Dear Western Parents and Doves:

Western High School, the oldest all-girls public high school in the United States is one of the city’s and the nation’s most distinguished institutions of learning. The programs at Western have been designed and are implemented to provide opportunities for young ladies to develop and enhance your academic and artistic abilities. As we challenge our students this school year, it is our greatest hope that our students will accept responsibility, grow intellectually and be successful. With the guidance, assistance and direction of the staff, we believe you will acquire the necessary skills to continue your education so that one day you will effectively lead this powerful nation and become viable citizens of the community.

The visionaries of academic excellence and leadership who established this educational institution were very adamant in their attempts to establish Western as a school which is committed to high standards. This vision is embedded in our motto, “Lucem accepimus, lucem demus” (“We have received light, let us give light”).

As students study and internalize the information in this handbook, it is our desire that they will be encouraged to continue the rich and rewarding traditions of integrity and high academic standards that are associated with our school. We must continue to model the examples of achievement and community service, which have won us the respect that we so cherish. Through continuing determination, adhering to the traditions and policies of the school, we will be able to hold high the banner that proclaims our slogan, “Western, Only the Best.”

Sincerely,

Michelle White
Michelle White
Principal
Parent/Student Signature Sheet
Policies and Procedures Agreement
2017-2018 School Year

I have read and understand the terms and conditions of the Policies and Procedures as outlined in the Western High School Student Handbook. I agree to be bound by the terms and conditions stated in the handbook by signing and completing this form. I have also reviewed the necessary documents with my child and my child has signed the agreement to comply with the terms and conditions of the handbook.

Parent Name (Printed) __________________________________________________________

Parent Signature ___________________________________________ Date____________

Address: ______________________________________________________ Phone____________

Email address: ______________________________________________

Student Name (Printed) _________________________________________________

Student Signature _________________________________________________

Student Grade _______________ Date_________________
Important Internet Resources

You must create an email address in order to use the following resources.

Gmail is the most common email server go to www.mail.google.com
Use something that is easily identifiable like firstname.lastname@gmail.com or lastname_firstname@gmail.com

Naviance is a web-based software program that offers a number of features that will help you to make career and college plans. Organized by three divisions, colleges, careers, and about me, Naviance can be an exciting and helpful planning tool for the college application process.

To log in go to:
https://connection.naviance.com/auth/fclookup
Enter Zip Code: 21209
Your email and password is your student ID number.

Once logged in Click on “About Me” tab and then
• Create 2 SMART goals (academic & personal/social) for 9th grade
• Complete Career Cluster Finder

Username: ________________________ Password: ________________________

Khan Academy allows you to learn almost anything for free.
There are over 10,000 videos and explanations at your fingertips in math, science, economics, history, and much, much more. You will be able to sharpen your skills with over 40,000 interactive Common Core aligned practice questions are included with instant feedback and step-by-step hints. Follow along with what you’re learning in school or practice at your own pace. And you can pick up where you left off because your learning syncs between your apps and khanacademy.org, so your progress is always up-to-date
How to log on:
Go to www.khanacademy.org
Click “sign up” in upper right hand corner
Chose a sign in method (remember your choice)
  Continue with Google
  Continue with Facebook
  Sign up with Email
Once you log in choose ONE subject you will be taking this fall

Username:________________________  Password: ________________________

_____________________________________________________________________

With a College Board account, you can access your SAT and AP scores online, and send them to colleges. You can also register for college preparatory exams, and print important information. Additionally, an account lets you manage your personal college list, save your scholarship searches, compare costs at colleges that interest you, and more.

https://www.collegeboard.org/
Select “sign up”
Click on blue “I am a student”
Complete the Student Account Form (you should include as much information as possible but you can always edit it later)
Western’s zip code 21209
Once you get to your welcome page, select “My Plan” and “Start Now”. You will need to complete 5 simple questions.
After you have finished your plan, scroll down and complete the activities at the bottom of the page. Some will include videos so you may need your headphones.
If time allows, explore the SAT and AP areas on the website.

Username: ________________________  Password: ________________________
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Administrative Staff

Ms. Michelle Myrick-White……..Principal
Mrs. Terah Collins…………………Assistant Principal
Mrs. Monica Williams-Truitt……Assistant Principal

Baltimore City Public Schools does not discriminate on the basis of race, color, ancestry or national origin, religion, sex, sexual orientation, gender identity, gender expression, marital status, disability, veteran status, genetic information, or age in its programs and activities and provides equal access to the Boy Scouts of America and other designated youth groups. For inquiries regarding the non-discrimination policies, please contact Principal Michelle White.
OUR MISSION
Western, founded in 1844, is a college-preparatory high school serving young women in the Baltimore area. Its strategically designed rigorous curriculum encourages advanced-level course work. This National Blue Ribbon School challenges students to be intelligent, insightful, and involved in the world around them. It fosters the development of school and community leadership among its students.

BELIEF STATEMENTS

We believe that:

- all students can learn.
- students learn in a variety of ways and should be given differentiated tools to make decisions, solve problems, and succeed.
- every student should have the opportunity to obtain the best possible education in a safe and comfortable environment.
- a student’s educational experiences are the shared responsibility of all stakeholders.
- teachers should utilize assessments that help to prepare students for higher levels of learning.
- teachers impact the knowledge and ethical values of students, and should show concern for each student’s well being.
- the rapport among teachers and students contributes greatly to student interest and success.
- students learn to live responsibly in society by respecting individual differences as encouraged and modeled by their teachers.
OUR TRADITIONS

School Colors: Red and Black

School Mascot: The Dove. Symbolizing the Western Lady, the Dove stands above the crowd with quiet dignity, gentility, uniqueness, poise, and elegance. The dove represents peace and freedom.

School Motto: Lucem Accepiamus, Lucem Demus (We have received light; let us give forth light)

School Slogan: Western, Only the Best

Class Colors: Black and gold  Maroon and gold  Purple and gold  Blue and gold

Pennies for Poe: Since 1875, Western students have annually commemorated the birthday of Edgar Allen Poe by placing a floral arrangement on his grave in Westminster churchyard. The pennies contributed by students are used to purchase the wreath or flowers.

Honor System: Western students have always practiced an honor system, which is built on the qualities of ethics, loyalty, personal integrity, and uprightness of character.

Graduation: Long white gown with sleeves

LOYALTY SONG

Let our voices blend together
In the praise of Western High;
Freshman, Sophomore, Junior, Senior,
Our spirit will not die.
Your traditions of truth and honor,
Of loyalty and right,
Are the ideals you have given
To each Westernite

Western’s faculty and students
Pledged to work in harmony,
To make us worthy leaders
Of our community.
Her achievements have been proven
By her colors flying high.
The red and black waves proudly
O’er Western High.

Chorus:
To you, Western High School,
We pledge our faith and loyalty,
To serve your name in love and honor
And to follow your standards faithfully.
For e’er we’ll remember your motto so true:
We’ve received light, let us give light—
A lesson well learned from you.

DEAR WESTERN (Written in 1913)

Dear Western

Dear Western, we greet thee with songs of thy praise
And with hopes that unchanged may be,
That forever in safety each ship thou wilt guide
O’er the tempest of destiny’s sea.

