culinary Arts.....   | Mrs. Twigg   |
| Culinary Arts Para-professionals.....                          | Mrs. Lowery  |
| .....  | Mrs. McQuaid |
| .....  | Mrs. Reeder  |
| Digital Communications.....                                    | Mr. Jones    |
| Early Childhood Professions.....                               | Mrs. Potter  |
| Electrical Construction.....                                   | Mr. Secrest  |
| Graphic Communications and Printing Technology [Print ED]..... | Mr. Malott   |
| Health Occupations.....  | Mrs. Kellman |
| .....  | Mrs. Hollin  |
| Horticulture/Entrepreneurship.....                             | Mr. Frame    |
| Multi-Media & Graphic Design.....                              | Mrs. Fries   |
| Pre-Engineering Technology and CAD.....                        | Ms. Lovic    |
| <b>CUSTODIANS:</b> .....                                       | Mr. Burnett  |
| .....  | Mr. Martin   |
| .....  | Mr. Polley   |
| .....  | Mr. Saunders |
| .....  | Mr. Shafer   |

## ***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 mission of the Washington County Technical High School shall be to prepare students with the knowledge and skills necessary to be employable and/or further their education.

### ***Responsibilities***

All students have the responsibility to learn.

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

# WASHINGTON COUNTY TECHNICAL HIGH SCHOOL

## A-Day/B-Day Schedule

**A Days – students attend Periods 1, 2, 3, and 4**

**B Days – students attend Periods 5, 6, 7, and 8**

See the following pages for the A-Day/B-Day calendar.

There are eight (8) inclement weather days built into the calendar. For every day not used for inclement weather, the last day for students will change accordingly.

### REGULAR DAILY SCHEDULE

| PERIOD                           | TIME          |
|----------------------------------|---------------|
| Period 1 or 5                    | 9:05 – 10:27  |
| Period 2 or 6                    | 10:31– 11:48  |
| First Lunch Shift                | 11:48– 12:18  |
| Second Lunch Shift               | 12:27 - 12:57 |
| Third Lunch Shift                | 1:07 – 1:37   |
| Period 3 or 7                    | 11:52 – 1:37  |
| Period 4 or 8                    | 1:41 – 3:00   |
| Hancock Students Dismissed       | 2:50          |
| All Remaining Students Dismissed | 3:00*         |

### TWO-HOUR DELAY

(This schedule is followed on days when schools are delayed due to inclement weather. **NOTE:** **Students who are on work release/internships must report to school and attend any scheduled academic classes before going to work release/internship.**

| PERIOD                           | TIME          |
|----------------------------------|---------------|
| Period 1 or 5                    | 11:05 – 11:40 |
| Period 2 or 6                    | 11:43 – 12:18 |
| First Lunch Shift                | 12:18 – 12:48 |
| Second Lunch Shift               | 12:48 – 1:18  |
| Third Lunch Shift                | 1:18 – 1:48   |
| Period 3 or 7                    | 12:18 – 1:48  |
| Period 4 or 8                    | 1:51 – 3:00   |
| Hancock Students Dismissed       | 2:50          |
| All Remaining Students Dismissed | 3:00*         |

\*Student drivers are not permitted to leave the WCTHS parking lot until all buses have departed.

## GENERAL INFORMATION

Maryland Youth Crisis Hotline  
1.800.422.0009

### SERVICES

**Cafeteria** – 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. Students are expected to eat lunch in the cafeteria regardless of whether they have packed lunch from home or purchasing lunch from WCTHS. **Food or drinks from Fast Food Establishments are not allowed.** Students should return trays, trash, and recyclable products to appropriate places. **Students may not carry open food or drink through the halls of WCTHS.** Teachers will discard any open food or drink containers found in the hallways. Cutting in line will not be tolerated and may result in disciplinary consequences.

**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.

**Insurance** - Students attending WCTHS must be covered by personal accident insurance. Accident insurance is available for purchase through the school, or the student may submit evidence of coverage through family or outside sources. In addition to accident insurance, the Health Occupations students are required to purchase malpractice insurance. **Students will not be permitted to work in Lab and or Tech areas without proper proof of insurance.**

**Lockers** - Students will be assigned locks and lockers, and must keep lockers locked at all times. The following rules apply: (a) all book bags, hats, and coats are to be kept in

lockers during the school day. **Book bags, hats, and coats will not be allowed in academic classrooms.** (b) Students may use their lockers before school, between classes and after school.

