

Manual para Padres (Parent Manual in Spanish) [click here](#)

# Rockville High School Parent Handbook



## 2011-2012

2100 Baltimore Road  
Rockville, MD 20851

<http://www.montgomeryschoolsmd.org/schools/rockvillehs/>



# Rockville High School



2100 Baltimore Road

Rockville, MD 20853

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Phone: 301-517-8105

Main Office

Fax: 301-517-8288

Phone: 301-517-8108

Counseling Office

Fax: 301-517-8155

August 2011

Dear Parents and Guardians:

The high school years are challenging for both parents and students. Because there is so much to know and accomplish during this four-year period, we have decided to develop a handbook for parents. This is a one-stop document to help parents navigate through the high school years. Compiled by parents and staff, it contains the information related to our academic program and school policies that we think are important for you to know to ensure your child's success. Please review it carefully and archive it so that you will have it available for future reference whenever questions may arise.

Our staff is committed to providing a rigorous instructional program in a nurturing and disciplined environment. Parents and guardians play an integral role in fostering curiosity, developing a positive attitude toward learning, and helping students achieve their goals. We ask that you become our partners in the education of our students at Rockville High School by sharing your skills and expertise. Get involved! Make your child's high school years a family experience. We look forward to working with you during the 2011-2012 academic year.

Sincerely,

Debra S. Munk, Ph. D.  
Principal

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## GETTING INFORMATION

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There are lots of ways to get school information and stay connected.

**ROCKVILLE HIGH SCHOOL WEBSITE** [<http://www.montgomeryschoolsmd.org/schools/rockvillehs/>]

Refer to the school website for vital information that we have customarily included in the fall mailer: 2011-2012 MCPS School Calendar, Bus Schedule, Counselor Assignments, Withholding Student Directory Information, Integrated Pest Management Notice, Interims and Report Card Dates, Testing and Exam Calendar, Lunch Information. Additionally check the website throughout the year for daily announcements, the link to the *Edline* website, sports team information, and parent-group announcements.

**RAMSNET**

The RHS listserv posts important information about the school and important upcoming events.

**EDLINE**

Receive automatic emails regarding your child's grades and general school information by in-putting your email address.

**CONNECT ED**

Receive important phone calls and email messages by ensuring that the school has your correct phone and email information. Please contact the Registrar's office (301-517-8154) to verify your child's contact information.

**RAMPAGE ON LINE** [<http://www.rockvillerrampage.com/>]

RHS's award-winning on-line newspaper contains important information written by the student staff.

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## DIRECTORY

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Main Office 301-517-8105

Fax 301-517-8288

Office Hours: 7:00 AM – 3:00 PM

Principal	Debra Munk	301-517-8105
Principal's Secretary	Colleen Holladay	301-517-8159
Assistant School Administrator (students H-O)	TBA	301-517-8103
Assistant Principal (students P-Z)	Bradley Rohner	301-517-8104
Assistant Principal (students A-G)	Daniel Garcia	301-517-8106
Athletic Director	Mike Hayes	301-517-5530
Business Administrator	Pat Gamage	301-517-8294
Financial Specialist	Bernadette Rager	301-517-8293
Attendance Secretary	Mary Norfolk	301-517-5969
Cafeteria Manager	Alexandra Phillips	301-517-5581
Counseling Services		301-517-8108
Dolores Reyna, Counselor (students with last name A-C)		
June Jetabut, Resource Counselor (students with last name D-F)		
Andrew Lambert, Counselor (students with last name G-L)		
Will Ramsey, Counselor (students with last name M-Re)		
Carol Crawford, Counselor (students with last name Rf-Z)		
Macy Gualtieri, Secretary		
Career and College Coordinator	Janet Harris	301-517-8297
Hispanic Parent Liaison	Kelly Martinez	301-517-5592
Registrar	Liz Roop	301-517-8154
Art, Career Program, Child Development, FACS, Music (Resource)	Julie James	301-517-5585
Building Service Manager	Vernon Austin	301-517-5580
Career Program Coordinator	Kevin Bernot	301-517-5584
English (Resource)	Martin McCarrick	301-517-5532
ESOL (Resource)	Olga Ryzhikov	301-517-5523
Health Room	Brienna McCabe	301-517-5949
	Sandy Minear	301-517-5949
Journalism Academy	Tim Hibberd	301-517-5589
Math (Resource)	LaDonna Fletcher	301-517-5536
Media Center	Sherry Weiss	301-517-5620
Music		
(Instrumental)	Phil Barnes	301-517-5590
(Chorus)	Ron Johnson	301-517-5590
Physical Education Resource Teacher	Debbie Williams	301-517-5529 (Girls) 301-517-5528 (Boys)
Safety & Security	Beulah Jones	301-517-5915
Science (Resource)	Gregg Gochnour	301-517-5538
Social Studies (Resource)	Rene Shuler	301-517-5533
Special Education (RTSE)	Tom Rea	301-517-5527
SSL Coordinator	Kelli Richards	301-517-5958
Staff Development Teacher	Jim Berry	301-517-5587
World Languages (Resource)	Erminia Umana	301-517-5521

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## RHS MISSION STATEMENT AND BELIEFS

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### **MISSION STATEMENT**

The mission of Rockville High School, with its diverse population, challenging academic programs, and rich extracurricular opportunities, is to graduate individuals who are prepared for post secondary education and careers. In an atmosphere of respect for cultural differences and individual uniqueness, students and staff work together to create a climate that encourages intellectual growth and develops transferable skills. By actively collaborating with members of our local, state, national and international communities, we at Rockville High School strive to ensure that our students will become lifelong, independent learners and productive citizens.

### **BELIEFS**

We believe that all students...

- have the opportunity to become lifelong learners in a diverse environment that includes intellectual, emotional, physical and aesthetic experiences.
- have the right to an education, and it is the shared responsibility of the students, staff, parents and the community to be partners in giving students the tools to successfully complete their educational plan.
- have the right to a rigorous academic program.
- have the right to a safe and supportive environment in which to reach their potentials.
- learn at different rates and in different ways.
- can learn and be successful.

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## MCPS RHS 2011-2012 CALENDAR

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Wednesday, August 24	Everything Rockville, 5-8 pm
Thursday, August 25	Freshmen Orientation, 7:25-11:05 am Freshmen Parent Meeting, 7 pm
Monday, August 29	First day of school for students
Monday, September 5	HOLIDAY (Labor Day) Schools and offices closed
Wednesday, September 7	Picture Day
Thursday, September 8	Back to School Night (7 pm)
Week of September 26	Spirit Week
Wednesday, September 28	Early Release Day (K-12)
Thursday, September 29	Rosh Hashanah – No school for students and teachers
Friday, Sept 30	Homecoming Football Game
Saturday, Oct 1	Homecoming Dance
Thursday, October 6	Parent Information Meeting (Rockville Academies), 7 pm
Saturday, October 8	Yom Kippur
Monday, October 10	Columbus Day – Parent Open House
Wednesday, October 12	PSAT Administered (school-wide)
Friday, October 21	MSTA Conference – No school for students and teachers
Friday, October 28	1 <sup>st</sup> Marking Period Ends
Monday, October 31	Professional Day – No school for students
Tuesday, November 1	2 <sup>nd</sup> Marking Period Begins
Thursday, November 10	Report card distribution Financial Aid Workshop, 7 pm
Wednesday, November 23	Early Release Day
Thurs, Nov. 24-Fri., Nov. 25	HOLIDAY – Thanksgiving (schools and offices closed)
Mon, Dec 26 – Mon, Jan 2	Winter Break
Thursday, January 12	Exam Review Day
Friday, January 13	Final Exams for Periods 1 and 2
Monday, January 16	HOLIDAY – Dr. Martin Luther King Jr. Day
Tuesday, January 17	Final Exams for Periods 3 and 4
Wednesday, January 18	Final Exams for Periods 5 and 6
Thursday, January 19	Final Exam for Period 7
Friday, January 20	Final Exam Makeup Day 1 <sup>st</sup> Semester Ends
Monday, January 23	Professional Day - No school for students
Tuesday, January 24	2 <sup>nd</sup> Semester Begins, 3 <sup>rd</sup> Marking Period Begins

Wednesday, February 1	Report card distribution
Monday, February 20	Holiday (Presidents' Day) Schools and offices closed
Friday, March 2	Career Day and Early Release
Thursday, March 29	3 <sup>rd</sup> Marking Period Ends
Friday, March 30	Professional Day – No school for students
Mon, Apr 2 – Fri, Apr 9	Spring Break
Tuesday, April 10	4 <sup>th</sup> Marking period Begins
Thursday, April 12	Report card distribution
Friday, May 25	Last day of school for seniors and Prom
Monday, May 28	Holiday (Memorial Day)
Thursday, May 31	Graduation
Tuesday, June 5	Exam Review Day for Grades 9-11
Wednesday, June 6	Exams for periods 1 and 2
Thursday, June 7	Exams for periods 3 and 4
Friday, June 8	Exams for periods 5 and 6
Monday, June 11	Exam for period 1 (and makeups)
Tuesday, June 12	Early release day
	Makeup day for exams
	Last day of school
Thursday, June 21	All report cards mailed home

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## PARENT ORGANIZATIONS

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**PTSA (Parent Teacher Student Association)** – It is the Rockville High School PTSA’s objective to assist and work with those who have an interest in our school – students, parents, teachers, RHS administration and support staff, facilities and transportation personnel, local community, and MCPS – as we work *together*, as stakeholders, to improve the educational experience and opportunities for *all*. PTSA meetings will be held at 7 pm in the Staff Dining Room - on the 3<sup>rd</sup> Tuesday of the month, from October 2011 thru May 2012.