May thy colors for aye wave proudly on high,
May thy name e’er be linked unto fame;
For we’ve loved thee, now love thee, and ever shall love
And ever shall honor thy name.
Regular Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:15 a.m.</td>
<td>8:21 a.m.</td>
</tr>
<tr>
<td>1</td>
<td>8:21 a.m.</td>
<td>9:15 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>9:19 a.m.</td>
<td>10:13 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>10:17 a.m.</td>
<td>11:11 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>11:15 a.m.</td>
<td>12:09 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>12:13 p.m.</td>
<td>1:07 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>1:11 p.m.</td>
<td>2:05 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>2:09 p.m.</td>
<td>3:05 p.m.</td>
</tr>
</tbody>
</table>

Assembly/Advisory Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>8:15 a.m.</td>
<td>8:21 a.m.</td>
</tr>
<tr>
<td>1</td>
<td>8:21 a.m.</td>
<td>9:06 a.m.</td>
</tr>
<tr>
<td>Advisory/Assembly</td>
<td>9:10 a.m.</td>
<td>10:10 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>10:14 a.m.</td>
<td>10:59 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>11:03 a.m.</td>
<td>11:48 a.m.</td>
</tr>
<tr>
<td>4</td>
<td>11:52 a.m.</td>
<td>12:37 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>12:41 p.m.</td>
<td>1:26 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>1:30 p.m.</td>
<td>2:15 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>2:19 p.m.</td>
<td>3:05 p.m.</td>
</tr>
</tbody>
</table>

2 Hour Delay Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Time</th>
<th>End Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homeroom</td>
<td>10:15 a.m.</td>
<td>10:20 a.m.</td>
</tr>
<tr>
<td>1</td>
<td>10:20 a.m.</td>
<td>10:57 a.m.</td>
</tr>
<tr>
<td>2</td>
<td>11:01 a.m.</td>
<td>11:38 a.m.</td>
</tr>
<tr>
<td>3</td>
<td>11:42 a.m.</td>
<td>12:19 p.m.</td>
</tr>
<tr>
<td>4</td>
<td>12:23 p.m.</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>5</td>
<td>1:04 p.m.</td>
<td>1:41 p.m.</td>
</tr>
<tr>
<td>6</td>
<td>1:45 p.m.</td>
<td>2:22 p.m.</td>
</tr>
<tr>
<td>7</td>
<td>2:26 p.m.</td>
<td>3:05 p.m.</td>
</tr>
</tbody>
</table>
Western High School PTA changed its name from PTA to SPIN (Student and Parent Involvement Network) to more accurately reflect both its commitment and increased parent involvement setting it apart from the typical PTA.

SPIN’s mission is to strengthen the connection between parents, their daughters and school. We are committed to working within the school and community to acquire resources to help support instructional programs and facilitate a positive parent-school-student relationship.

Our goal is to improve our school environment and character by getting parents intimately involved with their daughters’ education, by providing programs and events to nurture both parents and daughters as they journey through high school and ultimately college.
# Baltimore City Public Schools/Western High School Master Calendar

## August 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>29-31</td>
<td>Professional Development for Staff-No Students</td>
</tr>
</tbody>
</table>

## September 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Professional Development - school closed for students</td>
</tr>
<tr>
<td>4</td>
<td>Labor Day-School Closed</td>
</tr>
<tr>
<td>5</td>
<td>First day of school</td>
</tr>
<tr>
<td>8</td>
<td>Advisory</td>
</tr>
<tr>
<td>8</td>
<td>SAT registration deadline (October)</td>
</tr>
<tr>
<td>11</td>
<td>September Faculty Meeting</td>
</tr>
<tr>
<td>13</td>
<td>Back to School Night</td>
</tr>
<tr>
<td>21-22</td>
<td>Observance Days-(no testing; after school activities end by 5:50 PM)</td>
</tr>
<tr>
<td>20</td>
<td>Senior Parent Meeting (5:30 PM – 7:30 PM)</td>
</tr>
<tr>
<td>21</td>
<td>Junior Parent Meeting (5:30 PM – 7:30 PM)</td>
</tr>
<tr>
<td>22</td>
<td>Advisory</td>
</tr>
<tr>
<td>27</td>
<td>Freshmen/Sophomore Parent Meeting</td>
</tr>
<tr>
<td>28</td>
<td>Senior Inaugural Rehearsal (1:30 PM -3 PM)</td>
</tr>
<tr>
<td>29</td>
<td>Senior Inaugural (9 AM – 11 AM)</td>
</tr>
<tr>
<td></td>
<td>(Senior Class Portrait at 11:30 AM)</td>
</tr>
<tr>
<td>25-29</td>
<td>Senior Week</td>
</tr>
</tbody>
</table>

## October 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>SAT registration deadline (November)</td>
</tr>
<tr>
<td>6</td>
<td>Advisory</td>
</tr>
<tr>
<td>6</td>
<td>Attendance Incentive (September)</td>
</tr>
<tr>
<td>7</td>
<td>SAT test date</td>
</tr>
<tr>
<td>9</td>
<td>October faculty meeting</td>
</tr>
<tr>
<td>13</td>
<td>Quarter 1 Progress Report Distribution</td>
</tr>
<tr>
<td>14</td>
<td>Advisory</td>
</tr>
<tr>
<td>19-20</td>
<td>Professional Development- school closed for students</td>
</tr>
<tr>
<td>25</td>
<td>Open House (5:30 – 7:30 PM)</td>
</tr>
</tbody>
</table>

## November 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SAT registration deadline (December)</td>
</tr>
<tr>
<td>3</td>
<td>Advisory</td>
</tr>
<tr>
<td>6</td>
<td>Professional Development-Parent/Teacher Conferences-School closed for students</td>
</tr>
<tr>
<td>6</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>4</td>
<td>SAT Test</td>
</tr>
<tr>
<td>9</td>
<td>End of Quarter 1</td>
</tr>
<tr>
<td>11</td>
<td>Open House (12 – 2 PM)</td>
</tr>
<tr>
<td>15-17</td>
<td>Junior Week</td>
</tr>
<tr>
<td>16</td>
<td>Junior Day rehearsal (2 PM – 3 PM)</td>
</tr>
<tr>
<td>13-17</td>
<td>American Education Week</td>
</tr>
<tr>
<td>17</td>
<td>Junior Day Assembly (9 AM- 11:00 AM)</td>
</tr>
<tr>
<td>18</td>
<td>Junior Ring Dance</td>
</tr>
<tr>
<td>22</td>
<td>Quarter 1 Report Card distribution</td>
</tr>
</tbody>
</table>
23-24  Thanksgiving Holiday-School Closed

### December 2017

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>SAT test date</td>
</tr>
<tr>
<td>4</td>
<td>WHS Faculty Meeting</td>
</tr>
<tr>
<td>8</td>
<td>Advisory</td>
</tr>
<tr>
<td>8</td>
<td>Attendance Incentive (November)</td>
</tr>
<tr>
<td>22</td>
<td>Quarter 2 Progress Report distribution</td>
</tr>
<tr>
<td>22</td>
<td>Advisory</td>
</tr>
<tr>
<td>25-30</td>
<td>Winter Holiday-School Closed</td>
</tr>
</tbody>
</table>

### January 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Winter Holiday-School Closed</td>
</tr>
<tr>
<td>2</td>
<td>School Reopens</td>
</tr>
<tr>
<td>5</td>
<td>Advisory</td>
</tr>
<tr>
<td>12</td>
<td>Attendance Incentive (December)</td>
</tr>
<tr>
<td>15</td>
<td>MLK Day-School Closed</td>
</tr>
<tr>
<td>19</td>
<td>Advisory</td>
</tr>
<tr>
<td>9-20</td>
<td>Window for HSA exams</td>
</tr>
<tr>
<td>22</td>
<td>Parent/Teacher Conferences-evening</td>
</tr>
<tr>
<td>24</td>
<td>End of Quarter 2</td>
</tr>
<tr>
<td>26</td>
<td>PD for Staff-No Students</td>
</tr>
</tbody>
</table>

### February 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>6</td>
<td>Quarter 2 Report Card distribution</td>
</tr>
<tr>
<td>9</td>
<td>Advisory</td>
</tr>
<tr>
<td>9</td>
<td>Attendance Incentive (January)</td>
</tr>
<tr>
<td>9</td>
<td>SAT registration deadline (March)</td>
</tr>
<tr>
<td>16</td>
<td>PD for Staff-No Students</td>
</tr>
<tr>
<td>19</td>
<td>President’s Day-School Closed</td>
</tr>
<tr>
<td>23</td>
<td>Advisory</td>
</tr>
</tbody>
</table>

### March 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Faculty Meeting</td>
</tr>
<tr>
<td>9</td>
<td>Advisory</td>
</tr>
<tr>
<td>9</td>
<td>Attendance Incentive (February)</td>
</tr>
<tr>
<td>9</td>
<td>Quarter 3 Progress Report distribution</td>
</tr>
<tr>
<td>10</td>
<td>SAT test date</td>
</tr>
<tr>
<td>16</td>
<td>Professional Development and Parent Teacher Conferences-School Closed for students</td>
</tr>
<tr>
<td>17</td>
<td>WHS Annual Fashion Show</td>
</tr>
<tr>
<td>23</td>
<td>Advisory</td>
</tr>
<tr>
<td>26-30</td>
<td>Spring Break-School Closed</td>
</tr>
</tbody>
</table>