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. Locks will be turned in to the Assistant Principal's Office at the end of the school year or upon permanent departure from the school. 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.

Students are reminded of the administrations' rights and duty to conduct a search of student lockers for a 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.

**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. Items will be disposed of after a reasonable time.

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

**Emergency Telephone Calls** – Students may request permission to use a telephone in the Main Office in cases of emergency. Cell phone use is not permitted at any time. Students are responsible to arrange for rides/work prior to school hours. Students should not use classroom telephones unless given explicit teacher permission or confronted with an emergency.

**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 late model computerized vehicles.

## ***ACTIVITIES AND TRADITIONS***

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

**Graduation** – Students must successfully complete both years of their career and technical program in order to participate in graduation. Successful completion includes passing grades, good attendance and good behavior. Credits **will 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. Students may elect to participate in graduation from both WCTHS and their community schools. If a student does not successfully complete level II of their technical area then he/she cannot participate in the WCTHS graduation ceremony. All Level II Cosmetology students must complete a minimum 1500 hours of training and take the MD State Board of Cosmetologists Exam to graduate.

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

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.

**Holiday Canned Food Drive** – Canned/dried foods are collected and donated to a charity prior to the winter holidays.

**Open House** - An open house involving all program areas is held in the spring. The 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.

**Students of the Month** - Each month a male and female student will be selected to represent WCTHS's "Students of the

Month". This recognition is based on grades, attendance and discipline. Selected students are recognized through school activities and newspaper articles.

**Senior Awards** - Awards are presented to deserving students upon completion of their programs. These awards are presented by supporting businesses, teachers, and school organizations. Students must be dressed in proper attire to receive awards.

### **Junior/Senior Activities**

Homecoming Dance, Holiday Dance, Valentine's Dance and Senior Picnic, Participation in the Mummers Parade, 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. Students that have dropped out during the current school year are considered conduct ineligible and therefore cannot attend school dances or functions without permission from the principal. Any student or guest who is guilty of improper behavior (dancing inappropriately, improper inter-personal conduct, etc.) as determined by a chaperon will be given one warning. If the behavior is repeated, the offending student and guest will be directed to leave the premises. The school dress code applies to all school activities and dances. **Students who are absent the day of or the day before an activity may not attend.** **Students who have excessive unexcused tardies and/or absences to school and/or class may not be permitted to attend extracurricular activities including the prom.**

## ***STUDENT ORGANIZATIONS***

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

### **National Technical Honor Society -**

Students need to meet the following criteria in order to be inducted and maintain membership in NTHS: **maintain a minimum 3.7 grade point average**, maintain an average of 85 percent in their technical program, pass all courses (grades 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; and complete an additional 25 hours of Student Service Learning hours before their senior year in addition to the 75 hours required for graduation. The extra 25 hours are to be turned into the NTHS advisor. The administration makes the final decision on eligible candidates. The decision is final with no appeals. Membership dues in the amount of \$25.00 per student are due one week prior to the induction ceremony.

**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
- Any tardy / attendance issues
- Any behavioral referrals
- Obligations to WCTHS or WCPS
- All SSL hours completed (seniors only)
- All forms/paperwork and money turned in by deadlines

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

**Academic Team** – WCTHS sponsors a team that competes with teams from the

other seven high schools. The winning team goes to the state level competition.

### **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

### **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** – WCTHS students who are involved in fundraising activities, for sanctioned career and technology organizations, may do so with administrative approval.

## SCHOLASTIC INFORMATION

### SCHEDULING

**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.

**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 WCTHS administration, and
- 5) completion of trial period. (1 week)

**Maryland High School Assessments (HSA)** – The requirements for earning a Maryland High School Diploma from Washington County Public Schools include demonstrating proficiency in and passing the Maryland High School Assessments (HSA) for English 10, Algebra, and Biology.

