

RICHARD MONTGOMERY HIGH SCHOOL

250 Richard Montgomery Drive
Rockville, Maryland 20852
301-610-8000

Our Vision

Richard Montgomery High School will be a world-class model of a professional learning community committed to high expectations and high achievement for all students through effective, respectful collaboration with all stakeholders.

Our Mission

In order to prepare students to live in and contribute to a changing world and to engage in active, lifelong learning, Richard Montgomery High School provides a balanced, varied school curriculum designed to meet the academic, cultural and social needs of individuals from the diverse backgrounds of our community.

“We empower the world – one Rocket at a time!”

Name _____

Address _____

City _____ **State** _____

Zip Code _____ **Phone** _____

Student Number _____ **Locker Number** _____

BELL SCHEDULES

Standard Day Bell Schedule				
Period		Music	Class Starts	End of Class
Warning Bell	7:40 a.m.			
1 st Period		7:44:30 a.m.	7:45 a.m.	8:30 a.m.
RMBC		N/A	N/A	8:40 a.m.
2 nd period		8:44:30 a.m.	8:45 a.m.	9:30 a.m.
3 rd period		9:34:30 a.m.	9:35 a.m.	10:20 a.m.
4 th period		10:24:30 a.m.	10:25 a.m.	11:10 a.m.
Lunch		N/A	N/A	11:59 a.m.
5 th Period		12:04 p.m.	12:05 p.m.	12:50 p.m.
6 th Period		12:54:30 p.m.	12:55 p.m.	1:40 p.m.
7 th Period		1:44:30 p.m.	1:45 p.m.	2:30 p.m.

Two Hour Delay				
Period		Music	Class Starts	End of Class
Warning Bell	9:40 a.m.			
1 st Period		9:44:30 a.m.	9:45 a.m.	10:16 a.m.
2 nd period		10:20:30 a.m.	10:21 a.m.	10:52 a.m.
3 rd period		10:56:30 a.m.	10:57 a.m.	11:28 a.m.
4 th period		11:32:30 a.m.	11:33 a.m.	12:04 p.m.
Lunch		N/A	N/A	12:42 p.m.
5 th Period		12:46 p.m.	12:47 p.m.	1:18 p.m.
6 th Period		1:22:30 p.m.	1:23 p.m.	1:54 p.m.
7 th Period		1:58:30 p.m.	1:59 p.m.	2:30 p.m.

Half Day-Early Release				
Period		Music	Class Starts	End of Class
Warning Bell	7:40 a.m.			
1 st Period		7:44:30 a.m.	7:45 a.m.	8:12 a.m.
2 nd period		8:16:30 a.m.	8:17 a.m.	8:44 a.m.
3 rd period		8:48:30 a.m.	8:49 a.m.	9:16 a.m.
4 th period		9:20:30 a.m.	9:21 a.m.	9:48 a.m.
5 th Period		9:52:30 a.m.	9:53 a.m.	10:20 a.m.
6 th Period		10:24:30 a.m.	10:25 a.m.	10:52 a.m.
7 th Period		10:56:30 a.m.	10:57 a.m.	11:24 a.m.
Lunch		N/A	N/A	12:00 p.m.

STUDENT INFORMATION

Name: _____ ID Number: _____ Locker # _____

Administrator: _____ Counselor: _____

Homeroom Teacher _____ Homeroom # _____

**2017-2018 School Calendar
Montgomery County Public Schools**

2017

July 4	Independence Day—Offices and schools closed
August 23, 24, 25, 28, 29, 30, 31 and September 1	Professional days for teachers
September 4	Labor Day—Offices and schools closed
September 5	First day of school for students
September 21	No school for students and teachers
October 6	Early release day for all students; Planning/grades/interims for teachers
November 9	Early release for students; Professional day for teachers
November 10	Early release day K–8.
November 17	Early release day K–8.
November 22	Early release day for all students
November 23 and 24	Thanksgiving—Offices and schools closed
December 25, 26, 27, 28, 29	Winter Break—No school for students and teachers; offices closed Dec. 25