### April 2018

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>April Faculty Meeting</td>
</tr>
<tr>
<td>6</td>
<td>Attendance Incentive (March)</td>
</tr>
<tr>
<td>6</td>
<td>SAT registration deadline (May)</td>
</tr>
<tr>
<td>6</td>
<td>Observance Day – (no testing; after school activities end by 5:50 PM)</td>
</tr>
<tr>
<td>11</td>
<td>End of Quarter 3</td>
</tr>
<tr>
<td>13</td>
<td>Advisory</td>
</tr>
</tbody>
</table>
18-28  PARCC Window Opens  
21  Junior Prom  
22  Senior Parent Daughter Tea  
24  Quarter 3 Report Card distribution  
26  Parent Teacher conferences (Evening)  
27  Advisory  

<table>
<thead>
<tr>
<th>May 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-31  PARCC Window Opens</td>
</tr>
<tr>
<td>3  SAT registration deadline (June)</td>
</tr>
<tr>
<td>4  College Decision Day/Revel</td>
</tr>
<tr>
<td>5  SAT test date</td>
</tr>
<tr>
<td>11  Attendance Incentive (April)</td>
</tr>
<tr>
<td>11  Advisory</td>
</tr>
<tr>
<td>16  Observance day - (no testing; after school activities end by 5:50 p.m.)</td>
</tr>
<tr>
<td>22-31  HSA Window</td>
</tr>
<tr>
<td>22  Quarter 4 Progress Report distribution</td>
</tr>
<tr>
<td>23  Senior Banquet</td>
</tr>
<tr>
<td>24  Senior Farewell Rehearsal (9 – 11 AM)</td>
</tr>
<tr>
<td>24  Junior Farewell Rehearsal (2-3 PM)</td>
</tr>
<tr>
<td>25  Advisory</td>
</tr>
<tr>
<td>25  Senior Farewell (9 – 11 AM)</td>
</tr>
<tr>
<td>28  Memorial Day-School Closed</td>
</tr>
<tr>
<td>31  Senior Prom</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>June 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>2  Commencement Ceremony</td>
</tr>
<tr>
<td>2  SAT test date</td>
</tr>
<tr>
<td>8  Attendance Incentive (school year)</td>
</tr>
<tr>
<td>8  Advisory</td>
</tr>
<tr>
<td>1-5  PARCC Window Open</td>
</tr>
<tr>
<td>1-9  HSA Window Open</td>
</tr>
<tr>
<td>13 -19  Last Day of School**</td>
</tr>
<tr>
<td>21  Quarter 4 Report Card distribution</td>
</tr>
</tbody>
</table>

** Note: The last day of school will fall between June 13 and June 19, depending on the number of days used for emergency or weather-related closings (“snow days”) during the year. For students, the last day is a half-day; for teachers, it is a full day.
ACADEMICS

Goals

Western students will:

1. Exhibit intellectual curiosity, employ the necessary skills and discipline essential to independent study and logical thinking, and develop a life-long love of learning.
2. Demonstrate clarity, precision, and relevance in both written and oral communication.
3. Exercise their roles and responsibilities as productive citizens in a global society.
4. Engage in significant community service.
5. Perform at proficient or advanced levels as measured by a variety of state-mandated assessments.
6. Master the skills necessary to be technologically literate in the 21st Century.
7. Exemplify personal responsibility, confidence, independence, and leadership.
8. Maintain a GPA of 80 or better.
9. Gain admission to and graduate from the college or university of choice.
10. Adhere to a high standard of academic integrity.

GRADING

The Baltimore City Public School System has implemented a standardized grading policy. All the information below is subject to change based on the Baltimore City Public School System policy.

Grading Scale

A minimum grade of 70 is considered acceptable at Western. The grades on report cards are as follows:

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Letter Grade</th>
<th>Standard Course</th>
<th>Honors Course</th>
<th>IB/AP Course*</th>
</tr>
</thead>
<tbody>
<tr>
<td>97–100</td>
<td>A+</td>
<td>4</td>
<td>5</td>
<td>5.5</td>
</tr>
<tr>
<td>93–96</td>
<td>A</td>
<td>4</td>
<td>5</td>
<td>5.5</td>
</tr>
<tr>
<td>90–92</td>
<td>A-</td>
<td>4</td>
<td>5</td>
<td>5.5</td>
</tr>
<tr>
<td>87–89</td>
<td>B+</td>
<td>3</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>83–86</td>
<td>B</td>
<td>3</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>80–82</td>
<td>B-</td>
<td>3</td>
<td>4</td>
<td>4.5</td>
</tr>
<tr>
<td>77–79</td>
<td>C+</td>
<td>2</td>
<td>3</td>
<td>3.5</td>
</tr>
<tr>
<td>73–76</td>
<td>C</td>
<td>2</td>
<td>3</td>
<td>3.5</td>
</tr>
<tr>
<td>70–72</td>
<td>C-</td>
<td>2</td>
<td>3</td>
<td>3.5</td>
</tr>
<tr>
<td>67–69</td>
<td>D+</td>
<td>1</td>
<td>2</td>
<td>2.5</td>
</tr>
<tr>
<td>63–66</td>
<td>D</td>
<td>1</td>
<td>2</td>
<td>2.5</td>
</tr>
<tr>
<td>60–62</td>
<td>D-</td>
<td>1</td>
<td>2</td>
<td>2.5</td>
</tr>
<tr>
<td>59 or below</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

* AP = Advanced Placement; IB = International Baccalaureate
Basis for Grading

Grades are earned via the following activities:

- Tests
- Quizzes
- Class Work
- Projects, papers, performances, drills
- Homework/home study
- Notebooks/Journals
- Examinations

Western High School Grading Policy

Assessments 35%
Quizzes 15%
Classwork 35%
Homework 15%

Total 100%

Examinations, Semester and Year Grades

Examinations will be held at the end of each semester. The examination grade counts as 20% of the semester grade. Semester and year grades are calculated as follows:

\[
\frac{40\% \text{ of Quarter 1 Grade}}{} + \frac{40\% \text{ of Quarter 2 Grade}}{} + \frac{20\% \text{ of Exam Grade}}{} = \text{Semester Grade}
\]

\[
\frac{50\% \text{ of Semester 1 Grade}}{} + \frac{50\% \text{ of Semester 2 Grade}}{} \rightarrow \text{Year Grade}
\]

Senior Examination Policy

A senior may earn exemption from one or more final examinations in May with a class average 90 or above and the teacher’s recommendation. Students who sit for an Advanced Placement (AP) exam are exempted from final examinations in their AP courses.
ACADEMIC REQUIREMENTS FOR THE CLASSES OF 2018–2021

**College Preparatory**
4 English (Eng. I, II, III, IV or Honors/AP levels)
4 Math (including Alg. I, Geometry, Alg. II, Pre-Calculus)
3 Levels of Same Second Language
3 Social Studies (World Hist., Amer. Govt., US History)
3 Lab Sciences (Biology, Chemistry, Physics)
1 Tech. Education
1 Fine Arts
1/2 Physical Education
1/2 Health

20 Required Courses
2 Electives

**Requirement for this program:** at least 1 AP course or 2 Honors level courses after 9th-grade year

**Accelerated College Preparatory**
4 English (Eng. I, II Hon., Eng. Lang./Comp. AP, Eng Lit/Comp AP)
4 Math (Alg. I, Geometry, Alg. II, Pre-Calculus)
3 Levels of Same Second Language
3 Social Studies (World Hist., Amer. Govt., US History)
3 Lab Sciences (Biology, Chemistry, Physics)
1 Tech. Education
1 Fine Arts
1/2 Physical Education
1/2 Health

20 Required Courses
2 Electives

**Requirements for this program:** Cumulative GPA of 3.0 Min., 4 Hon./AP courses per yr. (sophomore–senior year), must take 4 Advanced Placement courses, including AP English Lit./Comp.