WCTHS is committed to providing students with the knowledge and skills required to become successful citizens, productive workers and college graduates. WCTHS students are required to not only meet graduation requirements, but to also demonstrate proficiency in all assessments in particular Algebra and English 10, regardless of having met the 1602 composite score. Therefore, all juniors and seniors who have failed an HSA(s), especially Algebra and/or English 10, will receive appropriate enrichment or review in preparation for retaking the designated HSA.

Students who receive HSA enrichment may

be pulled from their technical class 2-3 hours per week during the assigned HSA review and testing period. Seniors may be denied work release or cooperative work experience until HSA graduation requirements have been met. If “before school review” hours are available, students must have permission and transportation. Parents/guardians may contact the administration or student achievement specialist with questions.

### STUDENT PROGRESS

**Grading Procedure** - At the beginning of the school year, all teachers will explain course objectives, standards of performance and the grading procedure. Student activities such as completion of competencies, homework, class participation, projects, teacher-made and standardized tests, will be used by teachers to determine grades for each marking period. 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 70 percent. Each marking period will count as one third of the final grade. Grade reports (grades included in determination of final grade) will be issued at approximately 12 weeks, 24 weeks, and 36 weeks.

**Progress Reports** – Progress reports (grades not included in determination of final grade) will be issued at approximately 6 weeks, 18 weeks and 30 weeks.

**Eligibility** - Students who fail two or more subjects, including electives, during a marking period or **progress report** will be ineligible to participate in extracurricular activities, and cooperative work experience, regardless of their grade point averages. Students who fail a subject worth two or more credits will be ineligible. 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 and field trips until the SSL hours are completed. Seniors must have completed their SSL hours by the return of "Spring Break" in order to attend the prom in May. Several WCTHS technical programs require students to complete their SSL hours before they enter their senior year.**

**Requirements for Attending Level II - Eligibility for Level II shall be determined by:**

- final grades of 70 percent or greater in all classes;
- 50 percent of employability profile competencies completed in career and technology programs;
- recommendation by the career and technology program teacher. **A minimal passing grade in the students technology area, for example 71 percent, does not guarantee entry into the level II program.**
- 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.**

**Cooperative Work Experience -** 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 jobs shall be directly related to the students' career fields at WCTHS. **All SSL hours must be complete to participate.** Students will be paid by the employer, and receive high school graduation credit for time worked. This opportunity typically takes place during the second semester 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.

**Certificate -** A WCTHS career and technology certificate of completion will be awarded to students who complete 70 percent of the program competencies at a rating of two (2) or higher. 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.

**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.

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

**Washington County Technical High School Advisory Council 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.

**Washington County Student Trades Foundation Memorial Award** – This award is given to the most outstanding construction student who plans to continue in a construction career path.

**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 \$50 savings bond, medal and certificate.

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

**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.

**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.

*The following awards are presented during the graduation ceremony:*

**"Gerald G. Holmes" Award** - This award is presented to a Level II student who has demonstrated outstanding achievement and overall improvement while attending WCTHS.

**"M. Eugene Mittel Scholarship"** – This generous scholarship is awarded to the senior with the highest GPA and plans to attend college or a technical institute.

**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 2011.

**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.

## SCHOOL POLICIES AND PROCEDURES

**Dress Code** - While the staff at WCTHS does not wish to arbitrarily set standards for student clothing, guidelines are needed to maintain minimum acceptable dress requirements for young professionals in training for placement in workplace environments. Students who report to school wearing unacceptable attire will be required to change. If necessary, a call home will be made for replacement attire. **The administration has the final word regarding all dress code issues and consequences.**

The following WCTHS dress code, which adheres to the WCPS dress code, will apply to all students.

- 1) Shoes must fit properly and be secure to each foot. **Closed toe shoes/boots that are secured to the back of the foot must be worn. Toes may not be exposed.**
- 2) Shorts and skirts may be no shorter than extended finger tips.
- 3) Caps and head coverings may only be worn in career and technical areas where head coverings are part of the safety requirements and are to be kept in those respective areas.
- 4) The following clothing is forbidden:
  - a) Torn or ragged clothing
  - b) See-through or net material
  - c) Undergarments worn as outerwear (this includes leggings)
  - d) Apparel printed with vulgar, obscene, or suggestive statements and related to the use of drugs, alcohol, sex, or violence
  - e) Midriff or cut-off shirts or blouses
  - f) Tank tops or sleeveless shirts
  - g) Clothing accessories that can be used as offensive or defensive weapons
  - h) Long or loose fitting coats or jackets
  - i) Slippers, **FLIP-FLOPS**, sandals, clogs, or other loose footwear
  - j) Bandanas
  - k) Any apparel with the Confederate flag
  - l) Pajamas or sleepwear
  - m) Sunglasses
  - n) Head coverings of any kind outside of technical areas where they may

- o) chains
- be required for safety reasons.