2018

January 1	New Year’s Day—Offices and schools closed
January 15	Dr. Martin L. King, Jr. Day—Offices and schools closed
January 25	Early release day for students. End of quarter planning for teachers
January 26	Professional day for teachers
February 19	Presidents’ Day—Offices and schools closed
March 2	Early release day for all students; Planning/grades/interims for teachers
March 26, 27, 28, 29, 30 and April 2	Spring Break—No school for students and teachers; offices closed March 30 and April 2
April 9	Early release day for students; end of quarter planning for teachers
May 28	Memorial Day—Offices and schools closed
June 12	Last day of school for students. Early release day for all students
June 13	Professional day for teachers

School Contingency Calendar, 2017-2018

If the school year should be disrupted by emergencies and schools are closed three or more days, the first make-up day will be used on June 13, 2018. Other dates in 2018 identified as possible make-up days include: January 26, March 26, March 27, June 14, and June 15.

**Student Schedule
Semester 1**

Period	Room #	Course Title
1		
2		
3		
4		
5		
6		
7		

**Student Schedule
Semester 2**

Period	Room #	Course Title
1		
2		
3		
4		
5		
6		
7		

Guide to Services at Richard Montgomery High School

Attendance	Attendance Office	301- 610-8010
Athletics	Athletic Director	301- 610-8075
Audio-Visual Materials	Media Center	301- 610-8022
Change of Address/Phone	Registrar/Counseling Office	301- 610-8055
Career/College Information	Career Center	301- 610-8064
Early Departure	Attendance Office	301- 610-8010
Financial Obligations	School Financial Specialist	301- 610-8012
Free/Reduced Meal Applications	Cafeteria Manager	301- 610-8070
Identification Card	Media Center	301- 610-8022
Lockers	Security Office	301- 610-8065
Lost and Found	Security Office	301- 610-8065
Medication/Health Info	Health Room	301- 610-8015
Parking Permit	School Financial Specialist	301- 610-8012
School/Personal Concerns	Counseling Office	301- 610-8050
Tardiness/Absences	Attendance Office	301- 610-8010
Work Permit	Career Center	301- 610-8064

RICHARD MONTGOMERY HIGH SCHOOL

Educational Administration and Student Resources

School Administration

Damon Monteleone	Principal	301-610-8005
Kimberly Brooks	Assistant Principal	301-610-8000
Mark Brown, Jr.	Assistant Principal	301-610-8000
Jonathan Garrick	Assistant Principal	301-610-8000
Veena Roberson	Assistant School Administrator	301-610-8000
TBD	IB Magnet Coordinator	301-610-8207
Ozzie Hernandez	School Business Administrator	301-610-8011
Jennifer Yu	School Financial Specialist	301-610-8012
Nancy Shay	IB DP Coordinator	301-610-8105
Molly Clarkson	IB MYP Coordinator	301-610-8157
Cheryl Day	IB Office Secretary	301-610-8100
Cindy Montgomery	IB Office Secretary	301-610-8100
Laura Hermansdorfer	Administrative Secretary	301-610-8005
Mary Ayala	Main Office Secretary	301-610-8000
Julie Fahrner-Swenson	Main Office Secretary	301-610-8000
Cathy Stec	Main Office Secretary	301-610-8000
Deanne Weiler	Main Office Secretary	301-610-8000
Claire Wall	Attendance Secretary	301-610-8010
Dennis Whalen	Security Team Leader	301-610-8068
Julie Olson	School Health Nurse	301-610-8016
Michelle Alexander	Media Center	301-610-8020
Kathryn Broullire	Staff Development Teacher	301-610-8072
Jackie DeLucia	ESOL Department	301-610-8113
Scott Durbin	Science/Technology Department	301-610-8166
Rachel Furr	Special Education Department (LAD)	301-610-8073
Laura Goetz	Math Department	301-610-8176
Rachel Maturana	Emotional Disabilities Cluster Program	301-610-8156
Maria Solernou	World Languages Department	301-610-8031
Todd Stillman	Social Studies Department	301-610-8130
Amy Weaver	Fine Arts, PE and Health Departments	301-610-8092
Leah Wilson	English Department	301-610-8096
Robert Eagleson	Connections/Alternative I Program	301-610-8084
Counseling Services		301-610- 8050
Antoinette Phillips	Resource Counselor	
Evan Anderson	Counselor	
Shannon Chen	Counselor	
Paul Craft	Counselor	
Morgan Dronen	Counselor	
Austin-Drake James	Counselor	
Erica LeBright	Counselor	
Brigid McKelvey	Counselor	
Lekishia Stewart	Counselor (ESOL)	
Marcus Turner	Counselor	
Molly Welch	Counselor	
Erin Stamets	Counseling Office Secretary	
Cynthia Goodman	Registrar	
Mary Hull	College & Career Info. Coordinator	

SCHOOL INFORMATION POLICIES AND PROCEDURES

ATTENDANCE

School attendance is mandatory. A note or parent e-mail explaining the absence must be brought or sent to school when the student returns. Parents/guardians are responsible for their children's attendance until they are 16 years old.