Membership dues: \$50.00 Patron; \$36 Family; \$26 Individual; \$10.00 Staff. Membership includes one copy of the student directory. Mail checks to RHS PTSA at Rockville High School address.

For more information, contact PTSA President Susie Sorrells at [susiejs@verizon.net](mailto:susiejs@verizon.net) or 301-807-3961 (C); 301-929-1618 (H).

For information/advice from knowledgeable and helpful parents, contact:

9th grade:	Becky Hubbard	301-309-1766
10th grade:	Ann Fitzpatrick	301-943-9053 (C); 301-460-4540 (H)
11th grade:	Debby Hailey	301-929-9033
12th grade:	Buffy Brown Tobias	301-929-1496
	Nickey Hoppman	240-432-5472(C); 301-871-4677 (H)
Hispanic Parent Rep:	Sulma Flores	301- 332-0052 (C)
NAACP Rep:	Donna Smith	301-655-0615 (C)

**BOOSTER CLUB** – The Booster Club is comprised of families of student athletes who work with the athletic director and the school administration to support the Rockville athletic program in various ways. The Booster Club holds meetings the first Wednesday of the month at the school, to discuss ways to support the athletic program. The cost to join the Club is \$10 for an individual membership or \$15 for a family membership. Those interested in joining the All Sports Boosters should contact Steve Claggett at [rhs\\_boosterclub@yahoo.com](mailto:rhs_boosterclub@yahoo.com).

**FRIENDS OF ROCKVILLE MUSIC (FORM)** – Friends of Rockville Music is comprised of parents, guardians, and other members of the Rockville community. FORM works with the choral and instrumental music directors to provide financial and logistical support for the Rockville High School music program. Meetings are held on the second Monday of every month at 7 pm in room 1084. Parents who are interested in joining FORM should contact the president, Susan Townsend-Gray at [stgray4@verizon.net](mailto:stgray4@verizon.net). Dues are \$20 per family per year.

**AFTER PROM COMMITTEE** – The After Prom Committee organizes the After-Prom Party at the Longwood Recreation Center immediately following Prom. The Committee plans the party and raises money to cover the costs of the party so students can attend free of charge.

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## ACADEMY INFORMATION

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### **INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME**

The IB Diploma Programme is a two year course of study which allows students to fulfill the requirements of an internationally recognized rigorous course of study. It offers a broad and balanced curriculum in which students are encouraged to apply what they learn in the classroom to real world issues and problems. The IB programme aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. IB teaches students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right. IB students are engaged in a comprehensive and challenging interdisciplinary curriculum. In addition, many universities grant sophomore status for students with IB Diplomas. Also, many universities guarantee admission for students with IB Diplomas.

### **ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)**

AVID is a college-readiness program designed to increase the number of students who enroll in four-year colleges. The formula is simple - raise expectations of students and, with the AVID support system in place, they will rise to the challenge. At Rockville High School, students must have a cumulative GPA of 2.5 or above and have above average reading ability in order to qualify for the program. AVID students are enrolled in academic rigorous classes, such as Honors, Advanced Placement and International Baccalaureate and receive support in an academic elective class - called AVID - taught within the school day by a trained AVID teacher. In their AVID class students receive support through a rigorous curriculum and ongoing, structured tutorials. The AVID teacher supports AVID students by providing academic training, managing their tutorials, working with faculty and parents, and by helping students develop long-range academic and personal plans. In AVID, students gain the skills they will need to successfully complete college such as Cornell note-taking, group collaboration, and organizational skills. In addition, AVID students receive fee waivers for their SAT and ACT tests in their junior and senior years. They also qualify for five free college applications (waivers for processing fees). If you need more information about the program please visit the AVID website at [www.avid.org](http://www.avid.org).

### **JOURNALISM ACADEMY**

Journalism Academy students can explore the world of journalism and improve their writing skills in a fast-paced, hands-on and supportive environment. There are 12 academy courses that include Radio and Television Production and Journalism On-line. Journalism Academy students average a score of 632 on the writing section of SAT compared to the county average of 537. Journalism Academy students take an average of three AP courses and are also heavily involved in extracurricular activities.

### **PROJECT LEAD-THE-WAY (PLTW): The Engineering Academy**

Project Lead the Way is a national program forming partnerships among public schools, higher education institutions and the private sector to increase the quantity and quality of engineers and engineering technologists graduating from our education systems. PLTW has developed a four year sequence of courses, which, when combined with college prep math and science courses in high school, introduces students to the scope, rigor and discipline of engineering and engineering technology prior to entering college. The Academy of Engineering courses are affiliated with Project Lead the Way. Further information regarding [Project Lead the Way](#) can be obtained from their website. Project Lead the Way allows students the opportunity to gain college credit if they maintain an 85% average in the course, pass the final exam and register for the credit.

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## ATTENDANCE POLICY

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The official school day begins at 7:25 a.m. and concludes at 2:10 p.m. The importance of consistent class attendance cannot be over-emphasized. Students are expected to be in class at the beginning of each period. There is a direct correlation between educational gains and the time invested in the classroom. Moreover, the responsible habits a student develops will prove invaluable throughout life. The Board of Education has significantly modified the Regulation JEA-RA *Student Attendance* for the 2011-2012 school year. Please read the following carefully.

- Students who are unlawfully absent from class five times will receive a failing grade in that course unless an appeal/credit recovery plan is completed.
- Students with three unlawful absences will receive a letter warning them of the possibility of failure and will be referred to their counselor and administrator. The counselor will consult with the student and the parents to determine and verify reasons for the absences and identify appropriate interventions.
- Students with five unlawful absences will automatically be required to submit an attendance recovery plan. The counselor will consult with the teacher regarding requirements for make-up work and time, and the administrator for behavior issues. The counselor will also communicate with the student's parents. If a student does not complete the appeal of attendance recording or the attendance recovery plan process and/or continues to be unlawfully absent, the student will fail the course.
- Unexcused tardies will be recorded and three unexcused tardies will equal one unexcused/unlawful absence. A tardy is defined as "late to class."

### REPORTING AN ABSENCE FROM SCHOOL

The parent/guardian must call the attendance secretary (301-517-5969) to report a student absence. Even if a parent has called in or is contacted by the attendance secretary, a written note (no faxes or emails accepted) for being absent is required **no later than three (3) days** after the student returns to school. All notes must contain the student's name, ID number, date(s) of absence, reason for absence, parent's/guardian's signature, and the parent/guardian's daytime phone number. ***The entire note must be written by a parent/guardian.*** Absences for five (5) or more days require a note from a physician attached to a note from the parent/guardian.

The attendance secretary will mark the student's Agenda Book with an excused or unexcused notation and signature. The note will be filed in the student's attendance folder. **If a student does not bring in the required note within three school days, the student's absence will be considered unexcused for make-up assignment purposes unless approved by an administrator.**

### LAWFUL OR UNLAWFUL ABSENCES

A written explanation of each absence is required from a parent/guardian. As noted above, Rockville High School requests that all notes submitted by a parent/guardian be handwritten in blue or black ink. ***The entire note must be written in the parent's/guardian's handwriting and may be written in the parent's/guardian's first language.***

#### Lawful or Excused Absences

According to state regulations, absences from school for the following reasons will be **excused**:

- Death in immediate family
- Illness of student
- Court summons (attach to note)
- Medical appointments (attach to note)
- Violent storms
- Authorized work activities
- Religious holidays
- State emergency
- Other emergency in the judgment of the superintendent
- Other event in the judgment of the principal
- Suspension
- Lack of authorized (MCPS) transportation

Teachers are required to give students an opportunity to make up missed assignments. Rockville High School encourages parents/guardians to schedule routine medical appointments after school hours to avoid the impact on students' instructional time.

### **Unlawful or Unexcused Absences**

Teachers are not required to give students an opportunity to make up missed assignments. Students with five or more unexcused unlawful absences from any class are subject to disciplinary action and loss of privileges such as attending homecoming activities, senior banquet, prom, athletic events, etc.

### **TARDINESS TO SCHOOL/CLASS**

All students who are not in their designated first period classrooms by 7:25 a.m. will be required to sign in with the attendance secretary in the main lobby or the main office. Only lawful (excused) tardy notes will be accepted from a parent/guardian. An administrator may require a physician's letter for a student who has chronic excused tardies due to illness. Students with 15 or more unexcused tardies to any class are subject to disciplinary action and loss of privileges such as attending homecoming activities, senior banquet, prom, athletic event, etc.

### **EXTRACURRICULAR ACTIVITY ATTENDANCE REQUIREMENT**

Students who expect to attend or participate in an extracurricular activity after school must attend a minimum of four (4) classes on the day of the event with pre-approval of the excused absence by the athletic director (for sports) or the sponsor.

### **SIGN IN – REQUIRED FOR EXCUSED OR UNEXCUSED LATE ARRIVALS**

A student who arrives after school has started (7:25 a.m.) must sign in with the attendance secretary. If a student has a legitimate tardy note, the note should be presented at this time. The type of absence/tardy (excused or unexcused) will be entered in the student's Agenda Book by the attendance secretary.