**Cell Phones, Portable Communication Or Entertainment Devices, Laptops, I-Pods, MP3 Players, Cameras** - The items listed above must be turned off and out of view from the time students board the bus until 3:30 p.m. Violation of this policy will result in: (1<sup>st</sup> violation) confiscation of the item until parent or guardian visits school after 3:30 p.m. to sign and pick up item, (2<sup>nd</sup> violation) confiscation of the item for the remainder of the school year. The item may be picked up after the last day of school for juniors. The item may be picked up the day after graduation for seniors. (See page 25, Inappropriate Devices, Items) County policy, which also prohibits use of these devices on field trips and other school-sponsored activities, will be enforced as well.

**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.

**Field Trips/Special Events** - In the event students need to be at the home schools to participate in activities or want to participate in WCTHS activities, a 'Request for Permission to Attend Field Trip' form must be completed, approved, and submitted to the attendance secretary three (3) days prior to the activities. Permission slip requires the signature of the parent, the home school principal and Mr. Stouffer. 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 and Powder-Puff Games. Attendance at home school activities must be approved by the home school principal. In addition to the completed permission form, the home school administration must email permission to the WCTHS administration.

**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.

**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.

**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.

**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.

**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.

**Prescription Medicine** - Students who require medication during the school day must bring notes from their parents and physicians. **The student cannot carry medications (this includes over-the-counter medications);** all medications must be stored in the health room and dispensed to students by the health room assistant.

**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 punishment as posted in the classroom rules and procedures.

**SHHS Students** - Students whose home school is South High are not permitted to walk from Tech High to South High or from South High to Tech High. These students must ride a bus or walk directly to/from home.

**Drink and Snack Machines** - The 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 C&T break times. Open drink containers of any description outside of the cafeteria or other approved areas will be confiscated. Glass bottles are prohibited on school property. **High energy, high caffeine, coffee drinks, and two liter drinks are not permitted due to health risks.**

**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.

**Vacation/Planned Absence/College Visits/Military Testing** - All absences other than illness and family emergencies should be planned in advance. The principal must receive notes signed by parents ten (10) school days in advance to provide excused absences for vacation or other planned absences. Advanced excuses must be signed by all of the students' teachers and returned to the attendance secretary before the date of the proposed absences. Students are advised to complete and submit all 'to be missed'

assignments prior to the approved absences.

Absences will not be approved if:

- the absence is on the last 10 days of a semester during exams.
- the student has poor attendance.
- the student has failing grades.

**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 staff member or student of the school will be termed a "visitor".
- 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.
- All visitors must register in the main office the day of their visits.
- All visitors must be approved by the administration.

**Work Release** – Students will need to meet requirements, contracts, and obligations. Work release applications are available in the Main Office and must be approved.

### ***TRANSPORTATION***

**Bus Regulations** - 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.**

**Driving Regulations** - Students are permitted to drive and park on WCTHS property 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. Driving regulations are as follows:

- 1) Permits must be completed and submitted to the administration for

approval. Upon approval, students must purchase parking tags for a \$30 fee by August 31, 2011. Beginning in September the fee will be \$40. Seniors who are involved in a co-op program that requires them to report to the school on an occasional basis will pay \$15/year. The above prices are for the two lower, side parking lots located to the north of WCTHS.

- 1a) Premium parking spaces are available at a cost of \$50.00. These spots are located at the main entrance of the driveway. They will be numbered and assigned to the student. Students who purchase a premium space will be able to exit before all other students. Parking in this area will require that the student pull straight in.
- 1b) 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) **Students' automobiles are to be parked only in the two lower lots with the back end of the cars against the curb.** The rear section of the upper lot can be used as overflow parking. Students do not park in spaces marked staff, visitor or handicapped.
- 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.
- 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 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. Also, 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. If necessary, school officials have the right to search a vehicle at any time.