**Teacher Academy**
4 English (Eng. I, II, III, IV or Honors/AP levels)
4 Math (including Alg. I, Geometry, Alg. II, Pre-Calculus)
3 Levels of Same Second Language
3 Social Studies (World Hist., Amer. Govt., US History)
3 Lab Sciences (Biology, Chemistry, Physics)
1 Tech. Education
1 Fine Arts
1/2 Physical Education
1/2 Health

**Pathway Courses:**
1 Human Growth and Development through Adolescence
1 Teaching as a Profession
1 Foundations of Curriculum and Instruction
1 Educational Academy Internship

24 Required Courses
2 Electives
Project Lead the Way: Biomedical Sciences
4 English (Eng. I, II, III, IV or Honors/AP levels)
4 Math (including Alg. I, Geometry, Alg. II, Pre-Calculus)
3 Levels of Same Second Language
3 Social Studies (World Hist., Amer. Govt., US History)
3 Lab Sciences (Biology, Chemistry, Physics)
1 Tech. Education
1 Fine Arts
1/2 Physical Education
1/2 Health
Pathway Courses:
1 Principles of the Biomedical Sciences
1 Human Body Systems
1 Medical Interventions
1 Biomedical Innovation

24 Required Courses
2 Electives
Requirement for this program: at least 1 AP course or 2 Honors level courses after 9th-grade year

CISCO IT Academy
4 English (Eng. I, II, III, IV or Honors/AP levels)
4 Math (including Alg. I, Geometry, Alg. II, Pre-Calculus)
3 Levels of Same Second Language
3 Social Studies (World Hist., Amer. Govt., US History)
3 Lab Sciences (Biology, Chemistry, Physics)
1 Tech. Education
1 Fine Arts
1/2 Physical Education
1/2 Health
Pathway Courses:
2 IT Essentials: Fundamentals of PC HW and SW
1 IT Essentials: Advanced PC HW and SW
1 CCNA Discovery I
1 CCNA Discovery II (optional)
1 Cisco Passport/Career Prep (optional)

24 Required Courses
2 Electives

Project Lead the Way: Engineering
4 English (Eng. I, II, III, IV or Honors/AP levels)
4 Math (including Alg. I, Geometry, Alg. II, Pre-Calculus)
3 Levels of Same Second Language
3 Social Studies (World Hist., Amer. Govt., US History)
3 Lab Sciences (Biology, Chemistry, Physics)
1 Tech. Education
1 Fine Arts
1/2 Physical Education
1/2 Health
Pathway Courses:
1 Introduction to Engineering Design
1 Principles of Engineering
1 Computer Integrated Manufacturing Or Civil Engineering Or Aerospace Engineering
1 Digital Electronics
ACADEMIC REQUIREMENTS FOR THE CLASSES OF 2017–2020 (cont.)

1 Engineering Design and Development (Capstone)

____________________________
24 Required Courses
2 Electives

Computer Science
4 English (Eng. I, II, III, IV or Honors/AP levels)
4 Math (including Alg. I, Geometry, Alg. II, Pre-Calculus)
3 Levels of Same Second Language
3 Social Studies (World Hist., Amer. Govt., US History)
3 Lab Sciences (Biology, Chemistry, Physics)
1 Tech. Education
1 Fine Arts
1/2 Physical Education
1/2 Health
Pathway Courses:
1 Foundations of Computer Science
1 Computer Science Principles
1 Computer Science: Advanced Placement
1 Microcomputer Operating Systems or 1 Ethics and Information Age or 1 Dual Enrollment in CS/IT College Course

____________________________
24 Required Courses
2 Electives

GRADUATION REQUIREMENTS

High School Graduation Assessment Requirements
At the time this document went to print, the most current information regarding the Maryland High School Graduation Assessment Requirements was included (May 2014). At any time, and subject to change based on Maryland State policy, the most current information can be found at: http://www.marylandpublicschools.org/mdclassroom/Vol19_No4_052014.pdf

As found on the above Website: Maryland is in the process of transitioning to the Maryland College and Career-Ready Standards and aligned assessments developed by the Partnership for Assessment of Readiness for College and Career (PARCC). As the state transitions to PARCC, assessment requirements for high school graduation will change. Students who entered grade 9 prior to the 2013-2014 school year will meet their high school graduation assessment requirements by taking the HSAs; no PARRC assessments will be needed as graduation requirements. The first class affected by the new assessment requirements are those students who entered 9th grade in school year 2013 – 2014,
## HIGH SCHOOL GRADUATION ASSESSMENT REQUIREMENTS FOR CLASS OF 2018 AND BEYOND

<table>
<thead>
<tr>
<th>School Year 2014-2015</th>
<th>School Year 2015-2016</th>
<th>School Year 2017-2018</th>
<th>School Year 2017-2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9th Grade</strong></td>
<td><strong>10th Grade</strong></td>
<td><strong>11th Grade</strong></td>
<td><strong>12th Grade</strong></td>
</tr>
<tr>
<td>– PARCC Algebra 1</td>
<td>– PARCC English 10</td>
<td>– PARCC English 10</td>
<td>– PARCC English 10</td>
</tr>
<tr>
<td>– HSA Biology</td>
<td>– PARCC Algebra 1</td>
<td>– PARCC Algebra 1</td>
<td>– PARCC Algebra 1</td>
</tr>
<tr>
<td>– HSA Government</td>
<td>– HSA Biology</td>
<td>– HSA Biology</td>
<td>– HSA Biolog</td>
</tr>
<tr>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### Maryland State Department of Education Graduation Requirements

To receive the Maryland State Department of Education Diploma, a student must:

- Pass the High School Graduation Assessment Requirements
- Earn 75 hours of service learning credit
- Successfully complete 21 credits

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 credits</td>
<td>Students must complete English I prior to enrolling in English II. English II must be completed prior to enrolling in English III and/or English IV.</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4 credits</td>
<td>Students must complete Algebra I prior to enrolling in Algebra II. Students must also earn a credit in Geometry and, for students entering 9th grade in 2011 or later, an additional math credit.</td>
</tr>
<tr>
<td>Science</td>
<td>3 credits</td>
<td>Credits must include Biology and 2 additional lab sciences.</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits</td>
<td>Credits must include U.S. History, American Government and World History.</td>
</tr>
<tr>
<td>Technology Education</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1 credit</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>½ credit</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>½ credit</td>
<td></td>
</tr>
<tr>
<td>OTHER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World and Classical Languages or</td>
<td>2 credits</td>
<td>If graduation requirements are completed with world or classical languages, courses must be taken sequentially — for example, Spanish I must be</td>
</tr>
<tr>
<td>Advanced Tech Ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OTHER</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>World and Classical Languages or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advanced Tech Ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>or</td>
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<td></td>
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</tr>
</tbody>
</table>
Western High School Certificate Requirements

To receive a Western High School Certificate in addition to the Maryland State Department of Education Diploma, a student must:

- meet all Maryland State Department of Education graduation requirements,
- accumulate a minimum of 24 credits with no more than 4 absolved failures.
- earn a minimum 80 cumulative Grade Point Average (the cumulative GPA is not rounded; 79.999 does not meet the requirement) or the equivalent in the event that Baltimore City Public School System revises its GPA scale this year.
- complete all requirements of the student's curriculum program.
- successfully complete 2 AP courses
- successfully complete 2 years of a foreign language

POLICIES AND PROCEDURES

Attendance
An excellent attendance record is a necessity for academic and life-long success. It is essential when applying for college, employment, and summer school. Each student is expected to be in attendance no less than 94% of the school year.

Per School Board Rules, if a student must be absent, upon the first day of returning, a note must be brought to school from the parent, guardian, physician or official. The note is to indicate:
- Student’s name
- Date of absence, and the specific reason for the absence
- Parent/guardian’s signature
- Daytime telephone number

This note is to be brought to the main office and placed in the designated area. It is the student’s responsibility to arrange to make up missed work.

Attendance & Truancy Policy Maryland Law
Section 7-301 of the education article requires school attendance of all children between the ages of 5 and 17 years of age.

Lawful absence – absence from school will be lawful under the following conditions:
- Death in the family
- Illness of student
- Court summons
- Observance of religious holiday
- State of emergency
- Hazardous weather conditions
- Approved work or activity sponsored by the school
- Suspension
- Lack of authorized transportation
- Other emergency or set circumstances as determined by the CEO

Unlawful absence – an absence, including absence for any portion of the day, for any reason other than those cited as lawful are presumed to be unlawful and may constitute truancy.

Truant student – a student that is absent without lawful cause.

Habitually truant – a student age 5 to 20 who during a school year is enrolled in school for 91 or more days, and is **absent for more than 20%** of the time.

Chronic absence – calculated by monitoring both excused and unexcused absences. Western High School will do all we can to prevent truancy and monitor your child’s attendance. It is ultimately the parent/guardians’ responsibility to ensure that students get to and from school. We will take a proactive approach to assist in this aspect of attendance.

**Maryland Penalties Regarding Attendance:**
- Any person who has legal custody or care and control of a child 5 years old and under 18 who fails to see that the child attends school or receives instruction under this section is guilty of a misdemeanor.
- A first conviction is subject to a fine not to exceed $50.00 per day of unlawful absence or imprisonment or both.
- A second or subsequent conviction is subject to a fine not to exceed $100 per day of unlawful absence or imprisonment or both.