Excused Absences: Absences will not be considered excused unless a note explaining the absence is submitted to the attendance office **within three (3) school days** of the absence.

- **The State Board of Education** identifies the following as excused absences:
 - Certified illness of the student
 - State emergency
 - Hazardous weather conditions
 - Lack of authorized transportation
 - Physical and mental incapacity
 - Court summons
 - Religious holiday
 - Work or activity accepted by school authorities
 - Death in the immediate family

NOTE: The State Board of Education **does not recognize family vacation, international travel, or illness of other family members** as excused absences.

- **Administratively excused activity (requires prior approval):** The student may request permission of their grade level administrator to be excused to attend special events. Forty-eight hour (2 days) notice is required for these absences to be considered. The administration will approve the absence based on the merits of the situation. Juniors and seniors may have a total of three (3) days to visit colleges with the **prior approval** of the appropriate grade level administrator.
- **Unlawful Absences:** An absence for any reason other than those approved by the State Board of Education is considered an unlawful absence. Teachers may deny students the opportunity to earn credit for missed work or course.
- **Unlawful Tardies:** All students are expected to arrive to class on time. Students have five (5) minutes between classes. Three unlawful tardies is equal to one unlawful absence. If a student unlawfully misses 15 minutes or more of a class period, the class period will be considered an unlawful absence. Students are held accountable for tardiness under the MCPS attendance policy and may earn an E3 (course failure due to attendance) for having repeated unlawful tardiness in any class.
- **E3 Policy:** Students who have 5 or more unlawful absences in any class may earn an E3 (failure due to attendance). Parents will receive a MCPS 3-day warning letter of possible failure due to attendance and a MCPS 5-day letter notifying parents of failure due to attendance. Upon receiving a 5-day letter, students are required to complete Attendance Intervention Plans. Forms are available in the main office and counseling office.

- **Full-Day Absence:** When a student is absent, RMHS would prefer a parent written note or e-mail to the Attendance Office **within three (3) days of returning to school** in order to ensure that the absence is recorded as lawful.

The absence note must contain the following:

1. Date of note
 2. Student's full name as registered, grade level, and student I.D. #
 3. Date(s) and reason for absence
 4. Signature of parent/guardian
 5. Home and work phone numbers of parent
- **Early Departure:** Early departure from school for illness will be handled by the nurse. All other cases will be handled by the Attendance Office. A student who needs to leave school for a doctor or dentist appointment **must:**
 - have a note from a parent/guardian stating the reason for leaving and departure time
 - take the note to the Attendance Office **before school begins**
 - sign out in the Attendance Office when leaving
 - bring a note from the **doctor** or **dentist** upon return to school if the reason for leaving is an appointment with a doctor or dentist
 - sign in at the Attendance Office (if returning to school on the same day)
 - **Late Arrival:** Students who arrive at school **after the first 15 minutes of first period** must report to the Attendance Office to sign in. Late arrivals will be considered unexcused unless a valid written excuse is presented within three days.
 - **Truancy and Cutting Classes:** Truancy (illegal absences from school) and cutting classes are serious infractions of state, MCPS, and local school policy. The Attendance Office carefully tracks patterns of student attendance. The Attendance Office verifies excuses for absences, late arrivals, and early departures. Students are held accountable for truancy and cutting classes under the MCPS attendance policy and may earn an E3 (course failure due to attendance) for having more than 5 unlawful absences in any class.

NOTE: Periodically, the School Administration will conduct "hall sweeps." Students who are late to class will receive an administrative lunch detention.