- 8) 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.
- 9) **The administration has the final word regarding all violation issues.**

### ***STUDENT ATTENDANCE***

Employers consider quality attendance essential for quality work and service to customers. Since WCTHS is preparing students for the work force, we consider attendance to be of the utmost importance.

#### **Absence – All absences are counted, whether they are excused or unexcused.**

Students who are absent should, upon the days 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. Failure to report to the main office prior to the tardy bell and/or failure to bring notes after being absent will result in a half-hour detention. 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 should bring notes signed by their parents or legal guardians, explaining the reason for the absences.

#### **Excused Absences:** Funeral

Illness of student (doctor's notes needed after 4 days)  
Court summons

#### **Unexcused Absences:**

Truant

\*Other Unlawful Absence

*\*shopping, baby sitting, providing care for other adults, running errands, missing the bus, oversleeping, car trouble, unauthorized vacations, indifference of student, DMV, etc.*

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

**Attendance Policy** – 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 days 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.

**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.**

### ***STUDENT DISCIPLINE***

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.

**Cheating** - If a teacher finds a student cheating, the student will be assigned a failing grade for all work related to the offense. Additional penalties may be imposed at the discretion of the administration.

**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.

**Detention** - Detention will be assigned for inappropriate behavior or unsatisfactory scholastic work. Detention will be assigned by teachers or administrators. The detention time assigned can vary from 30 to 120 minutes and can begin as early as 6:30 a.m. Failure to serve detention will result in doubling of detention assignment or serving one (1) day of ISS. Students will be given 24 hour notice of detention assignments.

#### **Drug and Alcohol Abuse/Removal from WCTHS –**

- 1) Use of illicit drugs, including the unlawful use of alcohol and tobacco, is wrong and harmful for students.
- 2) There shall be no use, possession, or distribution of illicit drugs, tobacco, non-controlled substances, or alcohol by students on school premises, WCPS property, or at any school activity on or off school grounds.
- 3) Students who knowingly and willingly place themselves in proximity with a person who is illegally in possession or using drugs or alcohol shall be deemed to have violated this Student Possession/Use through “Constructive Possession.”
- 4) Students who violate this procedure face disciplinary action, including possible expulsion, as well as possible legal penalties.
- 5) Students using or in possession of drugs (including non-controlled substances “look-alikes” drugs), alcohol, whether on WCTHS or any other school property, will be removed from WCTHS. Removal from WCTHS also includes severe offenses such as physically assaulting a staff member or another student, possession of any weapon (including but not limited to: a gun, ammunition, a knife of any kind, etc.) on any school property. Students can also be removed from WCTHS for extreme use of profanity and/or insubordination to a staff member. WCTHS students are to be reminded that he/she needs to be excellent role models for WCTHS when you are representing WCTHS at other schools in Washington County and in Maryland.

#### **6) The WCTHS administration has the final word on all removals.**

Students do not have the right to use, sell, distribute, possess, or be under the influence of drugs, including alcohol, on school property or during school-sponsored activities unless the drug has been prescribed by a physician for the individual student. The principal and the school nurse must be notified by the parent or physician of any student who is taking medication. Students must be aware that there is a Maryland law (Article 27, Section 286B) dealing with the possession, distribution, etc., of non-controlled substances (“look-alikes”).

Students found to be in possession of or under the influence of any controlled substances or non-controlled substances (including inhalants, non-alcoholic beer, etc.) while on school property, WCPS property or while involved in any school sponsored activities will be:

- 1) reported to the police,
- 2) terminated from WCTHS,
- 3) required to attend the student assistance program, attendance monitored.

**Fraternization** - To ensure a positive atmosphere for emotional development which focuses on educational priorities, physical contact between students on school property will be limited to holding hands. All other contact is inappropriate and not permitted. Appropriate disciplinary action will be administered for violations of the fraternization policy.