Once an absence is deemed “excused” or “unexcused” the absence remains a part of the student’s record and counts as an “absence.” Excused or unexcused absences are not removed from the student’s attendance record.

Students must attend at least four out of the six instructional classes to be marked as present for the school day. Any less than the four classes will result in a .5 absence or an all-day absence.

**Attendance and Eligibility**
Because regular attendance in school is a critical component of academic success, extra-curricular eligibility (clubs, sports, proms, class trip and assemblies) will be granted to those students who demonstrate a commitment to being in school on time and on a regular basis. Students who are absent 5 or more days*, or are tardy on 5 or more occasions during a quarter marking period will be ineligible for extra-curricular activities for the following quarter marking period. Fall eligibility will be based on attendance during the fourth quarter of the previous school year.

*Students may appeal to an Administrator if absences are due to a legitimate long-term illness, and cases will be reviewed on an individual basis. It is the student’s responsibility to provide the Administrator with all appropriate information regarding the absences immediately after return to school.

A student must attend school every day and be on time to be considered for perfect attendance awards.

**Daily Entry Procedures**
1. Each morning students will enter the building through the south entrance and swipe their ids. There will be two machines present, one on either side of the entry doors to maximize this time/space.

**School Lateness**
1. At 8:15, the south entrance doors will be locked. The swipe machines are moved to the main entrance. Students who are late must then enter through the main entrance.
2. Students swiping in after 8:15 a.m. will result in a mandatory Tardy Hall assignment.
3. Any student who reports late to school is ineligible to participate in any extra-curricular activities that day (if the student skips Tardy Hall).
4. Any student not involved in extra-curricular activities will not be allowed to attend any school activities: assemblies, Revel, etc.
5. After 2 missed detentions, administration will contact parents for conference.
6. After 3 missed detentions, there is to be a mandatory parent conference with the administrator.

Class Lateness/Absence
1. After 1 class lateness/absence the teacher will have a conversation with the student.
2. After 2 class lateness/absence the teacher will contact the parent.
3. After 3 lateness/absence the teacher will hold the student for detention-lunch or after school.
4. After 4 lateness/absence the teacher will refer the student to administration with the documentation of the first three steps. Administration will forward these cases to DOVES Accountability Committee for adjudication.

Auditorium/Assemblies
Throughout the year, special programs and assemblies will be held in the auditorium. There will be assigned seating for all students invited to these programs and assemblies. Homeroom teachers will advise their students about the seating assignments and escort their students to the auditorium. Students invited to these events should report promptly to the auditorium and move quickly and quietly to their assigned seats. During the program, students should exhibit courteous and polite behavior. No books or gum should be brought to the auditorium. Students who disrupt the program or interfere with the audience’s enjoyment of the presentation will be removed from the auditorium and will be subject to disciplinary action. Students will not be admitted to the auditorium after the program begins; late students must report to the designated late room.

Before and After School
The school building opens for students at 7:30 a.m. Breakfast will be served between 7:30 and 7:50 a.m. The cafeteria is available for those who wish to eat breakfast or study until 8:00 a.m. Any student who arrives at school prior to 7:30 a.m. should not enter the building. Students must vacate the building by 4:00 p.m. unless they are under the direct supervision of a staff member.

Students found wandering the building before 8:00 a.m. or after 4:00 p.m. will be subject to disciplinary action. Students will be escorted out of the building and will not be allowed to remain inside. After-school transportation arrangements need to be coordinated in advance.

Cafeteria
The lunch period provides a time for relaxation and social interaction, a break from the rigors of the day. However, the large number of students eating during each cafeteria period requires mature and responsible behavior. Western Doves are expected to demonstrate courteous manners always so that all students can enjoy this break in the school day. For this to happen, students must:
- Obtain food items for themselves only
- Always take their places at the end of the lines and not attempt to step ahead of others
- Not allow their friends to join them in line
- Dispose of all their trash and clean the eating area as soon as they have finished eating and before leaving the table
- Avoid congregating/loitering in groups as this impedes traffic, hampers visual supervision, and can lead to hassles and confrontations
- Not leave the cafeteria until dismissed; only by securing a written pass before coming to the cafeteria, may a student leave before regular dismissal time
- Unless going into the bathroom, in line to get food, or going outside, all students must be seated while in the cafeteria.

All students must report to the cafeteria daily at the beginning of their assigned lunch period; they may then go into the quadrange. Students with written passes will be excused to go elsewhere. Students may bring lunch from home or get it in the cafeteria.
All food and beverages must be consumed in the cafeteria and never taken to the Quad. No food is to be consumed in hallways or classrooms. Smoking is not permitted during the lunch period or at any other time at Western in buildings or on campus.

Students are not permitted in classrooms during their lunch periods unless they have written permission from the teacher to complete make-up work or receive extra coaching/instructions at that time.

No student is permitted to leave the campus during lunch. Students may not have food delivered to the school by outside individuals or vendors, nor should outside food purchases be brought into the school.

Senior Lounge: Seniors are expected to adhere to all school rules concerning cafeteria behavior in the lounge.

Change of Address
It is important for each student’s school records to be current. Important information is often sent by U.S. mail. If you have moved, bring any two of the following documents showing parent/guardian’s name and new address, to the main office or the guidance office to be photocopied:

- Complete, original gas, electric, water, home (land line) telephone, or television cable bill (bills or statements for cell phones are not accepted)
- Rent or mortgage receipt
- Mortgage statement
- Pay stub
- Letter from the Social Security Administration or Social Services
- Bank statement
- Lease agreement
- Address certification form – to be completed if the family is living with someone else (along with the required proof of address as mentioned above). The form can be picked up in the main office or in the guidance office.

All the above dated within the last 30 days.

Classrooms
Students are to exhibit “Quiet Dignity” in the classrooms. They are expected to display behavior that is respectful to classmates, the instructor, and support staff.

Conduct
School rules have been developed to encourage respect for self, others, and property. Students and staff must be guaranteed an environment that is safe. Mutual respect is the underlying principle. All rules will be publicized, explained, and equitably enforced. We will adhere to the guidelines established by the New Board of School Commissioners Student Discipline Code, which is published annually.

Distractions
Students are to refrain from bringing into the school building open coffee, sodas, juice, and other food and drink items that are not for consumption in the cafeteria at lunch. Laser pens/pointers can injure others and are prohibited in school. Students are to refrain from inappropriate public displays of affection (PDAs) in or around the school at all times.

Drugs, Alcohol, Tobacco
Western is a smoke-free campus. In addition, the possession and/or use of any alcoholic beverage, narcotic, controlled drug or intoxicant at any school activity is strictly prohibited. Failure to comply with these regulations will result in severe disciplinary action.

Early Dismissal from School

Non-Emergency
Any student who has an obligation which requires an early dismissal must bring a note from a parent or guardian or appointment slip which includes the following data:

- Student’s name and homeroom class
- Date and time of dismissal request
- Specific reason for the dismissal request
- Parent’s/guardian’s daytime telephone number
- Daytime telephone number

This note is to be brought to the main office and placed in the designated area before homeroom on the day in which the early dismissal is to take place. After the request, has been verified and determined to be valid, the student will receive an early dismissal permit and instructions for its use. Requests for early dismissals should be kept to a minimum since each early departure results in a loss of classroom instruction. It is the student’s responsibility to arrange to make up missed work.

No student shall be released within the final thirty (30) minutes of the school day unless authorized by the grade level principal or designee (i.e. emergency, sickness). This includes walk-in early dismissal requests by parents/guardians.

No early dismissal will be accepted from juniors during Junior Week and the day before Junior Prom. No early dismissals will be accepted from seniors during any senior activities. Except for serious, documented emergencies, early dismissals may not be honored on special event days or on the day before a holiday.

**Emergency**

Any student who becomes ill or who sustains an injury during the school day and who needs to leave school before the standard dismissal time must secure a note from her teacher to report to the health suite. If warranted, a parent or guardian will be contacted. If it is determined that leaving school is necessary, students may be picked up by a parent, guardian or relative who is authorized.

**Elevator**

Students with a physical disability that prevents them from using the stairs may get permission to use the elevator. They should come to the main office to get an elevator key in the morning and return the key before leaving school.

