



Winston Churchill High School Student Handbook 2025-2026

11300 Gainsborough Road Potomac, MD 20854

Main Office: 240-740-5400
Counseling Office: 240-740-5420
Registrar's Office: 240-740-5414
Attendance Office: 240-740-5401
Health Room: 240-740-5402
[Winston Churchill HS Website](#)

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Calendar:

Winston Churchill High School follows the Montgomery County Public Schools Traditional School Calendar. The calendar can be found [HERE](#).

School Office Hours/Bell Schedules:

Daily hours of operation for school-based offices are Monday to Friday, 7AM to 3:30 PM. Offices are open every day except for scheduled holiday closings and when MCPS indicates offices should be closed due to extreme weather conditions.

Daily bell schedules can be found [HERE](#).

Administrator/Counselor Assignments:



Admin/Counselor Assignments 2025-2026

Administrator	School Counselor	9th - 12th Grade
Dr. Mbachu Ericka_R_Mbachu@mcpsmd.org	Mr. Carter Gary_J_Carter@mcpsmd.org	A-Ca
	Ms. Mastromatteo Angela_M_Mastromatteo@mcpsmd.org	Cb-Cz
Ms. Reddick aseelah_s_reddick@mcpsmd.org	Ms. Mastromatteo Angela_M_Mastromatteo@mcpsmd.org	D-Ef
	Ms. Davis Lindsay_H_Davis@mcpsmd.org	Eg-Hei
Dr. Howard LaFaye_F_Howard@mcpsmd.org	Mr. Reese Tyler_W_Reese@mcpsmd.org	Hej-Kr
	Ms. Kleinson Leigh_Kleinson@mcpsmd.org	Ks-Li
Ms. Taliani Monica_Taliani@mcpsmd.org	Ms. Spivak Kellie_B_Spivak@mcpsmd.org	Lia-Ng
	Mr. Baer Andrew_H_Baer@mcpsmd.org	Nh-Sc
Mr. Haas John_W_Haas@mcpsmd.org	Ms. Fleck Regina_M_Fleck@mcpsmd.org	Sd-Va
	Ms. Kaufman Tiffany_J_Kaufman@mcpsmd.org	Vb-Z

Student Safety and Crisis Information

- Crisis events may include, but are not limited to: substance abuse, suicide risk, self harm, and aggressive or threatening behaviors.

- **Montgomery County Crisis Hotlines:**
 - National Suicide Prevention Lifeline: Dial or Text - 988 (for more information click [HERE](#))
 - Maryland Crisis Hotline - 301-738-2255
 - Montgomery County Crisis Center - 240-777-4000
 - Youth Crisis Hotline of Montgomery County - 301-738-9697
- **Safety and Security Concerns:**
 - MCPS Department of Systemwide Emergency Management - 240-740-3066
 - Safe Schools Maryland Hotline - 833-MD-B-Safe (833-632-7233)
 - Safe Schools Maryland Online Report - Click [HERE](#)
 - Cyber Tipline - 1-800-843-5678
- If you are concerned about someone and there is **not an imminent** threat, you can reach out for help by completing the form found [HERE](#) or contact your counselor, administrator, and/or another trusted adult

WCHS Student and Parent Communication Expectations:

Students and parents may have many questions throughout the school year. Please refer to the document linked [HERE](#) to determine who the best point of contact is and where to go next, if you need additional assistance.

WCHS Grading and Reporting Policy:

The following summarizes the Grading and Reporting policy of MCPS and Churchill HS. Important changes and improvements will be in the grading and reporting policies, attendance and make-up work expectations, and Due Dates and Deadlines. These policies will have important ramifications for students and will be reviewed and explained in multiple formats in the coming weeks:

- **Canvas for Grades:** All assignments and grades will be posted in Canvas. This helps you stay organized and makes it easier to track what's due using the calendar.
- **Due Dates and Deadlines:** Each assignment will have a set due date and a final deadline, which may range from 1 to 5 school days after the due date. Work turned in after the due date but before the deadline may receive a late penalty. Work turned in after the deadline will not be accepted. Late penalty policies can vary by class, so check the course syllabus for specific expectations.
- **Zeros and 50% rule:** In line with MCPS policy, students who do not submit any work or engage in academic dishonesty may receive a zero. For other missing or incomplete assignments, a minimum score of 50% may be used to support equitable grading practices.
- **Attendance and Make-up Work:** Coming to school and class every day helps you stay on track. If you're absent, you will have the number of days you missed plus one additional day to make up your work, with a maximum of 5 school days.