### **SIGN OUT/EARLY DEPARTURE – REQUIRED FOR ALL STUDENTS LEAVING THE BUILDING EARLY**

Any student needing to leave school before the end of the school day **must have a note** from his/her parent/guardian explaining the reason for the early departure, the time the student needs to depart, and the telephone number where a parent/guardian can be contacted. The attendance secretary will then mark the student's Agenda Book appropriately. **All notes must be taken to the attendance secretary by 7:20 a.m. the day of the early departure.** The student must sign out with the attendance secretary

before leaving the building. **Students are not permitted to leave the school building without the prior knowledge of an administrator and signing out with the attendance secretary.**

**PREAPPROVAL NEEDED FOR:**

- **College Visits** - Five (5) school days in advance.
- **Family Travel**
- **Other Special Activities** (Including Leadership, Outdoor Education)
- **Semester Exams**

Submit requests to the principal early and decisions will be made on a case by case basis.

**COLLEGE VISITS (Juniors and Seniors ONLY)**

Advanced permission must be obtained five (5) days prior to a college visit. Permission must be requested through the College Permission Form located in the main office with the attendance secretary. Five (5) such excused absences are permitted. The visit must be an official college visit such as attending a scheduled meeting with an admissions officer.

**FAMILY TRAVEL/VACATION**

Requests for family travel typically are **NOT** considered lawful/excused absences. However, in cases of unusual family circumstances, a student's absence may be deemed excused at the discretion of the principal. **Advanced notice and approval by the principal is required.**

**AP and IB EXAMS**

Students who take 3 or more AP and or IB exams are excused from school the day before the exam and the day of the exam. Students who take fewer than 3 exams are excused **ONLY** on the day of the exam.

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## ACADEMIC PROGRAM INFORMATION

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### GRADUATION REQUIREMENTS

**22 CREDITS** (earned in grades 9-12) are required for graduation. At least four credits must be earned after the completion of Grade 11. Seventy-five (75) hours of approved **Student Service Learning** must be accumulated for ninth and tenth graders. Students are required to take the **Maryland High School Assessment Tests (HSA)** for English, Biology, and Algebra.

#### **COURSE CREDIT REQUIREMENTS:**

English	4
Social Studies (incl. U.S. History, World History, NSL)	3
Mathematics (incl. Algebra I & Geometry)	4
Science (Lab and Phys. science, and one elective science)	3
Fine Arts	1
Technology Education	1
Physical Education	1
Health	0.5
Electives	2.5

#### **ADDITIONAL CREDIT REQUIREMENTS:**

World Languages	2	<b>OR</b>
Advanced Technology Education	2	<b>OR</b>
Career Development Program	3-9	

### COLLEGE RIGOROUS HIGH SCHOOL PROGRAM

The Maryland State Department of Education defines a College Rigorous High School Program as completion of **four of the six** following performance indicators:

- 2 or more credits in World Languages with B or better
- 2 or more credits of approved advanced Technology with B or better
- Mathematics courses beyond Algebra II and Geometry with B or better
- Four credits of Science with a grade of B or better
- Score of 1,000 or higher on SAT I, or 20 or higher on ACT, or both
- A cumulative grade point average of 3.0 or higher on a 4.0 scale

### CERTIFICATE OF MERIT

Upon graduation, students may be eligible to receive a Maryland High School Certificate of Merit in addition to the high school diploma. In order to receive this certificate, students must complete additional requirements designated by the state of Maryland. These requirements include:

- Earning a 3.0 unweighted cumulative GPA at the end of the senior year
- Earning at least 12 credits in courses designated on the transcript as certificate of merit (CM), honors (HON) or designated honors (DHON)

## **THE GRADING SYSTEM**

The following symbols are used for grading:

<b>A</b>	Superior
<b>B</b>	Above Average
<b>C</b>	Average
<b>D</b>	Below Average
<b>E</b>	Failure
<b>I</b>	Incomplete
<b>NG</b>	No grade
<b>M</b>	Missing grade

### **Incomplete**

A grade of “Incomplete” can be given because of extenuating circumstances where a student needs an extension of time. Administrative approval is required for any grade of Incomplete.

### **No Grade**

Students who withdraw from a course within 25 days of the start of the semester will receive a grade of “NG.” A grade of NG is not considered as either passing or failing and will not be used in the calculation of the student’s grade point average.

## **GRADE POINT AVERAGE (GPA) AND WEIGHTED GRADE POINT AVERAGE (WGPA)**

The grade point average, (GPA) is determined by assigning each grade a value, adding all the grade values, and then dividing by the number of grades. Grade values are: A = 4, B = 3, C = 2, D = 1, and E = 0.

For determining a **weighted** grade point average, there is extra value given to grades in advanced and honors classes. To calculate a WGPA grade values: A = 5, B = 4, C = 3 (for all honors, Pre-IB, IB, and AP courses and C = 3 labeled on the student’s transcript). The GPA and WGPA (weighted) are indicated on transcripts.

## **PROMOTION POLICY**

In order for students to be promoted to the next grade level, students must earn a minimum number of credits including required courses in mathematics, English, science, and social studies, as indicated on the chart below:

<b>End of:</b>	<b>Total Credits Needed for Promotion to Next Grade</b>	<b>Mathematics Credits in Required Courses</b>	<b>English Credits in Required Courses</b>	<b>Science Credits In Required Courses</b>	<b>Social Studies Credits in Required Courses</b>	<b>Other Credits</b>
Grade 9	5	1	1	0	0	3
Grade 10	10	2	2	1	1	4
Grade 11	15	3	3	2	2	5

Students who do not meet the requirements for promotion are at high risk of not being able to graduate with their class. They will be assigned to a homeroom in their current grade.

## **LEVELS OF COURSES**

In choosing courses, consider the student's interests and abilities. College-bound students should enroll in solid college-preparatory courses for the four years in English, social studies, science, math and world languages. Non-college bound students should also prepare for their careers with a solid academic program-English, social studies, science, and mathematics- as well as with courses related to their career plans. Intensive programs that prepare students for specific careers are also available at the county's Thomas Edison High School of Technology.

All on-level academic courses at Rockville are recognized college preparatory courses. Students are expected to fulfill a series of demanding objectives, in most instances, the same objectives as in the honors courses. The difference between honors and regular courses is generally the depth to which the subject is studied.

### **Honors, Pre-IB, International Baccalaureate (IB), and Advanced Placement (AP) Programs**

The honors program consists of International Baccalaureate (IB), Advanced Placement (AP), pre-IB, and honors (H) courses. Advanced placement courses are those for which there is an Educational Testing Service Advanced Placement Examination. Honors program work can be done in English, world languages, mathematics, science, art, computer science, and social studies.

A student may elect to take one or more honors courses per semester. In making the decision, consider interests, plans for extra-curricular activities, and past experience in handling homework assignments.

At the end of the first semester, teachers make recommendations for student course levels for the next school year. During the registration process, these recommendations are considered when counselors enroll students in class. Students who are not recommended for enrollment in honors, pre-IB, IB, or AP classes, but who still wish to be considered for honors level placement can contact the departmental resource teacher to appeal the recommendation. Final appeals should be directed to the principal.

Students are expected to maintain at least a C average in honors level classes. When a student receives a grade of C at the end of the first marking period of the semester, he or she will be counseled about ways to improve. A student who receives a grade of D or E at the end of the first marking period will be removed from the honors level in the designated course.

Participation in IB and AP classes gives students a sample of college-level work while they are still in high school. Students who score high grades on IB and AP exams may receive college credit from the colleges they decide to attend. Test registration and fee payment must be made on or before October 7, 2011, for all IB and AP courses. All students who enroll in IB and AP classes are expected to prepare for and take the tests in May.

### **Off-Site Technical and Vocational Classes**

In addition to the technical and vocational classes offered at Rockville, students have the opportunity to spend half of the school day at the Edison High School of Technology, a technical teaching center located at Wheaton High School. Courses at the Edison Career Center include carpentry, childcare, computer operations, cosmetology, electronics technology, restaurant management, and much more. Edison High School courses are listed in the course bulletin that is given to all students in the spring and that is available in the Counseling Office.

## **Work/Study Programs**

Work/Study programs at Rockville provide an opportunity for students to learn about the world of work and various career fields while earning credit. Career programs offered at Rockville High School include College Research and Development (CCRD), Career Child Development, and Hospitality Management. A description of these programs can be found in the Program of Studies.

## **Students with Special Needs**

A student may need special attention for many reasons. He or she may have a need for acceleration, concurrent college enrollment, specialized talent, a learning disability, an emotional problem, or an attendance problem. These needs will be reviewed by the Educational Management Team (EMT). The team discusses options with the student and parent before making a recommendation for the student's program, extracurricular activities or referral to another program. The EMT may refer a student to the school Individualized Education Program (IEP) committee if an educational disability is suspected. Because of the large number of referrals, a referral may not come before the team immediately. A parent or student wishing to discuss concerns should contact their counselor who will put the process into motion.

## **Special Education Programs**

Rockville High School has varied and comprehensive special education programs available for students who qualify as educationally disabled (as mandated by federal law, the state of Maryland regulations, and MCPS policies). All students receiving these services have been identified by an IEP committee as educationally disabled. Eligibility and specific class enrollment is reviewed annually by an IEP committee.