**Examinations**

Academic semester and final examinations will be administered in January and June. **High School Assessments and end-of-course tests will be given to designated students.** Students who take Advanced Placement (AP) courses may still be required to take the final exam for their AP course. **Please note: Seniors should review the Senior Exemption Policy.**

**Field Trips**

Field trips are an extension of the instructional process. If a student’s record reflects low academic achievement in one or more classes, poor attendance, and/or excessive tardiness, the student will be excluded from field trips. Students attending field trips must attend all classes before and/or after any field trip.

**Fire Drills**

In the event of a fire drill, students must exit the building immediately. Silence must be maintained throughout the fire drill. Once the “all clear” signal is given, students are to return quickly and quietly to classrooms.

**Hallway Passes**

Students are not permitted in the hallways during instructional time unless they have a wooden or teacher-written classroom pass. Wooden room passes are to be used for restroom and water fountain use on the appropriate hallway. Signed teacher-issued passes must be used for all other student movement.
**Harassment/Bullying**
Harassment and or bullying in any form will not be tolerated. If violations occur, severe disciplinary action will be taken. Students participating in cyber-bullying and/or harassment on social media networks against other students or school staff are also subject to severe disciplinary action.

**Identification Badges**
The Baltimore City Public School System is committed to providing safe learning environments. For staff members to distinguish those who belong on a school campus from those who do not, the system requires all students and staff to wear current school photographic identification cards. **Students must wear their I.D. cards around their necks always while in the building.** Failure to produce an I.D. card upon request by a staff member is insubordination, a serious offense with consequences that may include suspension.

Any vandalism or alteration of a photo I.D. card will be treated as a serious offense with appropriate penalty. Official school I.D. cards are **required** for admission to all special school events (e.g., dances). These cards are used to help make our campus a safe place, and we need everyone to fully cooperate with this policy.

An I.D card will be given to each student at the beginning of the school year. Lost cards must be promptly reported. A temporary I.D. will be issued to the student until a replacement photo I.D. can be provided. Students must pay for replacement I.D. cards ($5.00 per card). Temporary (valid for 1 day) I.D. cards can be purchased in the main office for $1.00.

**Lateness**
All students are to be in their seats upon the sounding of the 8:15 a.m. bell, having already been to their lockers. A student not in her homeroom and in her seat, ready to work at 8:15 a.m. is marked late and will be assigned administrative detention. Students who fail to report to detention will incur additional administrative consequences. All late students must obtain a late pass from the main lobby if arrival is after 9:30 a.m.

**Leaving School**
For security reasons, no student may leave the building or grounds during the school day, except for early dismissal and illness. Students who leave school without permission will be subject to the highest disciplinary penalty provided for by policy. The procedures to be followed in the event of early dismissal or illness are outlined on page 17 under the heading, **Early Dismissal**. All other instances of leaving the campus prior to the end of the school day will result in suspension.

**Lunch Program**
Lunch is available to all students free of charge.

**Missing Classes**
Each student must report every day to every assigned class. Failure to do so will result in a cut slip being sent to the office for disciplinary action. Students are not able to make up work related to an absence from cutting class.

**Reporting of Progress**
Midway through each quarter, interim progress reports are issued to all students. These reports indicate satisfactory or unsatisfactory progress in each assigned class. Also, report cards will be issued in November, February, April and June. Parents are strongly encouraged to request these reports from their daughters. In addition, students should maintain a personal record of progress in each class.

**School Police**
Western High School has one full-time uniformed school police officer, as well as access to other school police services as needed. The school police officer investigates violations of law and has complete police
powers, including the authority to arrest. Students and parents may contact the school police officer directly or use administrative channels to share information and concerns. School police are assigned to assist the educational staff in the maintenance of a safe learning environment and provide the necessary link to the Baltimore City Police.

Social Events
All school and BCPSS rules and regulations apply to school social events such as dances, plays, trips, and athletic events. This includes complying with the dress code.

Student Parking
Students who park vehicles at school must register them with the Business Manager and display their Western HS parking pass in/on the parked vehicle. Parking passes cost $10 for one school year. Students may not park in faculty or visitor-designated areas (first 3 bays nearest main office). Parking lot checks will be conducted daily; unregistered vehicles are subject to towing.

Telephones
Cell phones are not to be seen, heard, or used during the school day for any reason. Emergency referrals for phone usage may be made (via hall passes) to the main office. Students are encouraged to get all their personal informational needs met before coming to school; the main office is not able to relay personal messages to students except in serious documented emergencies. A parent is the only authorized source of such messages.

Transportation
The MTA provides both direct and indirect service to and from Western per a schedule issued each year. To qualify for a free bus pass, students must live more than one and one-half miles from school. All school and BCPS rules and regulations apply to student travel on the MTA.

MTA bus passes are distributed per the BCPS and MTA policy. If a student does not receive a bus pass, they must see Mrs. Walton in Room 302 at the beginning of their lunch period only. Student ID’s must be presented. No bus passes are issued before or after school or during any student’s instructional class period. It is each student’s responsibility to safeguard their bus pass. A student can get a replacement pass at the cost of $5.00 per replacement. Lost or stolen passes are to be reported to Mrs. Walton as soon as possible.

Transportation Emergency Plan
Students and families are to develop an alternative plan for getting home in case buses are missed or some emergency precludes using the usual route. This plan should include procedures in case school closes early. In such an event, the main office cannot take messages about alternative plans and students must vacate the building.

Trespassing/Visitors
Western and Poly are separate schools. Western students who go into Poly without passes are subject to disciplinary action. Likewise, students should be alert and report individuals in Western who appear to be trespassing. Poly students are not allowed into the Western building at any point during the day, including before and after school unless under the direct supervision of a Western staff member. All visitors must register in our lobby with proper ID, then report to the main office prior to visiting any area of the building. Potential students who wish to “Shadow” must make prior arrangements through the Guidance Department.

Uniform Dress Code 2017-2018
Western High School adheres to the Baltimore City Public School System Dress Code. In addition, Western requires students to wear uniforms. The uniform consists of a shirt, bottom, and optional Western sweatshirt or cardigan for cold weather as specified below. Students that do not have on the proper school uniform will be offered a loaner shirt to wear for the day. Consequences will strictly be imposed for failure to wear the proper school uniform. The consequence for being out of uniform is a MANDATORY 60-minute PRINCIPAL DETENTION (3:15 pm – 4:15 pm). PRINCIPAL DETENTION is to be served on the day the student is out of uniform.
UNIFORM REQUIREMENTS (NO EXCEPTIONS)

Shirts
- Long or short sleeved polo shirt in solid red, black or white with the approved logo embroidered on the upper left quadrant of the shirt from an approved uniform vendor.
- Long or short sleeved solid red, black or white oxford shirt with the approved logo embroidered on the upper left quadrant of the shirt from an approved uniform vendor.
- Any shirt worn under the uniform must be solid white with no visible logos or designs.

Bottoms
- Plain long black pants
- Plain black Capri pants or shorts (May not be shorter than finger-tip length)
- Plain black skirts (May not be shorter than finger-tip length) Official uniform skirts are recommended.

No jeggings, leggings, stretch pants, spandex or sweatpants are permitted. Bottoms should not be torn, leather or faux leather of any kind. Bottoms should not be made of sheer or lace material.

Sweatshirts and Cardigans
- An official uniform shirt must be worn underneath any sweatshirt or cardigan.
- There will be only one official sweatshirt that complies with the uniform policy. It will be a red sweatshirt with the Western High School Seal. The sweatshirt may be purchased from an approved uniform vendor.
- Solid red, black or white cardigans with or without the embroidered Western High School logo.

NO COATS AND JACKETS WILL BE WORN THROUGHOUT THE BUILDING (Including Jean Jackets & Vests)

Head Wear
No hats, hoods, hair rollers or scarves (except for religious purposes) are to be worn in the building.