- **Partial Schedule:** Students on a partial day schedule cannot be in the building when they are not scheduled for classes. Students must complete an abbreviated schedule contract with in counseling prior to a partial schedule being approved.
- **Absences for Athletic Events:** Participation in any athletic event or practice requires athletes to attend all of their classes the day of the event, or practice, unless the absence has received prior approval (24 hours) by an administrator.
- **Age of Majority:** When students reach 18, they may elect to exercise their majority by completing the Age of Majority form found in the Attendance Office. The school is then authorized to honor the student's signature on absence notes, field trip permission forms, and other forms that previously required signed parental consent. Parents are encouraged to continue to monitor attendance and academic progress. Abuse of this opportunity may result in its revocation and disciplinary action. Age of Majority must be renewed each year.

ASSESSMENT SCHEDULE

An assessment takes a full period to complete or covers more than one chapter of information. Teachers should be sensitive to school events and holidays.

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

CELL PHONES and PORTABLE ELECTRONIC DEVICES

- Cell phones should not be visible or used in any manner during classroom/instructional time.
- During classroom/instructional time cell phones must be turned off and kept out of sight in a book bag, purse, or in the student's pockets.
 - Consequences for not following the Cell Phone Policy may include:
 - A verbal warning to the student to put away the cell phone
 - Contact with the student's parent/guardian regarding cell phone use during classroom/instructional time
 - Teacher takes possession of cell phone for the remainder of the classroom/instructional time
 - Teacher takes possession of cell phone for the remainder of the day
 - Security takes possession of cell phone and turns cell phone over to the student's grade level administrator
 - Administration takes possession of cell phone/device, secures the device, and returns it at the end of the day **or** only to a parent/guardian for repeated infractions.
- Portable Electronic Devices (iPods, tablets, etc.) and **ear pieces** should not be visible or used in any manner during classroom/instructional time.
- During classroom/instructional time portable electronic devices must be turned off and kept out of sight in a book bag, purse, or in the student's pocket.

NOTE: Individual teachers may decide to allow portable electronic devices usage at specific times during the classroom/instructional period on a case by case basis

- Consequences for not following the Electronic Devices Policy may include:
 - A verbal warning to the student to put away the electronic device
 - Contact with the student's parent/guardian regarding the use of an electronic device during classroom/instructional time
 - Teacher takes possession of electronic device for the remainder of the classroom/instructional time
 - Teacher takes possession of electronic device for the remainder of the day
 - Security takes possession of electronic device and turns the item over to the student's grade level administrator

DRESS CODE

- Clothing that is deemed to be inappropriate, offensive, or disrespectful to the learning environment is prohibited. This would include (but not limited to):
 - strapless shirts, or any other article of clothing which exposes midsections (stomach or chest areas);
 - short skirts or shorts;
 - pants worn below the waistline
 - clothing should not be worn in a way which exposes undergarments;
 - clothing that promotes sexual activity, violence, drugs, tobacco and alcohol use, or humiliates any ethnic, social or religious group
- At the discretion of the teacher, students must remove all head covering in the classroom unless they have an approved religious reason. Head coverings will be allowed for all students before school, during lunch, after school, and between passing times in the halls.
- Due to safety reasons, students may not wear sunglasses at any time inside the school building.
- Students must not wear potentially harmful clothing items such as spikes, wallet chains, or sharp key chains.
- Administration reserves the right to dictate specific dress for specific school events. For example, only the approved senior t-shirt or plain black t-shirts are allowed for the senior panoramic photo.
- Consequences for violating the dress code include, but are not limited to:
 - being asked to cover up with a jacket or pull pants up (if possible)
 - being offered a clean Richard Montgomery High School shirt to be returned at the end of the day
 - a call home to the parent/guardian to bring acceptable clothing
 - being assigned to In-School Intervention (ISI) or sent home if non-compliant

This dress code should be equally enforced for all students. The dress code should never be used to embarrass or shame, or reduce student learning time.

FINANCIAL OBLIGATIONS

Students receive obligations for the following reasons:

1. Failure to pay class fees within three weeks after the semester begins.
2. Loss or damage of school property.
3. Failure to return school property to teacher when transferring out of the class or at the end of the semester.
4. Failure to return library books and fines.

Teachers issue the student an obligation notice and forward a copy to the Financial Office. The Financial Office then handles all payments and/or returns of school property. Students may not attend homecoming/prom events or receive diplomas if they have outstanding obligations. Students leaving RMHS must pay all obligations before school records can be sent to another school.