Academic Integrity:

Academic integrity is a shared commitment at Winston Churchill High School. Honest work allows students to learn, receive accurate feedback, and be evaluated fairly. Academic dishonesty undermines learning, creates unfair advantages, and damages the school community. All students are expected to uphold these standards and families are asked to review this policy together.

Definitions

- Academic dishonesty includes, but is not limited to:
- Cheating – Using unauthorized materials or receiving unauthorized help on assignments, quizzes, tests, or assessments.
- Plagiarism – Submitting another person's work, ideas, or words as your own without proper credit.
- Facilitation – Helping another student commit academic dishonesty.
- Fabrication – Inventing or falsifying data, sources, or results.
- Misuse of AI – Using artificial intelligence tools in ways not permitted by the teacher.
- Sabotage – Damaging, interfering with, or withholding another student's work.
- Skipping Assessments – Intentionally avoiding or refusing to take a scheduled assessment. Skipping is considered academic dishonesty because it prevents an accurate evaluation of student learning and creates unfair academic outcomes.

Responsibilities

- Students are responsible for seeking clarification surrounding the expectations of each assignment. *Not knowing is not an excuse for failing to follow the guidelines.*
- Students must review and sign a copy of the [WCHS Academic Integrity Honor Code 2025–2026](#) and return it to their first-period teacher no later than **Friday, September 29, 2025**.

Consequences

Academic dishonesty in any form undermines a student's opportunity to learn and receive constructive feedback, while also damaging the integrity of the academic environment by creating unfair and inequitable outcomes.

- All instances of academic dishonesty will lead to **parent notification** and appropriate consequences.
- Consequences may include, but are not limited to:
 - Grade penalties
 - Referral to administration
 - Possible disqualification from honor societies and leadership positions
- Consequences are **progressive** and may vary based on severity and frequency of the offense.
- All incidents are **documented** and shared with the faculty and staff of WCHS.

Procedures

Incidents – Practice/Preparation Work (PP)

Teachers will:

- Communicate with the student and parent
- Document the incident
- Record the assignment grade as **0%**

Incidents – Assessment Task, First Offense

Teachers will:

- Communicate with the student and parent
- Document the incident
- Record the assignment or assessment grade as **50%**
- Allow resubmission for **feedback only**

Incidents – Assessment Task, Second or Additional Offense

Teachers will:

- Communicate with the student and parent
- Document the incident
- Record the assignment or assessment grade as **0%**
- Refer the matter to administration for **additional consequences**

Course-Specific Guidelines

Teachers will define academic integrity in the context of their subject area. This includes:

- What honest work looks like in their classroom.
- What types of AI use, if any, are permitted.
- What forms of peer collaboration are acceptable.
- What types of assistance are considered unacceptable.

Attendance and Tardy Policy

Attendance in class is essential for student learning. A tardy occurs when a student is not inside the classroom when the final bell rings. If a student arrives 20 minutes or more late, they will be marked absent. Skipping class means being absent from a scheduled class or leaving class without returning, or being in an unapproved area during instructional time. Patterns of tardiness or skipping will lead to escalating interventions and consequences as outlined in the MCPS Student Code of Conduct, which may include loss of privileges, in-school interventions, or suspension.

- Attendance in class is necessary for students to interact with the content and the learning process. If students must be absent, please report the absence by submitting a note to the attendance office signed by a parent/guardian with a phone number **within three days** after returning to school. If you have attendance questions, please email Ms. LeeAnne Jeffreys at LeeAnne.T.Jeffreys@mcpsmd.net.
- For anticipated absences, please use the “Notification of Anticipated Absence Form” linked [HERE](#).

- In cases of several and/or excessive unexcused absences, interventions can include notifications of unlawful absences, truancy meetings, and/or a failing grade.
- Students should connect with their teachers to find out how to make up missed material/assignments when absences occur.
- Please visit the WCHS Attendance Website for additional forms and information by clicking [HERE](#).

Tardies:

- **Tardy 1st period:** If a student arrives to school after 7:45 AM, they must check in at the main office using the kiosk. You will be marked tardy unexcused (TU). If a student is 20 minutes or more late to class without a valid excuse, you will be marked absent (AB).
- **Tardy all other periods:** If a student arrives to class after the bell, they will be marked tardy unexcused (TU). Any student who arrives less than 20 minutes late to class without an excused pass will be marked unexcused tardy (TU). If a student arrives more than 20 minutes late to class without a pass, they will be marked absent (AB). If a student arrives to class less than 20 minutes late with an excused tardy note, they will be marked excused tardy (TE)
- Disciplinary responses, aligned with the [MCPS Student Code of Conduct](#), will start over each quarter for unexcused tardies.