UNIFORM VENDORS

<table>
<thead>
<tr>
<th>Flynn &amp; O’Hara Uniforms</th>
<th>Kre8ing Your Ideas</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Plaza Shopping Center</td>
<td>6660 Security Blvd, Suite 1</td>
</tr>
<tr>
<td>8868 Waltham Woods Road</td>
<td>Baltimore, MD 21207</td>
</tr>
<tr>
<td>Parkville, MD 21234</td>
<td>410-265-6200</td>
</tr>
<tr>
<td>(410) 828-4709</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Herman’s Discount, Inc.</th>
<th>Let’s Get Stitchen, LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>3106 Greenmount Avenue</td>
<td>3619 Lochearn Drive</td>
</tr>
<tr>
<td>Baltimore, MD 21218</td>
<td>Baltimore, MD 21207</td>
</tr>
<tr>
<td>410-662-9626</td>
<td>443-220-1456</td>
</tr>
</tbody>
</table>

WE WILL HAVE “SPIRIT FRIDAYS” THROUGHOUT THE YEAR TO GIVE STUDENTS THE OPPORTUNITY TO WEAR CLASS SHIRTS, CLUB SHIRTS, TEAM WEAR, ETC.
BEHAVIOR MANAGEMENT SYSTEM

D.O.V.E.S.
In addition to the district’s Code of Conduct, students are expected to adhere to Western’s school-wide behavioral expectations. These expectations are consistent throughout the school, and should be followed in every area of the school always.

D.O.V.E.S. is a behavior management system meant to support a culture of rigorous learning and positive citizenship in our school. Like BCPSS’s Code of conduct, it is an overarching system of expectation and consequence for student behavior. DOVES requires that students:

- **Dress** in full Western uniform each day
- Arrive **On Time** for school each day and report to each class on time each day
- Do not possess **Visible Electronics**
- Do not **Eat outside the Cafeteria**
- Do not **Swear** in school or during participation in any school related events. You represent Western, and you should embody dignity always.

Students who do not adhere to the DOVES expectation will receive an hour of Principal’s detention. Students who receive more than one DOVES referral will be required to attend DOVES Court to receive peer mediation and participate in student lead restorative practice procedures to learn to correct behaviors and govern themselves as responsible members of the Western High School community.

**Tiered School-Wide Behavior Plan**
Classroom management is the first level of expectation, and every student is responsible for displaying acceptable behavior in each classroom, as defined by the classroom teacher. Students who violate classroom rules are accountable to the teacher’s system of consequence. Students who do not positively respond to teacher level consequences will be referred to the behavior specialist and/or grade level administrator as outlined below.

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Teacher</strong></td>
<td><strong>Behavior Specialist</strong></td>
<td><strong>Administrator</strong></td>
</tr>
<tr>
<td>Verbal Correction</td>
<td>Referral To Accountability Center</td>
<td>Referral To Accountability Center</td>
</tr>
<tr>
<td>Loss of Classroom Privileges</td>
<td>Administrative Detention</td>
<td>Short- Term Suspension</td>
</tr>
<tr>
<td>Written Reflection</td>
<td>Restorative Justice Strategies</td>
<td>Parent Notification</td>
</tr>
<tr>
<td>Seat Adjustment</td>
<td>Peer Mediation</td>
<td>Referral to SST</td>
</tr>
<tr>
<td>Contact Parent</td>
<td>Daily Behavior Sheet</td>
<td>Referral to Counseling</td>
</tr>
<tr>
<td>Detention</td>
<td>Parent –Teacher Conference</td>
<td>Removal</td>
</tr>
<tr>
<td>Teacher-Student Conference</td>
<td>In- School Suspension</td>
<td>Police Notification</td>
</tr>
<tr>
<td></td>
<td>Parent /Guardian Notification</td>
<td>Proposal for Extended Suspension</td>
</tr>
<tr>
<td></td>
<td>Loss of School-Wide Privileges</td>
<td>Alternative Educational Placement</td>
</tr>
</tbody>
</table>

Interventions in each level are not meant to be sequential. The level of consequence is dictated by the offense.
Accountability Center
The Accountability Center (TAC) is a critical component of our school-wide strategy to create and sustain a positive and nurturing academic climate, based on respectful student-student and student-staff relationships. The intervention is designed to keep students in school and engaged in learning to ensure academic success. Its structure promotes swift resolution of behavior challenges to limit out-to-class time, including out-of-school suspension.

TAC Staff consists of Lead Behavior Specialist Townsend and Specialists Rollins and Curry. All Specialists have an earned degree in a related field and experience in student discipline, as well as teaching and/or coaching. TAC is in room 110 and provides timely access to student restrooms and the cafeteria. It is consistent with our regular school classrooms.

Standard Operating Procedures
1. Students are assigned to TAC by Behavior Specialist Townsend or an administrator after other disciplinary measures have been exhausted at the classroom level (see Level I of Behavior Plan).
2. TAC Staff notify parents and support students in upholding the values and expectations of the school. They help students to correct their behaviors via restorative practices, and ensure that students complete classroom assignments.
3. Teachers provide text books and related materials to support students in completing assignments. TAC staff place completed work in teacher mailboxes, and teachers grade and record student work.
4. Students must bring textbooks and necessary study materials when reporting to TAC.
5. Students will only work on assignments from their teachers or supplemental learning materials assigned by the TAC Staff. Full credit will be given for completing work assigned by teacher.
6. Students will not be allowed to participate in or attend any extracurricular activities from the time the TAC is assigned until the next school day after completion of the required time.
7. Students who miss any time due to early dismissal, tardiness, absence, or emergency school closing will make-up the time missed on the next day of attendance.
8. Students are to turn off their cell phones, iPods and/or iPads and give to the TAC staff. Items will be returned at the end of the day.
9. Talking or interfering with other students, sleeping and/or lounging is not permitted.
10. No passes to lockers, classrooms, labs or other activities will be honored or provided.

Please refer to the 2017/2018 CODE OF CONDUCT for additional information regarding disciplinary actions for inappropriate conduct.
PARTICIPATION IN EXTRA CURRICULAR ACTIVITIES

Eligibility for ALL Grade Levels

1. Students who have more than one grade below passing during any grading period automatically will be ineligible to participate or practice in any extracurricular and/or class activities.

2. Grades reported as incomplete because of lawful excused absences shall be considered passing grades until changed. Incomplete grades that are not changed to a passing grade within 10 school days after the report cards are issued will be considered failing grades for eligibility purposes.

3. On the day the report is issued, each activity sponsor (including class activities), athletic director or coach will verify student eligibility for extracurricular participation.

   - A student’s eligibility status will be updated as of the last issuing date of report cards on the current Board calendar. Students may become eligible for all activities by completing summer school.

   ***Individual special education students may be exempted by the local school Child Study Team when it is determined that failure to meet the eligibility requirements is a direct result of the handicapping condition.

PARTICIPATION IN SENIOR CLASS ACTIVITIES

Seniors are student leaders in our school, and they are expected to act responsibly. Standards and expectations for seniors are even higher than those for other students. To that end, seniors referred to the office or placed on disciplinary removal will lose senior privileges, which include participation in Senior Inaugural, Senior Farewell, Senior Banquet, and Senior Prom.

   Senior Year Activities:
     - Senior Inaugural
     - Senior Farewell
     - Senior Banquet
     - Senior Prom
     - Parent/Daughter Tea

Participation is a privilege. In keeping with the Western High School college-preparatory mission, the following requirements must be met for a student to become eligible for participation in Senior Farewell, Senior Banquet, and Senior Prom:

   - 70 service learning hours
   - 94% attendance record for the school year. (There is no longer a quarter to quarter validation process. Yearlong records are considered for eligibility).
   - Maryland State Department of Education graduation requirements
   - completed SAT I or ACT
   - evidence of acceptance to at least one college, university, or postsecondary school no later than 5 days prior to the event

Senior Inaugural
Before a student is eligible to participate in Senior Inaugural, she MUST prove that she has completed a minimum of 70 service learning hours. Each year, the senior class has a Senior Inaugural and a Senior Farewell. These assemblies mark the beginning and end of the senior year, and educational milestone. These
assemblies are for students and staff. No tickets will be issued for parents, children, friends, and very recent graduates, or other guests. No balloons or signs will be permitted.

The attire for seniors is white. Pants, dresses, or skirts to the knee may be worn. Bodies are to be covered. Midriffs are not to be exposed. Revealing attire is inappropriate and will not be permitted. Shoes should be white or neutral colors.

**Senior Banquet**
The Senior Banquet is for students and staff only. Guests will not be admitted. This is a social event when students have one last time to socialize with each other and staff. This is a dressy occasion. Attire is to be tasteful and non-revealing.