THE IB PROGRAMS AT RICHARD MONTGOMERY

Richard Montgomery High School is an International Baccalaureate (IB) World School offering the Middle Years Programme (MYP) in grades 9 and 10 and the Diploma Programme (DP) in grades 11 and 12. As members of a worldwide community of IB schools, we encourage lifelong learning through teaching and learning that emphasizes individual students' growth.

As IB teachers and learners we strive to be:

Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers

We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-Minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-Takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced

We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective

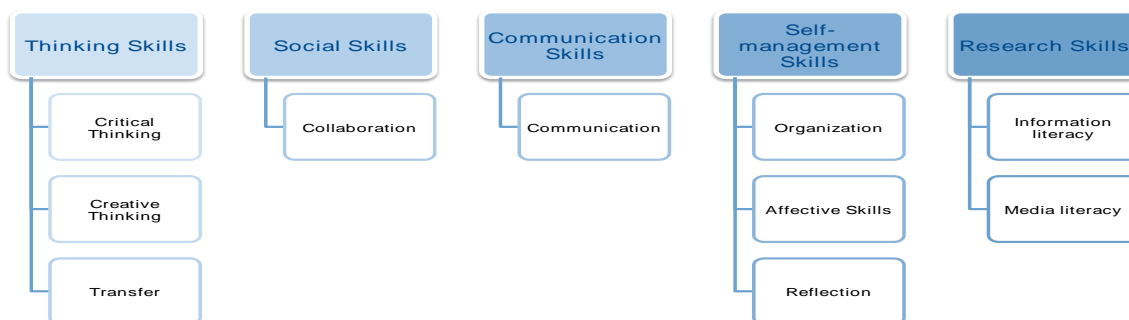
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



APPROACHES TO LEARNING IN IB PROGRAMS

In addition to the personal qualities of the IB Learner Profile, IB students at Richard Montgomery develop their Approaches to Learning. These skills, listed below, are cultivated school-wide, through classes, independent study, and through extracurricular experiences such as sports, clubs, and work. Our students develop each of these skills and assess and reflect on their areas of strength and define areas for future improvement and growth. They also align with our school's overall instructional focus: **At Richard Montgomery High School, students will think critically and extend their thinking by engaging in rich student discourse to support their writing and mathematical proficiency.**

The IB Approaches to Learning Skills are:



GLOBAL CONTEXTS IN THE IB MIDDLE YEARS PROGRAMME

All students in the ninth and tenth grade at Richard Montgomery are part of the IB Middle Years Programme (MYP). Student inquiry in each of the subject areas is fostered through six Global Contexts. These contexts for inquiry help to provide real-world connections to students' learning and to develop the habit of international-mindedness in all students.

The IB MYP Global Contexts are:

Identities and Relationships

Who am I? Who are we?

Orientation in Space and Time

What is the meaning of "where" and "when"?

GLOBAL CONTEXTS cont.

Personal and Cultural Expression

What is the nature and purpose of creative expression?

Scientific and Technological Innovation

How do we understand the world in which we live?

Globalization and Sustainability

How is everything connected?

Fairness and Development

What are the consequences of our common humanity?

GRADING AND REPORTING

Evaluation is based on evidence of the attainment of the instruction and performance objectives for the course. The following symbols and statements are used to report progress:

A	Outstanding level of performance
B	High level of performance
C	Satisfactory level of performance
D	Minimum level of performance
E	Failure
E3	Failure due to attendance
CR	Level of performance that is acceptable for credit purposes
N	The student's level of performance is unsatisfactory
I	Incomplete - Due to extenuating circumstances, the student has been given an approved extension of time
W	Withdrawn with school approval in accordance with MCPS procedures
M	Missing grade
X	Exemption from assignment
Z	Missing work with an opportunity to submit (counts as a zero until work is submitted)

Grade change requests must be made, in writing, to the teacher within two weeks of receiving a report card with a copy to the appropriate administrator. For grades 9-12, a report form with A through E letter grades is used. Students who have the written permission of their parents may be evaluated on a credit/no credit basis instead of letter grades in courses not specifically required for graduation by the State Department of Education or MCPS.