- The **Autism Program** provides services for students with autism. These students pursue an individualized program that emphasizes functional and vocational skills leading to a Maryland High School Certificate.
- The **Deaf and Hard of Hearing** (County site) program provides services for students with hearing problems. Most students are mainstreamed into the regular education program and receive interpreting services in the classroom. Both cued speech and American Sign Language interpreters work with students.
- The **Learning and Academic Disabilities (LAD) Program** provides academic instruction in a small classroom setting for all four major academic content areas required for graduation – English, math, social studies and science.
- The **Learning for Independence (LFI) Program** provides services for students with developmental disabilities. Students in the LFI program are usually not enrolled in a program of studies that meets the requirements for a diploma. Instead these students pursue an individualized program that emphasizes functional and vocational skills leading to a Maryland High School Certificate.
- The **Resource Room Program** provides services that range from meeting with a Resource Room teacher for one class daily, to meeting only as needed to keep up with regular academic classes. Resource Room instruction may include writing skills, reading comprehension, vocabulary enrichment, mathematics-computation and problem-solving skills, test-taking skills, and organizational skills. Students are also helped with adapting to regular class materials and using other resources to compensate for their specific learning needs and with setting up testing arrangements that work well for them.

- The **Speech and Language Program** provides services for students with speech and language processing needs.

### **Progress Reports**

Parents may ask for periodic progress reports by contacting the Counseling Office (301-517-8108). The student and/or parent should contact the teacher to find out what can be done for improvement in that subject. Based on Edline grades, a meeting with the student’s teachers/guidance counselor may be requested.

**SECONDARY SCHOOL REPORT CARD SCHEDULE 2011-2012**

<u>Marking Period</u>	<u>Interim Date</u>	<u>End of Marking Period</u>	<u>Report Cards Distributed</u>
<b>First</b>	09/30/11	10/28/11	11/10/11
<b>Second</b>	12/6/11	01/20/12	02/1/12
<b>Third</b>	03/6/12	03/29/12	04/12/12
<b>Fourth</b> Seniors Gr. 9-11	05/4/12 05/15/12	05/25/12 06/12/12	*mailed home 06/21/12

### **REGISTRATION PROCESS**

Decisions regarding the courses offered at Rockville and the numbers of sections for each one of those courses are based on the initial registration of students. Courses chosen by students determine staffing, textbook purchases, and other decisions vital to the functioning of our school. Once these courses and numbers of sections are determined, changes in course selections are limited by space availability. Therefore, students must consider their course selections carefully before registering. It is very difficult to make adjustments to student schedules, so your initial registration should be considered final.

The main registration process begins in February, when students meet with their counselors to review their transcripts, the Course Bulletin and their course request form. After the registration forms are turned in, the administration assigns the number of sections needed to satisfy the requests, and determines whether the demand is sufficient to offer particular courses.

### **SCHEDULE CHANGES**

Students’ course requests will be mailed home in late April. At that time, if there are any concerns, students should contact their counselors in the Counseling Services Office or call 301-517-8108. Counselors also contact students to resolve any conflicts they foresee. Requests for schedule changes are considered for the following reasons only:

1. The student has already passed the course
2. There is an authenticated health reason
3. The student lacks the prerequisite
4. The student needs a course to fulfill a graduation requirement

## Career Pathways Program

The Career Pathways program provides an opportunity for students to learn about the world of work and various career fields while earning credit. This program encompasses three courses: Student Intern, Site-Based Work Experience, and College/Career Research & Development.

<http://www.montgomeryschoolsmd.org/departments/ssl/index.aspx>

## **ADVANCED PLACEMENT EXAMS, MAY 7-18, 2012**

AP exams cost \$87 per exam. All students who enroll in an AP course are required to take the AP exam. Students should pay the exam fee to their AP teacher no later than Friday, September 16, 2011. Students taking 3 or more exams pay full price for the first two exams and ½ for additional exams.

For students who qualify for financial need, the College Board provides a \$22 fee reduction per exam. Additionally the State of Maryland offers a waiver that will cover the remainder of the exam fee. Students must apply for the State Fee Waivers by October 1. These waivers follow the USDA guidelines which are based on family income and family unit size.

Date	Time	Subject Test
Monday, May 7	8:00 a.m.	Chemistry
	12:00 p.m.	Psychology
Tuesday, May 8	7:30 a.m.	Computer Science A; Spanish Language
	12:00 p.m.	Art History
Wednesday, May 9	7:30 a.m.	Calculus AB; Calculus BC
Thursday, May 10	7:30 a.m.	English Literature & Composition
Friday, May 11	7:30 a.m.	United States History; Studio Art
	12:00 p.m.	European History
Monday, May 14	7:30 a.m.	Biology; Music Theory
	12:00 pm.	Physics B; Physics C:Mechanics
	2:00 p.m.	Physics C: Elect. & Magnetism
Tuesday, May 15	7:30 a.m.	United States Government & Politics
	12:00 p.m.	French Language & Culture
Wednesday, May 16	7:30 a.m.	English Language & Composition
	12:00 p.m.	Statistics
Thursday, May 17	7:30 a.m.	World History
Friday, May 18	12:00 p.m.	Spanish Literature

(Note: Times are subject to change) Check the AP College Board website for up to date information:  
[www.collegeboard.com/student/testing/ap/cal.html](http://www.collegeboard.com/student/testing/ap/cal.html)

**INTERNATIONAL BACCALAUREATE EXAMS:**

<b>Date</b>	<b>Time</b>	<b>Subject Test</b>
Wednesday, May 2	7:30 a.m.	IB English A1 HL Paper 1
	11:30 a.m.	IB Psychology SL Paper 1
Thursday, May 3	7:30 a.m.	IB Psychology SL Paper 2
	11:30 a.m.	IB Mathematics SL Paper 1 IB Mathematical Studies SL Paper 1
Friday, May 4	11:30 a.m.	IB Music
Tuesday, May 8	11:30 a.m.	IB Chemistry SL Papers 1 & 2
Wednesday, May 9	7:30 a.m.	IB Chemistry SL Paper 3
	11:30 a.m.	IB English A1 HL Paper 2
Thursday, May 10	11:30 a.m.	IB Physics SL Papers 1 & 2
Friday, May 11	7:30	IB Physics SL Paper 3
	11:30 a.m.	IB History HL Papers 1 & 2
Monday, May 14	7:30 a.m.	IB History HL Paper 3
Thursday, May 17	7:30 a.m.	IB Spanish B SL and HL Papers 1 & 2
	11:30 a.m.	IB Biology HL Papers 1 & 2 IB Biology SL Papers 1 & 2
Friday, May 18	7:30 a.m.	IB Biology HL Paper 3 IB Biology SL Paper 3
Tuesday, May 22	7:30 a.m.	IB French B SL and HL Papers 1 & 2

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## GENERAL INFORMATION

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### **AGE OF MAJORITY**

Upon reaching age eighteen (18), students may apply to exercise their rights of majority. After securing an application form from the attendance secretary in the main office, an eligible student must have his/her parent/guardian and counselor sign the form and then return the completed form to his/her administrator. Upon administrator approval, a phone call is made to the parent/guardian outlining the rights and responsibilities of Age of Majority. The attendance secretary may still call a parent/guardian to inform the parent/guardian of a student's early dismissal.

### **ALCOHOL, TOBACCO, AND OTHER DRUGS**

The legal drinking age in Maryland, Virginia, and the District of Columbia is 21 years of age. All three jurisdictions also have beer keg registration laws requiring the purchaser to be responsible for its use. This allows police to trace kegs found at parties where under-age drinking is an issue. Parents and students should know the legal penalties in Maryland for under-age alcohol use:

Any minor caught drinking is given a civil citation (up to \$1,000 fine and/or six months in jail). Eighteen-year-olds will be charged with drunkenness and have a police record that must be reported on both college and job applications; and adults can be charged if alcohol is served to minors in their home. Students involved in school-sponsored sports must remember that use of alcohol will jeopardize their eligibility to play.

Parents have the right to know about any party. Don't hesitate to ask questions of your teen or of the parents of the party giver. **It is your right and responsibility as a parent to say "NO" to your teen attending these unsupervised parties.** Parents wishing to have their children assessed for possible use of alcohol and/or drugs, may contact the Screening & Assessment Services for Children and Adolescents (SASCA) at the Department of Health and Human Services. SASCA screenings are free of charge and appointments can be made at 240-777-1430. Parents wishing to make an anonymous referral to the school for children they believe are using alcohol and/or other drugs, may do so by completing a Student Assistance Program (SAP) form and placing it in the SAP boxes located in the media center, career center or health room.

Possession or use of drugs and alcohol on school property is illegal and will not be tolerated. The penalties, set out in MCPS policy for distribution of dangerous substances, are very severe and include police referral, suspension, and recommendation for expulsion.

The 1979 Montgomery County Public Schools legal opinion allows for a search of student lockers or of cars parked on the school grounds when a school official believes that illegal substances are being concealed or used. Furthermore, students involved in the distribution of drugs or alcohol within 500 feet of the school boundaries are subject to arrest and expulsion from Montgomery County Public Schools.

## ATHLETICS

The Rockville High School Athletic program includes Allied, JV, and Varsity sports. We encourage all students to participate in any number of sports. While we value skill development and competitiveness, we also stress the importance of sportsmanship and safety.