**Harassment** - The use of threatening, demeaning, or humiliating remarks toward fellow classmates or others will not be acceptable at WCTHS. If students from WCTHS are to be business and community leaders of tomorrow, appropriate exchange between individuals must begin here. Students found guilty of harassment tactics will be assigned appropriate disciplinary action. Cyber-bullying, on or off school property, will not be tolerated and result in disciplinary action.

**Identification of Self** - Students must readily and correctly identify their names when requested by WCTHS staff. Failure to do so will result in one (1) day of ISS.

**Leaving School Property Without Permission** - Students who leave school property without both parental and administrative permission are subject to disciplinary action.

**Obscenities and Profanity** - Use of improper language is inappropriate in any school setting and is unacceptable behavior for all persons at WCTHS. Students who openly use obscene language at WCTHS are subject to disciplinary action.

**Repeat Offenders** - Students who habitually violate rules may expect disciplinary actions taken to be progressive in severity, meaning removal from WCTHS, police notification, and not graduating. The goal is for the behavior to change to an acceptable level of professionalism.

**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.

**Smoking on School Property** - State law forbids anyone from smoking, or being in possession of tobacco products, on school property seven days a week/24 hours a day. Students found to be in possession of any tobacco products while on school property or involved in WCTHS sponsored activities will be disciplined as determined by the administration.

**Inappropriate Devices/Items** - The following items are not permitted and should not be brought to school without special permission:

1) ...I-pods, MP3 players, radios, monitors, ear buds, whistles, and any other recording or sound-producing equipment (See page 22, School Policies and Procedures),

2) ... Sunglasses,

The following items are never permitted:

3) ... water guns, toys, and objects that disrupt the educational process,

4) ... guns, knives, and weapons of any kind, ..... Students who are in possession of a weapon of any kind (it does not make a difference what kind of weapon is found or why the weapon is in the

student's possession) will be permanently removed from WCTHS

5) ...drugs, drug paraphernalia, alcohol, tobacco products,

6) ...offensive, inappropriate items which could cause disruption on school grounds (i.e. Confederate flag, partisan or political literature, etc.),

**Stealing** - Students are reminded that stealing is a criminal offense that can result in a civil citation and court or school discipline. Disciplinary action will be determined by the administration.

**Tardiness to Class** - Students have ample time to change classes, so there is no excuse for being tardy. Disciplinary action will be at the discretion of the teacher.

**Tardiness to School** - Students late to school are considered tardy and must report to the attendance secretary to be admitted to class and receive credit for attendance. Failure to submit legal notes will be considered unlawful tardiness. Students arriving after 9:30 a.m. will be marked absent for first or fifth period. Tardiness will result in disciplinary action by the administration.

Detentions, starting at 6:30 or 7:00 a.m., will be issued depending on the number of tardies a student has during each 12 week marking period. Students will be assigned morning detention beginning with their second unexcused tardy.

**Truancy** - (Absence without parent/guardian knowledge and consent) Truancy shall constitute an illegal absence from school. Students will receive mandatory zeros on any class work assigned during the time of the truancy. Disciplinary action will be determined by the administration.

**Unauthorized absence from Class** – Students who leave class without the teacher's permission, or are truant from class will result in disciplinary action as determined by the administration.

**Unauthorized Notes** – Students submitting forged notes will be disciplined at the discretion of the administration.

**Unauthorized Area** – Students found in unauthorized areas without specific written permission from a teacher or administrator

will result in disciplinary action as determined by the administration.

**Vandalism** – Students are reminded that vandalism (the willful and malicious destruction of property) is a criminal offense that can result in court action being taken by either the school or individual students. Disciplinary action will be taken as deemed necessary.

**Extra-curricular Activities** – Students who have poor records in behavior, attendance or tardiness, may not be considered for election of King or Queen of the Prom or other dances/activities.

**ISS (In-School Suspension)** is a disciplinary action utilized by WCTHS. Students who are assigned ISS must serve from 9:05 a.m. until 3:00 p.m. on the date assigned. Students in the ISS area will be provided assignments from academic and technical teachers. They will also receive a behavior packet designed to cause reflection about the specific behavior and to teach acceptable alternative behaviors. Failure to complete assigned work will result in additional disciplinary action. (Assignments to ISS cannot be appealed.)

**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. Please see page 18 for further details.