1. The decision must be made within the first 25 school days of the beginning of the course. Once made, it cannot be changed.
2. A student may have one credit/no credit option in grades 9 and 10, two in grade 11, and three in grade 12.
3. The minimum standard for credit is achievement at the same level as for a passing mark in any other course.

Interim Reports are issued at the mid-point of each marking period. Each student will receive an interim report that includes grades from each class, regardless of performance.

All assignments shall have due dates and deadlines. Assignments completed by the due date will be evaluated for full credit. Assignments completed by the deadline will be evaluated minus a one letter grade. Assignments completed after the deadline will not receive credit.

An opportunity to reassess a formative assessment (quiz) will be offered in each course. The number of formative assessments to be reassessed per course will be determined by course teams. Summative assessments (test), and culminating projects are not reassessable.

If a student misses a reassessment opportunity due to an excused absence, then the student will be given an alternate opportunity to reassess—provided that the summative assessment has not been administered.

If a student makes a valid attempt on an assessment/assignment (as determined by the teacher) and the student receives a grade on an assessment that is below 50% then the teacher will record a 50%.

ACADEMIC DISHONESTY

Administration would like to remind students that as they pursue their high school diplomas it is important to practice good scholarship. We would like to remind students that good study habits and adequate preparation are the best indicators of academic success. It is important to remember that our best work is our own work. We expect you to demonstrate honor and integrity in your pursuit of academic excellence.

Examples of academic dishonesty include, but are not limited to, the following: the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage in academic work over other students using fraud, duress, deception, theft, trickery, talking, signs, gestures, copying, or any other methodology. If a teacher determines that a student engaged in academic dishonesty, thereby not meeting the basic requirements of the task/assessment, the teacher may assign a zero. **Consequences will increase for students involved in multiple instances of academic dishonesty.**

GRADUATION REQUIREMENTS

<u>Subject</u>	<u>Credits</u>
English	4
Social Studies	3 (Required: US, NSL, MWH)
Science	3 (1 Biological, 1 Physical)
Math	4 (Including: Algebra 1, Geometry)
Physical Education	1
Health	0.5
Fine Arts	1
*Other Classes	4.5
<u>Tech Ed</u>	<u>1</u>
Total	22

Student Service Learning Hours: 75 hours

*To earn a diploma, students must also complete 2 years of Foreign Language or 2 credits of Advanced Technology Education or a Career Development Program. Students will have to earn passing scores on all MHSA exams. An alternate pathway for achieving the MHSA requirement is through the completion of a Bridge Plan(s). Students will also receive more information from administration, counselors, and teachers regarding the MHSA assessments for this school year as information becomes available. A Certificate of Merit is awarded to students who meet specific criteria as outlined in the MCPS Course Bulletin.

MCPS Promotion Policy

The present promotion policy for high school students states the following:

- Students must earn 5 credits to be promoted to 10th grade
- Students must earn 10 or more credits to be promoted to 11th grade
- Students must earn 15 or more credits to be promoted to 12th grade

End of	Total Credits Needed	Mathematics Credits Required	English Credits Required	Science Credits Required	Social Studies Credits Required	Other Credits
Grade 9	5	1	1	0	0	3
Grade 10	10	2	2	1	1	4
Grade 11	15	3	3	2	2	5

HALL PASSES

Dismissal during class requires a classroom pass. Students who are in the halls without a valid classroom pass will be questioned by school security and escorted back to class. Hall passes are color coded and to be used only for their assigned floors. Students who are found on the wrong floor with the wrong color pass will face school consequences. Repeat offenders of this requirement may be placed on a pass restriction by their grade level administrator.

LOCKERS

Students are assigned a hall locker at the beginning of the year. Any student who needs assistance with lockers throughout the school year should access a security staff member. Any items found within a school locker will automatically be assumed the responsibility of the person assigned to that locker. The lockers remain the property of the school and are subject to search by school authorities. **Students are not allowed to share lockers or give their locker combination to others.** Students are only allowed to use the locker assigned to them by the school staff. Any students found using a locker not assigned to them face administrative consequences. Students must use a lock for both school and locker room lockers.

MAKE-UP WORK

Upon returning from an absence, students must see their individual teachers to make arrangements for completing make-up work by specified due dates. Teachers are obligated to help students in making up work and assessments when the absence is excused; no such obligation exists when the absence is unexcused.