Qualifications:

- Must have a valid physical. Physicals last one calendar year and must be completely filled out and signed by the doctor.
- Must be eligible to participate (see Extracurricular Activities section for guidelines).
- Must pay the ECA fee (extracurricular activity fee)
- Must have parent permission and proper documentation of address

**Athletic Director:** Mike Hayes     [Michael\\_S\\_Hayes@mcpsmd.org](mailto:Michael_S_Hayes@mcpsmd.org)     301-517-5530

**Asst. Athletic Director:** Farron Riggs     [Farron\\_S\\_Riggs@mcpsmd.org](mailto:Farron_S_Riggs@mcpsmd.org)     301-517-5583

**Coaches:**

Fall Sports

Varsity Cheerleading	Christine Daley	<a href="mailto:daleyc@verizon.net">daleyc@verizon.net</a>
JV Cheerleading	Ashley Parker	<a href="mailto:fleuredeflorida@gmail.com">fleuredeflorida@gmail.com</a>
Cross Country	Karl Kraus	<a href="mailto:Karl_F_Kraus@mcpsmd.org">Karl_F_Kraus@mcpsmd.org</a>
Varsity Field Hockey	Caitlin Ulmer	<a href="mailto:Caitlin_F_Ulmer@mcpsmd.org">Caitlin_F_Ulmer@mcpsmd.org</a>
JV Field Hockey	Maddie Buck	<a href="mailto:Madeleine_S_Buck@mcpsmd.org">Madeleine_S_Buck@mcpsmd.org</a>
Football	Kevin Bernot	<a href="mailto:Kevin_P_Bernot@mcpsmd.org">Kevin_P_Bernot@mcpsmd.org</a>
Golf	Farron Riggs	<a href="mailto:Farron_S_Riggs@mcpsmd.org">Farron_S_Riggs@mcpsmd.org</a>
Poms	Kelly Bauman	<a href="mailto:Kelly_S_Bauman@mcpsmd.org">Kelly_S_Bauman@mcpsmd.org</a>
Poms	Lauren McAuliffe	<a href="mailto:Lauren_A_McAuliffe@mcpsmd.org">Lauren_A_McAuliffe@mcpsmd.org</a>
Varsity Boys Soccer	Abdel Makhlof	<a href="mailto:mak@att.net">mak@att.net</a>
JV Boys Soccer	John Butler	<a href="mailto:John_L_Butler@mcpsmd.org">John_L_Butler@mcpsmd.org</a>
Varsity Girls Soccer	Kari Tracey	<a href="mailto:Carolyn_R_Tracey@mcpsmd.org">Carolyn_R_Tracey@mcpsmd.org</a>
JV Girls Soccer	Lauren Vorisek	<a href="mailto:Lauren_N_Vorisek@mcpsmd.org">Lauren_N_Vorisek@mcpsmd.org</a>
Girls Tennis	Robert Stohlman	<a href="mailto:Robert_F_Stohlman@mcpsmd.org">Robert_F_Stohlman@mcpsmd.org</a>
Allied Track & Field	Donnamae Clancy & Ellen Rohan	<a href="mailto:Donnamae_Clancy@mcpsmd.org">Donnamae_Clancy@mcpsmd.org</a> <a href="mailto:Ellen_M_Rohan@mcpsmd.org">Ellen_M_Rohan@mcpsmd.org</a>
Varsity Girls Volleyball	Richard Carter	<a href="mailto:Richard_H_Carter@mcpsmd.org">Richard_H_Carter@mcpsmd.org</a>
JV Girls Volleyball	Annie Belott	<a href="mailto:Annie.belott5@gmail.com">Annie.belott5@gmail.com</a>

Winter Sports

Varsity Boys Basketball	GJ Kissal	<a href="mailto:George_J_Kissal@mcpsmd.org">George_J_Kissal@mcpsmd.org</a>
JV Boys Basketball	Steve Watson	<a href="mailto:Steven_M_Watson@mcpsmd.org">Steven_M_Watson@mcpsmd.org</a>
Varsity Girls Basketball	Frank Weaver	<a href="mailto:Frank_H_WeaverJr@mcpsmd.org">Frank_H_WeaverJr@mcpsmd.org</a>
JV Girls Basketball	Tba	
Allied Bocce	Robert Stohlman	<a href="mailto:Robert_F_Stohlman@mcpsmd.org">Robert_F_Stohlman@mcpsmd.org</a>
Cheerleading	Christine Daley	<a href="mailto:daleyc@verizon.net">daleyc@verizon.net</a>
Indoor Track	Seth Kenton	<a href="mailto:Andrew_S_Kenton@mcpsmd.org">Andrew_S_Kenton@mcpsmd.org</a>
Poms	Kelly Bauman	<a href="mailto:Kelly_S_Bauman@mcpsmd.org">Kelly_S_Bauman@mcpsmd.org</a>
Poms	Lauren McAuliffe	<a href="mailto:Lauren_A_McAuliffe@mcpsmd.org">Lauren_A_McAuliffe@mcpsmd.org</a>
Swim/Dive	James Castonguay	<a href="mailto:James_M_Castonguay@mcpsmd.org">James_M_Castonguay@mcpsmd.org</a>
Varsity Wrestling	Ethan Fields	<a href="mailto:Ethan_A_Fields@mcpsmd.org">Ethan_A_Fields@mcpsmd.org</a>
JV Wrestling	Mike Osmun	<a href="mailto:Michael_E_Osmun@mcpsmd.org">Michael_E_Osmun@mcpsmd.org</a>

## Spring Sports

Varsity Baseball	Farron Riggs	<a href="mailto:Farron_S_Riggs@mcpsmd.org">Farron_S_Riggs@mcpsmd.org</a>
JV Baseball	Mark Crichton	<a href="mailto:Mark_D_Crichton@mcpsmd.org">Mark_D_Crichton@mcpsmd.org</a>
Varsity Boys Lacrosse	Kurt Kohler	<a href="mailto:Kurt_W_Kohler@mcpsmd.org">Kurt_W_Kohler@mcpsmd.org</a>
JV Boys Lacrosse	Lorenze Lancaster	<a href="mailto:Lorenze.Lancaster@montgomerycollege.edu">Lorenze.Lancaster@montgomerycollege.edu</a>
Varsity Girls Lacrosse	Caitlin Ulmer	<a href="mailto:Caitlin_F_Ulmer@mcpsmd.org">Caitlin_F_Ulmer@mcpsmd.org</a>
JV Girls Lacrosse	Tba	
Varsity Softball	Maddie Buck	<a href="mailto:Madeleine_S_Buck@mcpsmd.org">Madeleine_S_Buck@mcpsmd.org</a>
JV Softball	Kevin Bernot	<a href="mailto:Kevin_P_Bernot@mcpsmd.org">Kevin_P_Bernot@mcpsmd.org</a>
Allied Softball	Phil Barnes	<a href="mailto:Phillip_P_Barnes@mcpsmd.org">Phillip_P_Barnes@mcpsmd.org</a>
Boys Tennis	Frank Weaver	<a href="mailto:Frank_H_WeaverJr@mcpsmd.org">Frank_H_WeaverJr@mcpsmd.org</a>
Track & Field	Seth Kenton	<a href="mailto:Andrew_S_Kenton@mcpsmd.org">Andrew_S_Kenton@mcpsmd.org</a>
Track & Field	Karl Kraus	<a href="mailto:Karl_F_Kraus@mcpsmd.org">Karl_F_Kraus@mcpsmd.org</a>
Varsity Volleyball	Richard Carter	<a href="mailto:Richard_H_Carter@mcpsmd.org">Richard_H_Carter@mcpsmd.org</a>
Varsity Volleyball	Robert Stohlman	<a href="mailto:Robert_F_Stohlman@mcpsmd.org">Robert_F_Stohlman@mcpsmd.org</a>

## **CAFETERIA**

The cafeteria is open for student use for breakfast and lunch. A choice of two (2) entrees is usually offered. Rockville High School's cafeteria is automated. Students will be required to use their RHS student ID badges/ID numbers when making food purchases. Related to this, students have the option of paying with cash or using a debit system. Students may deposit cash or checks into their personal cafeteria accounts and pay for food purchases directly from their accounts. Cost is \$2.75 for a lunch and \$.40 for a reduced-price meal.

Students from families facing economic hardship for various reasons may qualify for free or reduced-price meals. For more information, call 301 279-3231 for a confidential discussion. Forms for this program are handed out to all students at the beginning of the year.

## **CELL PHONES AND ELECTRONIC DEVICES**

Cell phones, I-PODS, and any other electronic devices pose a distraction to the teaching/learning process. Thus, they should be turned off and not be visible during instructional time. Students visibly displaying the above items during instructional time will have the items confiscated by staff members. Parents/guardians must retrieve the items.

To ensure **test security**, students will place all electronic devices in their backpacks and place them in the designated area of their classrooms. Students using electronic devices during an assessment will receive a zero for that assignment as well as additional disciplinary consequences.

## **DETENTION**

A student remains after the school day or at another non-instructional time (lunch) and may be assigned work involving a service to the school. If a student is assigned detention, the detention takes precedence over other extracurricular activities. The student is to be given at least a 24-hour notice unless other arrangements have been made between the staff member and the parent. The student is expected to report on the date and time assigned by the staff member. A student who fails to show up and is not excused may face other disciplinary actions such as additional detentions, a parent conference, or a disciplinary referral to an administrator. Regardless of the student's schedule, administration-assigned detention is served from 2:20 until 4:00 pm on Tuesdays through Fridays.

## **DRESS CODE**

Students should dress appropriately for a school setting and business environment. The staff wishes to promote a climate in which all students feel comfortable and, therefore, will **not** permit the wearing of the following items:

- Articles of clothing that promote drugs, alcohol, sexual activity, harassment, hate, violence, or offensive language.
- Extremely revealing clothes including extremely low cut necklines, midriff tops, short shorts/skirts, exposed undergarments, one shoulder garments, halter tops, strapless tops, spaghetti straps, tube tops, low cut waist-line pants/shorts/skirts, yoga pants, leggings and stockings worn as pants, or other garments deemed distracting and/or inappropriate for the school environment.
- Skirts and shorts shorter than finger-tip length.
- Boys' pants that ride below the hip and slip down to expose undergarments.
- Any head coverings (hats, scarves, skull caps, hoods, etc.) unless for religious reasons inside the school building – *head coverings may not be visible during school hours (keep in lockers or book bags)*.
- Bare feet or slippers, pajamas.

