

CARROLL COUNTY CAREER & TECHNOLOGY CENTER

STUDENT EXPECTATIONS

COMMUNICATION

- Students are expected to communicate with teachers and administration at both WMHS and CCCTC when school events require them to miss their regularly scheduled classes. To lawfully miss a WMHS or CCCTC event, students must have 2 days advance notice and approval from both schools.
- Students are responsible for obtaining information from their advisor on a regular basis and reading morning announcements through email notification if not in the building.
- CCPS Code of Conduct must be followed at all times.

ARRIVAL & DEPARTURE

- All students are required to sign-in and sign-out when arriving or departing from Winters Mill High School.
- CCCTC students will sign-in / sign-out with a staff member in the rotunda.

SPECIAL INSTRUCTIONS

- MOD 1 Students – Will only sign-in when returning to Winters Mill High School. Students are required to then report directly to advisory.
- MOD 2 Students – Will report to advisory until 9:10 AM before reporting to the rotunda to sign-out.
- Students that do not attend advisory may have disciplinary action with the possibility of their CCCTC enrollment being revoked.

ALTERED BELL SCHEDULES

- Students are expected to follow the altered bell schedule that may require different departure and arrival times. If students depart or arrive at a time that they do not have a designated place to be in WMHS they are expected to be in the cafeteria.

ATHLETICS/ OTHER EVENTS

- Students may need to leave school early for specific events, it is the student's responsibility to communicate with CCCTC teachers regarding the missed time in class. Students should coordinate how they will depart WMHS at the designated athletic bus time.
- CCCTC students are responsible for communicating with their teachers regarding a conflict in schedule due to a WMHS or CCCTC event. Approval from an administrator must be received 2 days prior to the event.

TRANSPORTATION

- Busses are provided for students leaving and returning to Winters Mill High School. This is the recommended form of transportation and permits for student drivers will be very limited at CCCTC.
- Students are not permitted to transport other students to and from the tech center.
- Students must have a valid WMHS and CCCTC parking permit to drive.

COMPLIANCE

- It is important to follow these expectations in addition to the regular CCPS and WMHS policies. Students that fail to follow these expectations may have be removed from the CCCTC program..

QUESTIONS?

- For questions or additional information please contact Mr. Girch - smgirch@carrollk12.org

Passion, Purpose, Pride!

DUAL ENROLLMENT STUDENT EXPECTATIONS

COMMUNICATION

- Students that are participating in dual enrollment must keep in constant communication with both WMHS and their college professor.
- Students that miss advisory time or morning announcements are required to communicate with their advisor and read emails to gather pertinent information.
- CCPS Code of Conduct must be followed at all times.

ARRIVAL & DEPARTURE

- Students are required to sign-in / sign-out whenever arriving or departing Winters Mill High School.
- Dual Enrollment students will sign-in / sign-out on the counter by the attendance window outside of the office.
- Students are not permitted to sign for anyone other than their self and must do so on a daily basis when arriving or departing WMHS.

ALTERED SCHEDULES

- During days that WMHS has an altered schedule students need to communicate with their WMHS teacher regarding their departure time if the college has not adjusted their schedule.

ATHLETICS / OTHER EVENTS

- Students that have conflicts with their dual enrollment class and athletics must adhere to the college attendance policy and communicate any issues with their professor.
- Dual enrollment students are responsible for communicating with their college professor if they will miss a scheduled class for a WMHS event. If students need special permission to miss a WMHS event, 2 days notice is required from an administrator.

TRANSPORTATION

- CCPS does not provide students with transportation for their dual enrollment classes.

COMPLIANCE

- It is important to follow these expectations in addition to the regular CCPS and WMHS policies. Students that fail to follow these expectations may have disciplinary action.

QUESTIONS?

- For questions or additional information please contact Mr. Girch - smgirch@carrollk12.org

RELEASE TIME

STUDENT EXPECTATIONS

COMMUNICATION

- Students are expected to communicate with teachers and administration at both WMHS and their employer when school events require them to miss their regularly scheduled report times. To lawfully miss a WMHS event, students must have 2 days advance notice and approval from the employer and school administration.
- Students are responsible for obtaining information from their advisor on a regular basis and reading morning announcements through email notification if not in the building.
- CCPS Code of Conduct must be followed at all times.

ARRIVAL & DEPARTURE

- All students are required to sign-in and sign-out when arriving or departing from Winters Mill High School.
- Release students will sign-in / sign-out on the counter by the attendance window outside of the office.
- Students are not permitted to sign for anyone other than their self and must do so on a daily basis when arriving or departing WMHS.

ALTERED BELL SCHEDULES

- Students are expected to follow the altered bell schedule that may require different departure and arrival times. Students school schedule take precedence over the release time, if an exception is needed approval must come from administration.

ATHLETICS/ OTHER EVENTS

- Students may need to leave school early for specific events, it is the student's responsibility to communicate with their employer.

TRANSPORTATION

- CCPS does not provide students with transportation for their release time.

COMPLIANCE

- It is important to follow these expectations in addition to the regular CCPS and WMHS policies. Students that fail to follow these expectations may have their release time revoked.

QUESTIONS?

- For questions or additional information please contact Mr. Girch - smgirch@carrollk12.org