STUDENT PARKING

Parking spaces with white lines and numbers are reserved for staff. Parking spots without numbers and yellow lines can be used by students with approved parking passes. Eighty student parking passes will initially be available to seniors for a MCPS fee. Juniors may be considered if there are spaces available. Students may apply on a first come, first serve basis. **Unauthorized vehicles found parked on the school campus will be ticketed and/or towed.** Students are prohibited from parking in spaces provided for visitors and staff. All fire lanes must be kept clear for emergency use; no parking where signs are posted or along yellow curbs. **NOTE: The School Administration reserves the right to revoke a parking pass(es) due to consistent abuse of the parking privilege.**

TRANSCRIPTS

An OFFICIAL transcript is signed and carries the official school seal. It will be mailed to institutions or organizations directly.

An UNOFFICIAL transcript is not signed or sealed and may be given to a student; it does not have to be handled in a sealed envelope. For more information, please contact the registrar in the counseling office at (301) 610-8050.

TRESPASSING

Maryland State law directs school staff to demand identification of unknown persons who are on school property. Trespassers who fail or refuse to leave school property or who damage or deface school property could be issued a no trespassing notification and be subject to a fine and imprisonment. Students in the building beyond the school day who are not under the supervision of an adult for an appropriate after school activity may be considered trespassers.

EXTRACURRICULAR ACTIVITIES

Richard Montgomery High School offers many opportunities for students to actively participate in extracurricular activities and to develop and expand their interests, talents, and service to the school and community. A list of available athletic and club activities is available on the Richard Montgomery High School website. We invite parents to participate in the many opportunities listed in the Parent Handbook.

Eligibility for Participation - Eligibility is the right to participate for a nine-week period as indicated below:

- GPA** To participate in any athletic or extracurricular activity, a student must earn a 2.0 marking period average with not more than one grade of **E** for the marking period. An NC (No Credit) in a class counts as a failing grade. A grade of CR is not calculated in the GPA.
- Marking Period** The period of eligibility/ineligibility begins on the day report cards are distributed and continues until the next report card is distributed.
- Attendance** To participate in any athletic or extracurricular event, a student must attend all scheduled classes on the day of the event (or the previous Friday for weekend events) unless the absence has received prior approval from school officials.
- Behavior** Serious behavior infractions or excessive unexcused absences may be sufficient reason for declaring a student ineligible at any time. Such rules will be made by the principal after conferring with the coach, sponsor, and/or athletic director.

GENERAL INFORMATION

- Activity Bus** Activity buses run after school 2 or 3 days each week and leave RMHS at 4:30 p.m. They do not run prior to a school holiday or closing. Students should check the posted schedules.
- Business Office** The Business Office is located in the Main Office. The School Business Administrator is in charge of after school and weekend building use.
- Cafeteria** The Rocket Café is open for breakfast from 7:20 a.m. – 7:40 a.m. Lunch is a complete meal and a la carte items are also available for purchase.
- Financial Office** The Financial Office is located in the Main Office and is open before school, during lunch, and after school for students.
- Media Center** The Media Center is located in room 129 and is opened to all students for research, study, quiet meetings, leisure reading, and video editing. The Library Media Center has 33 computers available for student use as well as extensive online databases, print, audio, and books for research, leisure reading, and magazines. All students are welcome before or after school and during lunch time. Hours are 7:05 a.m. – 3:35 p.m. daily.

- Career Center** The Career Center is located next to the Counseling Office and has information regarding careers and colleges. Career interest inventory and college computer searches are available to aid students in making career choices based on interest, abilities, and skills. Information about scholarships, financial aid, college testing, summer and part-time jobs, field trips, and internships are available. Career speakers and college representatives visit regularly to assist students in making post-secondary school plans. The CONNECTION bulletin contains college representative visits, open house, and scholarship information. The bulletin is published every other week throughout the year and can also be found on the website.
- Counseling Office** The Counseling Office is located in Room 141 down the hall from the Media Center. Career and educational counseling is the primary service of this office, but personal counseling is also available. Counselors are student advocates. Students can see their counselor or any counselor before or after school and during lunch on a walk in basis. Counselors can also be contacted by email (addresses are located on the school web page) and by telephone 301-610-8050.
- Health Room** The Health Room, located in Room 116 across from the Main Gym, provides health information and emergency care for students who become ill during school. Students must have a pass from their teacher to be admitted to the Health Room during class. If the nurse determines that the student should go home, the nurse will contact the parent/guardian for authorization and inform the Attendance Office. If parents cannot be contacted and no emergency contact person is available, students may not be dismissed. The school is not allowed to dispense medication unless authorized by the student's physician and the appropriate forms are on file in the health room.
- Registrar** The Registrar, located in the Counseling Office, coordinates and processes transcripts, college applications, questions regarding grades and credits, forms for automobile insurance discounts, social security administration verification, and H.O.C. Residency Verification.