The judgment of appropriateness of student clothing is at the discretion of school staff members using the above list as a guideline. Please keep in mind that Rockville High School is a place of business. If a student is not certain that his/her clothing will be appropriate, he/she should not wear the item(s) in question.

## **EARLY RELEASE DAYS**

Several days during the school year are designated as early release days for students. Students are dismissed at 11:40 AM so teachers may participate in staff development programs and prepare report cards. All classes meet on early release days but are shortened to approximately 28 minutes. School buses run on the early release schedule for these days.

## **EDLINE**

Edline is a Web-based classroom-to-home communication system available through the Internet and requires a valid user name and password to access student information. If Internet access is not available from home, any computer with Internet access may be used—at your local public library, school media center, or community center. Teachers will continue to use other means to communicate student progress for families without Internet access. Parents and students have separate Edline accounts. Parent accounts can be linked to each enrolled student. Student achievement information, such as individual assignments and assessments (class quizzes and tests) scores and current course grade averages are available for each class.

Teachers will enter grades within three weeks of each assignment's due date. If specific circumstances necessitate more than three weeks, schools will communicate this information and indicate the date when the grades will be posted. All grades automatically are posted to Edline from the teacher's electronic grade book every Sunday through Thursday evening.

Please refer to the instructions below to activate your Edline account. If you have more than one child in a participating school, be sure to carefully follow the instructions for setting up an account. Remember that the activation code is for your exclusive use; students will have separate accounts that will be activated at school. Once you activate your Edline account on the secure Web site listed in the instructions below, you will be able to access your

child's grades. Additional help and translations of this document are available at <http://www.montgomeryschoolsmd.org/departments/oars/activate.shtm>. Printed copies of the translations also are available at your school.

**Edline Activation Codes are available by contacting the Edline Coordinator, Mrs. Lomax at [Jennifer\\_D\\_Lomax@mcpsmd.org](mailto:Jennifer_D_Lomax@mcpsmd.org) or by calling 301-517-8291**

1. Go to [http://www.edline.net/pages/montgomery\\_cps](http://www.edline.net/pages/montgomery_cps).
2. Click on CLICK HERE IF YOU HAVE A NEW ACTIVATION CODE.
3. Enter your activation code and click on ENTER.
4. Repeat step 3 for each activation code you receive.
5. Click on HELP for an explanation or to print the activation process.

If you have any questions or need assistance in establishing your Edline account, please contact your school's administrative office

### **ELEVATOR USE**

Elevator keys are available for students who have a medical reason requiring them to use the elevator. A \$50 deposit is required to receive a key. The deposit is returned when the key is returned.

### **ELIGIBILITY**

Eligibility for extracurricular activities includes meeting academic requirements, paying required fees and being clear of all obligations.

**Academic** - Students who have a 2.0 Grade Point Average (GPA) with no more than one "E" (failure) in the previous marking period (not the semester) will automatically be eligible to participate or practice in an extra-curricular activity during the next marking period. The 2.0 GPA is the minimum grade average for all classes in which the student is scheduled during the previous grading period. It is NOT the student's overall GPA.

**Fees** - Montgomery County Public Schools requires that a fee must be paid by each student who voluntarily chooses to participate in after-school extracurricular activities. However, students who are required to participate in a mandatory curricular activity that occurs after school, such as an evening concert performance, do not pay a fee because the activity is not extracurricular. This fee must be paid directly to Montgomery County Public Schools (Rockville).

**Obligations** - All obligations **must** be cleared in order to participate in extracurricular activities.

## EXTRACURRICULAR ACTIVITIES

### 2011-2012 Extracurricular Activities and Sponsors:

Club/Activity	Sponsor(s)	Room Number/Contact Info.
Ambassadors	Ms. Fletcher and Ms. Williams	2075
Basketball Pep Band	Mr. Barnes	1084
Best Buddies	Ms. Rundhammer	1020
Book Club	Ms. Flather	2063
Culture Club	TBA	
Dance Team	TBA	
Debate Team	Ms. Flather	2063
Drama Club	Mr. Tobiassen	<a href="mailto:RockvilleHighDrama@gmail.com">RockvilleHighDrama@gmail.com</a>
Echoes: Lit. Magazine	Ms. Nassau	2033
Fishing Club	Mr. Gochnour	3017
Freshman Class	Ms. Richards	
Future Doctors & Scientists	Mr. Gochnour	3017
Gay-Straight Alliance	Ms. Klinkner	2119
Green Club	Mr. Ring	2037
Hispanic Club	Ms. Juarez	1027
Horizons Club	Mr. Redding	1019
It's Academic	Dr. Goodrich	<a href="mailto:Goodriches@hotmail.com">Goodriches@hotmail.com</a>
Junior Class	Ms. Junkins	2101
Key Club	TBA	
Math Team	Mr. Freed	2091
Marching Band	Mr. Barnes	1084
Mock Trial	Ms. Ulmer	2047
National Art Honor Society	Mr. Loyd & Ms. Zammett	1095
National Honor Society	Mr. Cavanaugh-O'Keefe	3004
Newspaper	Ms. Nassau	2033
Philosophy Club	Ms. Vieira	2029
Photo Club	Ms. Ryan	1087
Physics Club	Mr. Bonney	3039
Pipe Band	Ms. Frazier	<a href="mailto:rhspsb@yahoo.com">rhspsb@yahoo.com</a>
SADD	Ms. Ulmer and Ms. Zafonte	2095
Science Fair	Mr. Bonney	3039
Senior Class	Mr. Riggs	1053B
Ski/Snowboard Club	Mr. Rea	2010
Sophomore Class	Ms. Hubble	
Spanish Honor Society	Ms. Rudman	1019
Student Gov. Association	Ms. Rundhammer	1020
Rockville Steppers	Ms. Fletcher	2075
Yearbook	Mr. Hibberd	2019
Young Changemakers	Ms. Wilchek	2115

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### **FINANCIAL PAYMENTS**

Funds collected or raised through school activities, whether by clubs, committees, sports teams, booster groups, or departments of the school, must be deposited daily to the Financial Specialist. All checks should be made payable to Rockville High School. No personal checks will be accepted after April 30, 2012.

### **FINANCIAL OBLIGATIONS**

Students owing a monetary obligation (i.e. book, lab fee, lock) to the school may not be able to participate in extracurricular activities, including the Homecoming Dance, Prom, and Graduation

Student obligation lists will be posted near the Financial Specialist's office. Clearance of obligations may be made at the Financial Specialist's office before or after school and during lunch.

### **GRADUATION**

Graduation will be held at Strathmore Music Center on Thursday, May 31, 2012 at 10:30 a.m. Because of construction at White Flint Mall, parking will not be available at that location.

### **HOMEWORK**

Most courses have daily homework. Students should write down all assignments and due dates in their Agenda book. We encourage you to keep a home calendar for noting dates of reports, papers, major tests, exams, events, and deadlines. Parents should also make sure that their student has a quiet time and place to study at home each day.

### **ID CARDS**

All students will receive a photo identification card that they must carry with them each day. Students will need their ID cards to purchase lunch, to provide identification when using computers, to borrow materials from the media center, and for many other school transactions. Students must use the ID card when entering athletic and other extracurricular events in order to receive the student rate. Replacement ID cards will cost \$5.00.

### **INSURANCE**

Every year, parents are given a chance to participate in a student accident insurance program, which is made available at a reduced rate through the school. Insurance information is distributed in September.

## **LOCKERS**

Each student is assigned a locker for his/her use during the school year. **Students may not share lockers.** The financial office can respond to questions about lockers. Students are advised to keep their combinations secret and to avoid storing valuable items in lockers. **The school is not responsible for lost or stolen property.** Under the laws of the state, a school administrator may make a search of a locker if there is probable cause to believe that a student possesses an item which is dangerous or illegal.

## **MEDIA CENTER**

The Rockville HS Media Center is a full service Media Center with a collection that fully supports curriculum and student interests. Students may borrow books, periodicals, videos, CDs, and DVDs. Most books may be borrowed for two (2) weeks and may be renewed for an additional two (2) weeks. Reference books may be borrowed overnight. Computer use is governed by MCPS policy. Electronic devices that pose as a distraction may not be used in the Media Center during lunch. Hours are 7:00 a.m. to 3:00 p.m.

## **PARENT VISITATION**

Columbus Day, October 10, 2011 is an open visiting day for parents. Parents may also visit the school at other times and are asked to check in with the main office on those days as well as Columbus Day.

## **PARKING**

A student is required to have a valid Rockville HS parking permit to park on school grounds and is expected to follow all parking regulations. Violators and persons without parking permits will be ticketed and will face possible towing, as well as school disciplinary actions. Parking permits may be purchased at the financial office, on a first come, first served basis, for \$37.50 a semester (as of 06/01/12). **Only students who are eligible will be allowed to park on school grounds. Parking permits will be suspended due to unexcused tardies or ineligibility (see application).**

### **Parking Violations – Non-Permit Vehicles**

**1<sup>st</sup> offense:** Warning sticker placed on the vehicle.

**2<sup>rd</sup> offense:** Vehicle will be towed at the owner's expense.

## **REPORT CARDS**

There are four marking periods in the school year. Each marking period is about 9 weeks long. The two 9-week grades make up 75% of the semester grade, and the grade on the semester exam counts for the other 25%. The exam grade appears on the report card. Only the semester grade (the average of the two marking period grades and the semester exam grade) appears on the final transcript.

