

SPRINGBROOK HIGH SCHOOL

2011–2012 SCHOOL INFORMATION

➤ **School Hours:** The student day begins at 7:25 a.m. with a dismissal time of 2:10 p.m. daily. Business hours are from 7:00 a.m. to 4:00 p.m. The bell schedule is posted in the student planner and on the SHS home page.

➤ **School begins on Monday, August 29, 2011:** Students will report to their homeroom to receive their official schedule of classes and other important information. Students will be able to locate their homeroom by referring to posters located near the main office, the counseling office, and on the second and third floor of the school.

➤ **New Student Orientation:** Students entering ninth grade and students new to Springbrook will have an opportunity to visit the school and meet their teachers during this orientation program from 7:20 to 11:10 a.m. on **Thursday, August 25**. Buses will make their normal run on this half day schedule, and a bus schedule has been enclosed for your reference. Students will gather in the auditorium to meet the administration and to receive directions to visit their classes. **This orientation is for students only!**

➤ **Communicating with the school:** Parents should address instructional concerns with the classroom teacher first, before approaching administration. When needing to contact the administration, please refer to the following administrative assignments:

- Principal: Mr. Samuel Rivera
- Mrs. Nicole Brown – last name A-GOM
- Mr. Maychel Harris – last name GON-OLIV
- Ms. Marie Koch – last name OLIW-Z
- IB Coordinator: Mr. Mark Griffiths
- MYP Coordinator: Mrs. Frangiska Lewis
- Director of Counseling Services: Mrs. Barbara Drumm
- Director of Athletics: Mr. Ron Lane



➤ **Staff Information:** The SHS homepage is up-to-date and gives specific information regarding school activities and other important contact information. Your students teachers and counselors can be contacted through a link provided on our home page:

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

Listed below are some of the more frequently requested phone numbers. Please keep these in a convenient place for quick reference:

Athletic Office	301-989-6070
Attendance Office	301-989-5795
Business Manager	301-989-6090
Cafeteria	301-989-6055
Career Center	301-989-6057
Counseling Office	301-989-5710
Financial Secretary	301-989-5793
Health Room	301-989-6091
Main Office	301-989-5700
Media Center	301-989-6029
Security Office	301-989-6056

➤ **Student Expectations:** Respect yourself, others, property, and ideas. Demonstrate respect and concern for others. Use considerate, respectful language; profanity is unacceptable. Comply with adult directives; identify yourself when asked by a staff member. Do not tease, bully, intimidate, or harass others. Do not deface or destroy property (personal or school). Be an active learner: prepared for class with necessary materials and supplies. Demonstrate school pride and spirit. Be involved in extracurricular activities. Set high goals for yourself. Follow the rules and monitor your academic progress. Seek help and support when needed.

➤ **Attendance:** Students are expected to on time and in class everyday. Attendance is of great importance to student success at Springbrook. We believe that school achievement starts with regular school attendance. Students who are absent must submit a note from a parent/guardian within three days of their return to school. Our complete attendance procedures are contained in the *Student Handbook*.

➤ **Cellular Telephones and other Electornic Devices:** Students may only use these devices before 7:15 am, during lunch, and after 2:10 p.m. These devices must be turned off and out of sight during instructional time. If they are displayed or in use during instructional time, they will be confiscated. To retrieve confiscated items, a parent/guardian must come to the school. Springbrook High School will not assume any responsibility for these items if they are lost or stolen. Please encourage your student to use these items responsibly.

➤ **Dress Code Requirements:** While dress and grooming are primarily the responsibility of students and their parents, in order to establish a business-like atmosphere and prevent the possible disruption to educational activities, Springbrook has established the following guidelines:

- Shoes must be worn at all times.
- Emblems or items of clothing which are or could be construed to be offensive to segments of our school population may not be worn.
- Clothing that depicts or advocates the use of drugs, tobacco, alcohol, or weapons may not be worn.
- Tank tops, crop tops, exposed midriffs, or visible undergarments are not permitted.
- Head gear (hats, bandannas, hoods, sunglasses, etc.) may not be worn once a student has entered the building.

➤ **Edline Accounts:** Please make sure that you have signed up to receive information through your student's Edline account. You can monitor grades and progress through this important technological tool. If you need assistance activating an Edline account, please email Ms. Julie Simon at Julie_Simon@mcpsmd.org. The information you provide on Edline is also used to keep your emergency contact information up-to-date. Please also update any home information, i.e., address or home telephone number through the registrar so that you can receive pertinent information through ConnectEd. The safety of our students is our number one priority, and keeping your information up-to-date is critical to our families and the school.

➤ **Handbooks:** All students will receive a SHS calendar and handbook during the first week of school free of charge which gives detailed information about school policies and procedures. If lost, replacement handbooks are available for purchase from the Financial Office at a cost of \$5.00.

➤ **Inclement Weather:** Please be aware that MCPS occasionally has late openings or early dismissals due to inclement weather or unusual emergencies. These weather related decisions are made by the MCPS Central Office and not by Springbrook High School. Parents are requested not to call the school about emergency closing information. When school emergencies occur, the information is broadcast over local radio and television stations, as well as the MCPS website, within minutes of any decisions being made.

➤ **Lockers/Security:** Locker assignments will be given on the second day of school to students who return the yellow emergency information form. (The emergency information form is distributed on the first day of school.) Lockers at Springbrook have built-in combinations; therefore, students need not provide their own locks. Anything found in the locker belongs to the student to whom the locker was assigned. Security is a primary concern for all of us at school. Students should not bring personal electronic devices or other valuables to school. Students are solely responsible for securing their belongings in a safe place. We encourage students not to share lockers with anyone else. The locker is the property of Springbrook High School and thus can be searched at any time.

➤ **Lunch:** Springbrook is moving to a one lunch program this school year. The lunch time is 11:35 am to 12:30 pm. There will be seven food service sites available (4 in Cafeteria, 2 at indoor concession stand and 1 in the main entry hallway). It is a “closed” one lunch program; therefore students remain on campus in the building – Cafeteria, First Floor Hallway- or in the 2 outdoor courtyards. Students are expected to respect their facility and dispose of their trash appropriately. Please refer to flyer attached for more detailed information.

➤ **Parking Permit Applications:** Parking permits will be available the first week of school. Any student who does not have a financial obligation may pick up a parking application in the Main Office or in the Security Office. Completed applications must be accompanied by cash or a check for \$75.00 and returned to the Security Office. Please make checks payable to Springbrook High School. Vehicles without current parking permits can expect to be towed after September 16, 2011. Student drivers who develop a pattern of tardiness or other problems may have their parking permit revoked.

➤ **Student Service Learning (SSL) Hours:** Information regarding the “Steps for Earning SSL” and required forms can be located at:

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

If you have any questions regarding SSL hours, please direct them to Mrs. Madonna Brown Miles, Counselor.