Tardy Policy and Consequences

Getting to class on time helps you stay caught up and shows respect for learning time. If you're late to class, your teacher will mark you as tardy in Synergy.

- 5 or more tardies across all classes in a quarter:
 - An administrator will follow up with you.
 - may receive a consequence such as a pass restriction, lunch detention, or another administrative response.
 - Parent or guardian may be contacted.
- If tardies continue:
 - May face additional consequences and be required to attend a conference with a parent or guardian.

If you're having trouble getting to class on time, talk to a staff member for support.

Skipping Class and Consequences

Attending all classes is essential for academic success. Students who skip class without permission are subject to consequences based on the frequency and circumstances of the behavior.

- **First instance of skipping:**
 - The teacher will address the behavior with the student and contact the parent or guardian.
 - Expectations will be reviewed, and support may be offered to prevent future incidents.
- **Continued skipping:**
 - An administrator will become involved.
 - Consequences may include lunch detention, pass restrictions, or a parent/guardian conference.
 - Ongoing incidents may result in a behavior contract or additional interventions.
- **Skipping to avoid a quiz or test:**
 - This is considered academic dishonesty.
 - Students are not guaranteed the opportunity to retake the assessment or receive full credit.

- After a second incident, an administrator will intervene and may schedule a family meeting or assign further disciplinary action.

Students experiencing challenges that interfere with class attendance are encouraged to speak with a staff member for support.

Hallway and Bathroom Passes:

- Students are expected to have a pass when leaving their classrooms between bell changes.
- No bathroom passes the 1st 5 minutes or last 5 minutes of class.
- Students should utilize laminated classroom passes designated for each classroom when using the restroom or getting water. Their use of the pass should be recorded on the sign-in/out sheet in the classroom.
- Paper passes must be filled out completely with name, date, and time on each occasion that the student needs a pass. It should be collected upon the student's arrival at their destination.
- Paper passes are only valid for the location indicated on the pass. Laminated passes are only valid for the floor/level on which they originated (ex: 2nd-floor passes are not valid on the first floor).
- Students are expected to leave phones in the classroom when utilizing passes and will return to the classroom (ex: using the restroom, getting water, visiting the media center).
- Students are expected to have their student ID on them at all times during the school day (7:40 AM to 2:30 PM). IDs must be visible when requested by any staff member.
- Students should be prepared to provide identifying information to school staff while in the hallways.

Personal Mobile Device Policy:

A personal mobile device (PMD) is a device used to send or receive data via voice, video or text. **Mobile phones, e-readers, tablets, personal computers, smart watches, or other devices equipped with microphones, headphones/earbuds, speakers, and cameras are considered PMD's.**

At the high school level, per county policy, all students will be able to use PMDs before and after school, between classes, and during lunch. During instructional time, students are required to store PMDs in a designated location and may not have PMDs on their person during class time from the start to ending bell:

- 1.) Students must use the caddy/crate to store cell phones in the classroom.
- 2.) Students must place all other PMDs out of sight in their bookbags for the entirety of class.

Failure to comply with this guidance will result in progressive disciplinary action which may include referral to administration, confiscation of the device, or loss of device privileges in school.

PMD POLICY A personal mobile device (PMD) is a device used to send or receive data via voice, video or text. Mobile phones, e-readers, tablets, personal computers, smart watches, headphones/earbuds or other devices equipped with microphones, speakers, and/or cameras are considered PMDs.	00	Daily Reminder from Teacher	During instructional time, students are required to store PMDs in a designated location and may not have PMDs on their person during class time from the starting to ending bell. Students must use the caddy/crate to store cell phones in the classroom. Students must place all other PMDs out of sight in their bookbag for the entirety of class.
		Immediate Confiscation	No student may use a PMD in the hallway/restroom/media center during instructional time. If a student has a PMD out in class or in the hallway, the PMD will be confiscated immediately. Students must comply with requests regarding cell phones given by any staff member.
	01	PMD Confiscated/Student Pickup	If a student has a PMD in the classroom <u>or</u> in the hallway during class time, the following will take place: - Staff member will notify security/admin to confiscate the PMD. The school will notify the parents/guardians. - The <u>student</u> may pick up the PMD at the end of the school day in the main office.
	02	PMD Confiscated/Parent or Guardian Pickup	If a student has their PMD confiscated a second time in the same semester, the following will take place: - Staff member will notify security/admin to confiscate the PMD. The school will notify the <u>parents/guardians</u> to pick up the PMD at the end of the school day in the main office.
	03	Long Term Privileges Revoked	If a student has their PMD confiscated for a third time in the same semester, the following will take place: - Staff member will notify security/admin to confiscate the PMD. - Long term PMD privileges will be revoked.