**COMMENCEMENT**

**Required Attire**

- Floor/ankle length, all-white gown - no cream, off-white, beige, ecru, mother-of-pearl.
- Short, cap or long sleeves are required – no strapless, spaghetti straps, tank tops, one-shoulder, or halters
- Appropriate neckline - no revealing cleavage
- No low backs
- Jackets, shawls, or shrugs must be approved with the dress
- No cut-outs - waist, stomach, chest, hips, legs
- No exaggerated splits (split should be no higher than mid-calf)
- NO PANTS

**All gowns must be approved.** All students must also adhere to the following additional guidelines:

- Shadow-proof, white, or flesh-tone slips and underwear must be worn. (No black)
- Hair styles must be simple and tastefully arranged. No adornments, such as flowers, shiny jewelry, large bows, crowns, tiaras.
- Shoes must be white. No cream, off white, beige, ecru, mother-of-pearl, flesh-toned, or clear. No sandals or tennis shoes.
- Jewelry - minimum amount, in compliance with the Baltimore City Public School System dress code
- No gloves
- No hats
- No pocketbooks, cameras, or video cameras. Leave these with parents, family members, or friends.
- No electronic devices, including cell phones and Blackberries.

**Tickets**
Seniors who have met all requirements for graduation and the graduation ceremony will be issued tickets. All tickets may be used if graduation is held in the stadium. In case of rain, the ceremony will be held at the same time in the school auditorium. Only tickets marked for the auditorium will be able to be used if graduation is held in the inside due to inclement weather. There will be no exceptions to this rule. Tickets will be color coded so you will know which ones will permit admittance into the auditorium only. The number of tickets issued will be determined yearly.
Conduct Guidelines for Seniors
Traditionally, Western seniors have been given the responsibilities of school leadership and therefore are held to an even higher standard of behavior than underclass students. Any senior placed on suspension (short or long term) will automatically lose senior privileges for the entire school year, including participation and attendance at activities such as trips, awards programs, banquets, Farewell Assembly, Prom, and public commencement. Students losing senior privileges will not receive ANY reimbursement for missed activities. A committee will meet as necessary to consider whether to restore any or all the previously lost privileges.

PARTICIPATION IN JUNIOR CLASS ACTIVITIES

*Please Note: Review Eligibility

Junior Year Activities:

- Junior Week (3 days)
- Junior Day Assembly – receipt of class banner
- Junior Ring Dance
- Junior Prom

Junior Week, Junior Day Assembly, and Junior Ring Dance
Before a student is eligible to participate in Junior Week, Junior Day Assembly, or Junior Ring Dance, she MUST prove that she has completed a minimum of 60 service learning hours. Any junior placed on suspension (short or long term) will automatically lose junior privileges for the entire school year, including participation and attendance at activities such as trips, awards programs, and Prom. Students losing junior privileges will not receive ANY reimbursement for missed activities. Each year, the juniors have a Junior Day assembly at which time they officially become upper-class-women. This assembly is for students and staff only. No tickets will be issued for parents, children, friends, and very recent graduates, or other guests. No balloons or signs will be permitted. Students must attend classes after the assembly. Early dismissals are discouraged and student attendance will not be taken until juniors attend their classes after the assembly.

Junior Day Attire: Class Colors

- Skirts and dresses must be to the knee
- Pants are acceptable
  NO...
- Mini-Skirts
- Strapless/One shoulder
- Jeans/leggings
- Sneakers/flip flops
- Halter/low back

PARTICIPATION IN SOPHOMORE CLASS ACTIVITIES

*Please Note: Review Eligibility

Sophomore Year Activities:

- Office Elections
- Class Activity
**Sophomore Activity**
Each year the class has a sophomore class activity to celebrate the accomplishments of the class. Students are encouraged to wear their class t-shirt at that time. Before a student is eligible to participate in any sophomore activities, she MUST prove that she has completed a minimum of **30 service learning hours**. Any sophomore placed on suspension (short or long term) will automatically lose sophomore privileges for the entire school year, including participation and attendance at activities such as trips and awards programs. Students losing sophomore privileges will not receive ANY reimbursement for missed activities. A committee will meet as necessary to consider whether to restore any or all the previously lost privileges.

**PARTICIPATION IN FRESHMAN CLASS ACTIVITIES**

*Please Note: Review Eligibility on Page 24*

- **Freshman Year Activities:**
  - Officer Elections
  - Class Activity

Any freshman placed on suspension (short or long term) will automatically lose freshman privileges for the entire school year, including participation and attendance at activities such as trips awards programs. Students losing privileges will not receive ANY reimbursement for missed activities. Before a student is eligible to participate in any sophomore activities, she MUST prove that she has completed a minimum of **20 service learning hours**. A committee will meet as necessary to consider whether to restore any or all the previously lost privileges.
TEEN HELP – INFORMATION AND REFERRALS

Emergency Services
In the event of life-threatening emergency, dial 9-1-1

Baltimore Crisis Response
Suicide Hotline: 410-752-2272.

First Step Youth Services Center Crisis Line
410-521-3800

B-CARS (Baltimore Child and Adolescent Response System: 410-752-2272

Maryland Youth Crisis Hotline: 1-800-422-0009

General Assistance
First Call for Help: 1-800-492-0618  410-685-0525

This is a free, confidential service that connects callers with health and human services using the only statewide comprehensive information and referral directory in Maryland. They are available 24 hours a day seven days a week.

Information and Referrals

Addict Referral & Counseling Center
410-366-1717...Fax: 410-889-4167
21 W. 25th Street, Baltimore, MD 21218

Provides substance abuse treatment and referrals

AIDS Hotline
1-800-638-6252      TTY: 1-800-553-3140

Provides Maryland test site referrals, counseling, literature, clinical trials information referrals, and other HIV/AIDS/STD/TB-related resource information. Open 24/7

American Council on Alcoholism
1-800-527-5344

Provides information and referral service for individuals suffering from alcohol dependence and alcohol abuse and options for recovery

Baltimore Area Al-Anon Information Service (AIS)
P.O. Box 28259
Baltimore, MD 21234
Information: 410-361-4600
www.alanon-maryland.org
24 Hour - Hotline for help and information
410.832.7094

Baltimore City DSS (Dept. Social Services)
Talmodaq Branch Building
1910 N. Broadway Street
Baltimore, MD 21203-7259
443-378-4600  Fax: 443-378-4613
8:00 a.m. – 5:00 p.m.

Bethel Outreach Center
410-728-2557
4129 McCulloh Street
Baltimore, MD 21217

Food pantry, soup kitchen, and long-term shelter for women and children. Also provides hygiene products, financial assistance, referrals.

Bullying and Cyberbullying
Crisis Call Center
1-800-273-8255 or text ANSWER to 839863
Twenty-four hours a day, seven days a week
http://crisiscallcenter.org/crisisservices.html

Child Abuse Hotline
410-361-2235
Domestic Violence Hotline
410-889-7884
Provides referrals for shelters and counseling.

Gay & Lesbian Switchboard
410-837-8688
Provides resources and referrals to the LGBT community.

HIV/AIDS (HERO) Hotline
1-646-872-5239
Health Education Resource Organization (HERO) is an HIV/AIDS support service agency providing direct care services to people affected by HIV/AIDS and related conditions. HERO also provides prevention and health education to the community about HIV/AIDS and associated conditions.

Maryland Community Resource Center: HERO
410-665-1180
1734 Maryland Avenue
Baltimore, MD 21201
Provides lunch (hot meal), groceries to take home, clothing, and a dinner (take-home), various support groups, socialization (lounge open 9:00 AM to 5:00 PM), employment opportunities through an employment stipend program, laundry, and shower facilities.

Maryland Youth Crisis Hotline
1-800-422-0009
Provides a suicide prevention and crisis hotline.

Prisoners Aid Hotline
410-622-0353
Information/Crisis hotline

Rape/Sexual Assault Hotline
443-279-0379

Shelterline
1-301-808-8723
619 Mississippi Avenue
Silver Spring, MD 20910
24 hours a day for shelter and services

St. Ambrose Family Outreach Center
410-225-0870
3415 Park Heights Avenue
Baltimore, MD 21215
Offers comprehensive, community-based day and evening programs and services for children and families. Programs include: Adult Education and GED, Workforce Development, Computer Instruction, Head Start, after-school programs, teen programs, summer camp, food pantry, and meal programs.

United Way of Central Maryland
First Call for Help
410-547-8000
100 South Charles St., 5th Floor
Baltimore, MD 21201
Statewide, 24 hours a day, 7 days a week. Comprehensive information and referral service by experienced staff members to help callers connect to needed resources and services. This service is free and confidential.

REMEMBER,
Be strong enough to stand alone.
Smart enough to know when you need help.
And brave enough to ask for it.