SCHOOL DISCIPLINE AND EXPECTATIONS

EXPECTATIONS – Students are expected to conduct themselves in a positive, productive, and responsible manner at all times. Specifically, students are required to demonstrate behavior that does not interfere with the rights or safety of others and does not disturb the orderly business of classes in schools. Students are required to have their IDs available to Staff at all times, and will also be expected to produce their own ID badge for identification purposes (whenever any staff requests it). Students must show their ID badge when entering the main office. **Students may not carry/use another student's ID badge.**

NOTE: Students are subject to the following range disciplinary actions for violations of the MCPS Code of Conduct.

Staff Warning – Staff calls attention to student’s inappropriate behavior and makes a request to student to stop and/or change behavior.

Student Conference – A conference will be held with the student and one or more of the following persons: teacher, counselor, parent/guardian, administrator, and pupil personnel worker when disciplinary action is required.

Detention – Administrator and teachers may require students to remain in school after the end of the regular school day or during lunch time (students will be allowed lunch). Students may be assigned detention the same day with parent or student consent. Otherwise, a 24-hour notice is required. Failure to serve detention on the day assigned, without administrative approval, will result in a doubling of the amount of detention and/or in-school suspension and contacting of parents. Students who miss detention due to an excused absence are expected to serve the detention on their first day back from the absence.

Parent Notification/Conference – Contact with parents via phone, e-mail, or letter about student’s inappropriate behavior. Meeting with parents and/or others concerning student’s inappropriate behavior.

In-School Intervention (ISI) –In-school intervention serves as an alternative to out-of-school suspension (OSS) and is reserved for less serious violations. Students who receive ISI report to the ISI center upon arrival to school and remain there under the supervision of the ISI coordinator during the period of intervention. Students are counted as present in school and credit is given for all work completed while serving ISI. A parent conference may be required.

Out-of-School Suspension (OSS) – Students who receive an out-of-school suspension are not permitted to be on any MCPS property and are not permitted to attend or participate in any school related activity during the time of the suspension without prior permission of the principal. The prohibition includes both “home” and “away” events, field trips, and evening activities. Students are responsible to see teachers about making up missed assignments. A parent conference (In-Take Meeting) is required before student can return to school.

Expulsion – Expulsion means excluding a student from participating in some or all of the educational programs offered by Montgomery County Public Schools for 45 school days or longer.

Search and Seizure – Searches must be based upon reasonable belief that the student has possession of an item, the possession of which is a criminal offense under the laws of Maryland. Authorized personnel conducting a search of a student’s person, possessions, or locker will make every reasonable effort to obtain consent of the student prior to the search. A third party of majority age will be present at the time of a search of a student. Students suspected of using alcohol can be administered a breathalyzer test by the police.

Please note: Any reference to the word “Staff” includes the following people throughout this entire document: Administrators, Counselors, Teachers, Substitutes, School Security, Building Service Personnel, Bus Personnel, Office Personnel, Adult Volunteers, and Support Staff.

THE MCPS CODE OF CONDUCT

The MCPS Public Information Office has provided the following information regarding the MCPS Code of Conduct on its webpage:

“The Code of Conduct provides an overview of discipline procedures and protocols and the range of consequences students could face for violating various policies, regulations, and rules. The guide also discusses the MCPS philosophy to discipline and defines the various disciplinary responses.

All MCPS families should receive a copy of these documents from their school. Parents and guardians are encouraged to review this document with children so that our students understand their rights and responsibilities and the district’s expectations for student conduct.”

For a complete overview of the MCPS Code of Conduct please visit the Montgomery County Public Schools website at:

<http://www.montgomeryschoolsmd.org/students/rights/>