Chromebook Information:

In our technology-rich environment, Chromebooks are an integral part of a student's success. Every student attending Churchill will be assigned an MCPS-issued Chromebook to use for academic and other school-sponsored activities. All students will participate in a lesson on Chromebook responsibility at the beginning of the year. Chromebook usage and care are the responsibility of each student. Students are expected to bring their fully charged chromebook and charger to school each day.

In case of difficulties with Chromebooks please see the Chromebook Troubleshooting Guide found [HERE](#).

Lunch Expectations:

Seniors

- Seniors are permitted to leave the school campus at lunch.

All other Students:

- All students will have an open lunch in the building.
 - There are three courtyard areas for those who would like to eat outside.
 - Students may also use the front of the building (near the flagpole) and outside of the auditorium (benches.)
 - Students may **not** eat in the stairwells or the back of the building.
- Students will have the option to be a part of clubs, participate in an open gym, or meet with teachers for assistance.
- Students will not be allowed to order food through outside vendors.** Students may bring lunch or receive lunch through the cafeteria. Vending machines will also be accessible for all students.

Dress Code:

Winston Churchill High School encourages all students to dress in a manner that celebrates their individuality. Student attire will only be addressed if it:

- is likely to or cause a disruption to the educational environment
- endangers or potentially threatens the health and/or safety of self or others
- fails to meet a reasonable requirement of a course or activity
- is associated with gangs
- is lewd, vulgar, obscene, revealing, or of a sexual nature
- or promotes tobacco, smoking, alcohol, drugs, or sexual activity

If questions arise regarding a student's apparel, the final determination will be at the discretion of the administration.

Student ID's

MCPS high School students will now be required to wear Student IDs. At Churchill HS ,students will be provided a Churchill HS lanyard, ID cover, and photo ID. The following are the expectations for implementing this policy:

- All students are required to have their school ID (the provided Churchill lanyard, cover, and student ID) at all times and be able to produce it visibly for any staff member
- Students who forget their IDs must get an "alternate" ID from the main office. Alternate IDs, if lost ,will become a \$25 obligation to the students who lost them.
- Students who have lost their ID need to get a replacement ID from the main office during lunch, or after school for a \$5.00 replacement fee.
- Students who repeatedly forget or lose their ID can/will be provided consequences which can include but are not limited to administrative conference, detention, parent contact, and a replacement ID issued.

MCPS Student Rights and Responsibilities:

Winston Churchill High School adheres to the MCPS Student Rights and Responsibilities guidelines, which can be found [HERE](#).

MCPS Student Code of Conduct:

Winston Churchill High School adheres to the MCPS Student Code of Conduct guidelines, which can be found [HERE](#).

MCPS Guidelines for Respecting Religious Diversity:

Winston Churchill High School adheres to the guidelines established by the MCPS Guidelines for Respecting Religious Diversity can be found [HERE](#).

MCPS Guidelines for Student Gender Identity:

Winston Churchill High School adheres to the guidelines established by the MCPS Guidelines for Student Gender Identity can be found [HERE](#).

Athletics Information:

Winston Churchill High School athletics follow the district guidelines found [HERE](#).

25-26 Course Request Information

Disruption

Disruption is any behavior that interferes with learning, distracts others, or prevents a teacher from delivering instruction. Examples include repeatedly speaking out without permission, making distracting noises, misusing technology, or refusing to follow directions. Minor disruptions will be handled with redirection, but repeated behaviors can lead to parent contact, in-school interventions, and other consequences under the MCPS Student Code of Conduct.

Crisis & Safety Resources

Students and families can access support for safety or mental health concerns at any time. If you or someone you know is in crisis, contact:

- Montgomery County Crisis Hotline: 988 or visit [every-mind.org](https://www.every-mind.org)
- MCPS Office of Security and Compliance: 240-740-3066
- Safe Schools Maryland: 833-MD-B-Safe (833-632-7233)
- Youth Crisis Hotline of Montgomery County: 988
- Trevor Project (LGBTQ+ youth): 866-488-7386 or text 678678
- Cyber Tipline: 1-800-843-5678

For more resources, visit the MCPS Student Code of Conduct online.