## **SCHOOL STORE**

The school store is a faculty/student operated business. Visit the school store for your school needs. The school store is located on Main Street and is open during lunch.

## **SECURITY CAMERAS**

There are 32 security cameras placed throughout Rockville High School and on the roof. These cameras are used for security reasons. They enable the administration to review a tape of events should an incident occur in the building that warrants such review.

## **SEMESTER EXAM PROCEDURES**

**During semester exams in January and June, students report to school only if they have exams.** Students must return the books issued to them in order to take the exams on the scheduled days. **Students who fail to return books or pay for the lost book before semester exams must take the exam on make-up days.**

Exams are scheduled on a school-wide basis. Test security is of major importance. Thus, all students are expected to take exams on the scheduled exam days.

In an emergency situation, a student should submit a written request to the principal prior to the scheduled exam. In case of a sudden illness, students should contact the teacher by telephone or e-mail, immediately on the day of the exam in order to schedule a make-up exam. A physician's or parent's/guardian's note is required upon return to school, and must be approved by an administrator prior to the student taking the exam.

In the event of a school cancellation on a scheduled exam day, upon return to school, students will continue in sequence with the exam schedule. For example, if periods 3 and 4 are scheduled on a Tuesday and school is canceled on Tuesday, students will take the periods 3 and 4 exams on the day they return to school. If there is a delayed opening, both scheduled exams will still be given on that day.

## **STUDENT SERVICE LEARNING**

Students are required to earn **75 hours** of Student Service Learning to graduate from high school in the state of Maryland.

**Student Service Learning** hours may be accumulated through the following:

Curriculum - Courses with service learning objectives and activities as identified in the course description

Co-curricular - Approved school activities and organizations outside the school setting

Community Organizations - Approved community student service learning activities offered by organization outside the school setting.

**Verification of Student Service Learning Activity** (MCPS Form 560-51) and **Special Activity Application for Student Service Learning** (MCPS Form 560-50) forms are available in the Counseling Services Office. Verification must be completed and approved for any of the above options. In case service learning activities are not listed as described, a student must present a written proposal for approval prior to performing the service. Use the **Special Activity**

**Application for Student Service Learning** form to request approval. Students should submit their complete forms to Kelli Richards in room 2005.

Students who earn an additional 200 or more Student Service Learning Hours beyond the required 75 hours will be eligible to receive a Certificate of Meritorious Service which will be awarded at the end of the senior year.

### **STUDENT SUPPORT PROGRAMS**

**Alternative 1 Program** classes are available to students needing academic support throughout their instructional program on a daily basis. Contact your child's counselor for additional information.

**Math Homework Club** provides academic support for students earning D's and E's in math classes. Contact LaDonna Fletcher, math resource teacher, at 301-517-5534 for additional information.

**National Honor Society** provides free tutoring to students during the day and after school. Tutoring is available by arrangement through the NHS sponsor. Contact John Cavanaugh-O'Keefe, NHS Sponsor, at 301-517-5959 for additional information.

**Staff members** are also available to tutor during lunch and after school. Students should contact the appropriate staff member to make arrangements.

**George B. Thomas, Sr. Learning Academy (Saturday School)** the Saturday School is a tutoring and mentoring program that enhances the academic performance and achievement of students in Grades 1 through 12. The mission of the program is to accelerate students' mastery of academics, specifically reading, language arts, mathematics and science. The program is held on Saturday mornings at Rockville High School, from 8:30 to 11:00 a.m., tutors work with students on core subjects and teach successful learning/study strategies. Students also have access to computer labs to assist them in researching information for assignments and learning valuable technology skills. You can contact the Rockville High School coordinator of the George B. Thomas Sr. Learning Academy Inc. (Ms. Shuler) at 301-517-5534 for additional information.

**Commercial Study Programs and Tutoring** information is available in the Counseling Office.

### **SCHOOL SUPPLIES**

While the school supplies many items needed for specific courses, some general materials must be supplied by the student. Students are expected to come to school with pencils, pens, highlighters, paper and notebooks. For math, students need a TI-83+ or TI-84+ calculator. A limited number of calculators are available for loan from the math department.

### **SWAP- Saturday Work Alternative Program**

The purpose of this program is to substitute an out-of-school suspension for a Saturday school-based service project. The SWAP program involves students working on school improvement projects that are labor oriented and entails minor building and grounds maintenance. All participants will be required to complete tasks that will physically improve the interior and exterior of the school building. Examples are picking up trash, removing graffiti, gardening, washing windows, etc. If your child fails to attend the scheduled program, parents are required to bring their child to school to shadow him/her for a full day. When shadowing, a parent attends all periods and sits with their child in class.

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## COUNSELING SERVICES DEPARTMENT

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Students are assigned to counselors according to the alphabetical grouping of the student's last name. Counselor assignments are:

<i>Last Name Begins With</i>	<i>Counselor</i>
<b>A – C</b>	<b>Dolores Reyna</b>
<b>D - F</b>	<b>June Jetabut</b>
<b>G – L</b>	<b>Andrew Lambert</b>
<b>M - Re</b>	<b>William Ramsey</b>
<b>Rf - Z</b>	<b>Carol Crawford</b>
<b>ESOL</b>	<b>Gail Hoelscher</b>

Students who want to see their counselor should sign up for an appointment in the Counseling Services Office. Parents wanting to contact counselors should call the Counseling Services Office at (301) 517-8108 between the hours of 7:00 a.m. and 3:30 p.m.

Services offered by the Counseling Department:

- Educational counseling, college advising, personal counseling
- Testing, which may include interest inventory and personality tests
- Career counseling, which may include career information and job information
- Group counseling (based on student need)
- Processing of school transcripts, recommendations and work permits

Additional staff in the Counseling Services Department who provide services to the students and their parents include:

**Macy Gualtieri, Counseling Secretary, (301) 517-8108**

**Lizbeth Roop, Registrar, (301) 517-8154**

**Janet Harris, College/Career Information Coordinator, (301) 517-8297**

**Kelly Martinez, Hispanic Parent Liaison, (301) 517-5592**

**Dana Schenkerman, School Psychologist, (301) 517-8108**

**Keena Howell, Pupil Personnel Worker, (301) 989-5457**

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## **DISCIPLINARY POLICY**

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The Discipline Policy describes infractions (behavior), a definition of the behavior, and the consequences. The consequences describe a range of actions that may be taken by an administrator, not necessarily in the order listed.

### **Bomb/Bomb Threats**

This infraction is defined as bringing a bomb or threatening to bomb the school. The consequences are suspension, police referral, and a recommendation for expulsion.

### **Destruction of Public Property (Vandalism)**

The minimum action is a one-day suspension, parent conference, and repayment for the damaged property. The police will be contacted in cases where equipment with a model or serial number is stolen and the school has not been paid for the damaged property.

### **Distribution of Intoxicants (Drugs, Alcohol)**

Intoxicants are defined as alcohol or controlled substances not authorized by a physician's prescription. Students found to be in possession of intoxicants with the intent to sell or distribute them or who are engaged in the sale or distribution of intoxicants on MCPS property will be recommended for expulsion.

### **Extortion**

Extortion is the process of obtaining property from another, with or without the person's consent, by use of force, fear, or threat. The consequences are suspension and a parent conference.

### **Physical Attack on a Staff Member or Student**

This infraction is defined as an unprovoked physical attack on a staff member or a student. Consequences are suspension, police referral and a recommendation for expulsion.

### **Plagiarism**

Plagiarism is defined as taking someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to the source. The minimum action is a student conference, and the maximum is suspension.

### **Possession or Use of Intoxicants (Drugs, Alcohol)**

The minimum action for possession or use of intoxicants is a parent conference, police notification, and suspension.

### Sexual Harassment

It is against MCPS policy and unlawful for MCPS employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff violates MCPS policy and is inappropriate behavior. Consequences are parent notification and suspension.

### Sexual Offenses

This infraction refers to physical sexual attacks; inappropriate behavior of a sexual nature, including indecent exposure; consensual sex; and other sexual activity not identified as sexual harassment. Consequences are suspension, parent notification, police referral, and possible recommendation for expulsion.

### Use of Tobacco

State law prohibits the use of tobacco in school, on school grounds, or at school-sponsored events. The minimum action is a student conference and notification of the student's parents. The maximum action is a three-day suspension. Students will be required to attend anti-smoking classes, sponsored by the National Lung Association, given at Rockville High School.

### Verbal Abuse

Verbal abuse is defined as cursing, intimidating, insulting or in any other manner verbally abusing a member of the school staff. Consequences are parent conference and suspension.

### Weapons on MCPS Property

Unauthorized storage, possession, or carrying of firearms, knives, or any other implement used as a weapon, including explosives, requires a ten day suspension and a recommendation by the principal for expulsion. Police referral is also required.

### **SUSPENSION OF LESS THAN TEN DAYS**

The principal has the right to suspend a student for ten days or less, with proper reason. This means the student cannot go to classes or take part in school activities for a specified time, and is banned from the school grounds unless the principal gives permission. If the student poses a danger to people or property, or constantly threatens to disrupt classes and/or school activities, he/she may be immediately removed from school and the parents will be notified.

**Right of Appeal:** A parent/student may submit a written appeal to the principal, and if necessary, to the superintendent or designee.

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## BELL SCHEDULES

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### REGULAR Bell Schedule

Period 1:	7:25 – 8:12	47 minutes
Period 2:	8:17 – 9:12	55 minutes (Announcements)
Period 3:	9:17 – 10:04	47 minutes
Period 4:	10:09 – 10:56	47 minutes
Lunch:	10:56 – 11:34	38 minutes
Period 5:	11:39 – 12:26	47 minutes
Period 6:	12:31 – 1:18	47 minutes
Period 7:	1:23 – 2:10	47 minutes

### EARLY RELEASE (HALF-DAY) BELL SCHEDULE

Period 1	7:25 – 7:53	28 minutes
Period 2	7:58 – 8:30	32 minutes (Announcements)
Period 3	8:35 – 9:03	28 minutes
Period 4	9:08 – 9:36	28 minutes
Period 5	9:41 – 10:09	28 minutes
Period 6	10:14 – 10:42	28 minutes
Period 7	10:47 – 11:15	28 minutes
Lunch	11:15 – 11:40	25 minutes

### ADMINISTRATIVE HOMEROOM BELL SCHEDULE

Period 1	7:25 – 8:10	45 minutes
Homeroom	8:15 – 8:25	10 minutes
Period 2	8:30 – 9:29	51 minutes (Announcements)
Period 3	9:34 – 10:19	45 minutes
Period 4	10:24 – 11:09	45 minutes
Lunch	11:09 – 11:41	32 minutes
Period 5	11:46 – 12:31	45 minutes
Period 6	12:36 – 1:21	45 minutes
Period 7	1:26 – 2:10	45 minutes

### TWO-HOUR DELAY BELL SCHEDULE

Period 1	9:25 – 9:57	32 minutes
Period 2	10:02 – 10:40	38 minutes (Announcements)
Period 3	10:45 – 11:16	31 minutes
Period 4	11:21 – 11:52	31 minutes
Lunch:	11:52 – 12:22	30 minutes
Period 5	12:27 – 12:58	31 minutes
Period 6	1:03 – 1:34	31 minutes
Period 7	1:39 – 2:10	31 minutes

## TESTING AND PROJECTS SCHEDULE

As much as possible, teachers will assign major assessments and projects on the designated days.

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
English/ESOL	YES	YES		YES	
Arts/PE		YES	YES	YES	
Math		YES	YES		YES
Science	YES			YES	YES
Social Studies		YES	YES	YES	
World Languages	YES		YES		YES

## SEMESTER EXAM SCHEDULE\*

DAY	TIMES	EXAMS
1	7:25-9:25 9:25-9:50 9:55-11:55	Period 1 Snack Period 2
2	7:25-9:25 9:25-9:50 9:55-11:55	Period 3 Snack Period 4
3	7:25-9:25 9:25-9:50 9:55-11:55	Period 5 Snack Period 6
4	7:25-9:25 9:25-9:50 9:55-11:55	Period 7 Snack Period 8 (HS+) or Make-up Exam#
5	7:25-11:55	Make-up Exams Exam#

Students must bring their textbooks to their semester exams. Students who don't bring their textbooks will have to arrange to take their exams during a make-up day.

# Make-up exams require administrative approval and an appointment with the teacher(s).

\*See RHS Website or Edline for dates

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## COUNTDOWN TO GRADUATION

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Planning for graduation begins as soon as your child enters Rockville High School. Be sure to take advantage of everything high school has to offer and plan ahead. Good decisions follow a timetable, so it pays to get yourself and your child organized! Make this your high school check-list:

### Ninth Grade

#### Fall

- \_\_\_ Make a good start! Work hard - remember that grades earned in ninth grade are part of your official high school transcript. Don't miss class unless absolutely necessary. Make up missed work promptly.
- \_\_\_ Make an appointment to meet your counselor to discuss academic/career plans, personal and academic strengths.
- \_\_\_ Visit the College/Career Center to become familiar with the resources available there.
- \_\_\_ Participate in extracurricular activities.

#### Spring

- \_\_\_ Meet with your counselor to plan next year's schedule and review your academic progress.
- \_\_\_ Attend career information programs.
- \_\_\_ Work on earning your Student Service Learning hours
- \_\_\_ Check the summer program file in the College/Career Center.

### Tenth Grade

#### Fall

- \_\_\_ Maintain excellent attendance.
- \_\_\_ Extend your participation in extracurricular activities.
- \_\_\_ Take the PSAT to learn how you do with this kind of test.
- \_\_\_ Visit the College/Career Center. Familiarize yourself with Career and College exploration resources.
- \_\_\_ Find out what post-secondary schools offer the education you need to meet your career plans.

#### Spring

- \_\_\_ Plan next year's program to reflect your interests and school progress.
- \_\_\_ Consider career and technology course offerings at the Thomas Edison H. S. of Technology.
- \_\_\_ Consult with teachers about taking the SAT subject tests in subjects you have completed.
- \_\_\_ Continue earning Student Service Learning hours over the summer.
- \_\_\_ Visit the College/Career Center over the summer to begin investigating colleges and other post-secondary schools.
- \_\_\_ Begin visiting colleges, trade, and technical schools over the summer.
- \_\_\_ Find out about summer enrichment programs. (The College/Career Center has a list on file.)

### Eleventh Grade

#### Fall

- \_\_\_ Register for and take the PSAT/NMSQT. You will meet with your counselor to discuss results.
- \_\_\_ Take advantage of SAT/ACT Prep offered through on-line, classroom or private courses.

- \_\_\_ READ the Career Center News, posted bi-monthly online at [www.montgomeryschoolsmd.org/schools/rockvillehs/career\\_center.shtml](http://www.montgomeryschoolsmd.org/schools/rockvillehs/career_center.shtml)
- \_\_\_ Meet with post-secondary school representatives who visit Rockville High School's College/Career Center.
- \_\_\_ Attend career presentations sponsored by your school, MCPS and the business community.
- \_\_\_ Get information on apprenticeship programs and trade and technical schools, if interested.
- \_\_\_ Acquire part-time volunteer or job experiences related to career plans.
- \_\_\_ Monitor your Student Service Learning hours.
- \_\_\_ Meet with your counselor about your progress.

### Spring

- \_\_\_ Consider career goals as you select classes.
- \_\_\_ Plan next year's program to enhance prospects for employment opportunities and college admissions.
- \_\_\_ Register for and take ACT and/or SAT Reasoning and Subject Tests.
- \_\_\_ Make an appointment with Ms. Harris to visit the College/Career Center to use the computer search programs to identify appropriate colleges, trade, or technical schools.
- \_\_\_ Visit college campuses over spring break when their classes are in session.
- \_\_\_ Attend college fairs and school-sponsored programs. Confer with your counselor about post-secondary plans.
- \_\_\_ Attend career information programs.
- \_\_\_ Spend time in the College/Career Center exploring materials and summer enrichment programs.
- \_\_\_ Assemble a file of materials collected from postsecondary schools and Rockville's Counseling Services.
- \_\_\_ Develop your resume/personal references. Register in **Naviance**; keep your portfolio updated.
- \_\_\_ Continue earning Student Service Learning hours if needed. Consider completing this before Grade 12.

## Twelfth Grade

### Summer/Early Fall

- \_\_\_ Make an appointment with your counselor for you and your parents to discuss postsecondary plans and to review high school records, including all graduation requirements.
- \_\_\_ Visit the College/Career Center to investigate colleges/technical schools and finalize your list.
- \_\_\_ Request applications from colleges and technical schools. Set up a file system for information received.
- \_\_\_ Register for and take ACT and/or SAT and/or SAT Subject Tests.
- \_\_\_ Complete any remaining Student Service Learning hours.
- \_\_\_ Visit colleges, trade/technical schools. Talk to admissions representatives who visit the College/Career Center.

### Fall

- \_\_\_ Take ACT, SAT and SAT Subject tests if needed.
- \_\_\_ Attend college and career programs sponsored by the Counseling Services Office.
- \_\_\_ Stay abreast of all scholarship opportunities by reading the Career Center News, using the resources of the College/Career Center and by checking the internet.
- \_\_\_ Familiarize yourself with Rockville's transcript procedures and follow instructions.
- \_\_\_ Seek letters of recommendation as needed. **Give teachers and counselors sufficient notice.**
- \_\_\_ Fill out applications well in advance of each college's deadline.
- \_\_\_ If required, request a mid-year transcript to be sent to your colleges by **February 1.**

- \_\_\_ **Attend Rockville High School's Financial Aid Workshop on November 10, 2011 at 7:00pm.**
- \_\_\_ Complete a resume.

**Winter**

- \_\_\_ Parents should complete the Free Application for Federal Student Aid (FAFSA – This form may be submitted beginning **January 1**) as well as other financial forms as required by postsecondary schools. Be sure to check and submit all forms as required **by their deadlines**. **The FAFSA deadline for Maryland grants and scholarships is March 1. The FAFSA priority deadline for UMCP is February 15, 2012.**
- \_\_\_ Continue to seek scholarships; read the Career Center News and use other free resources.

**Spring**

- \_\_\_ Maintain good grades and good attendance.
- \_\_\_ Attend job fairs; contact Maryland Department of Economics and Employment Development for job openings.
- \_\_\_ Notify your College/Career Coordinator, counselor and registrar of your application status as you hear from colleges.
- \_\_\_ Request a final transcript to be sent to the college you will be attending in the fall.
- \_\_\_ Notify those colleges to which you were accepted but not planning on attending of your decision not to attend.