

# Welcome to Albert Einstein High School

This handbook is designed to inform parents of the operational policies and practices at Albert Einstein High School and to provide information about the services and supports available. Along with the Code of Conduct, which was given to all students, this handbook can answer many questions and put things into a better perspective.

As always, if you have any questions, please do not hesitate to contact us.

Best,

James G. Fernandez  
Principal

# QUICK GUIDE FOR PARENTS

The classroom teacher is the first contact when questions arise about your child/children's work in a particular course. If you would like to schedule a conference with more than one teacher at a time, you may do so by calling the Counseling Office 240-740-2710. If you have questions about schoolwork in general or about other topics, use the following list as a guide.

## Main Office 240-740-2700

Telephone Hours: 7:00 a.m. – 3:30 p.m.

### **Administration:**

Principal: Mr. James G. Fernandez  
 Assistant Principals: Mr. Nathaniel Collins,  
 Dr. Cynthia Webb  
 Ms. Betty PierreSaint-Walla  
 Ms. Shanay Snead

- Any questions about the overall functioning of the school
- Discipline matters

### **Teachers:**

- Questions regarding a student's performance
- Any concerns regarding student assignments

## Attendance: 240-740-2700

Ms. Debra Gedling, Secretary

## **Class Hours: 7:45 a.m. – 2:30 p.m.**

Students must be in the building by 7:35 a.m. to allow enough time to go to the locker and be seated by 7:45 a.m.

## Report Card Dates

<u>End of Marking Period</u>	<u>Distribution Dates</u>
Nov. 7, 2018 .....	Nov. 20, 2018
Jan. 25, 2019.....	Feb. 6, 2019
April 3, 2019.....	April 16, 2019
June 13, 2019.....	June 24, 2019*

\*Report cards will be mailed from MCPS Central Office.

## Counseling Services 240-740-2710

Ms. Cheryl Malner, Secretary

- Request for homework for long-term absence (more than three days)
- Parent/Teacher conference
- Overall academic progress of student
- Concern about social or personal adjustment
- Schedule conflict or change
- Personal problems that may affect student's academic/personal development
- Information about English for Speakers of Other Languages (ESOL)
- College and career planning
- High School Plus/summer school registration
- Four year plans

### **Counselors                      Student's Last Name**

#### **9<sup>th</sup> GRADE ONLY**

Ms. Anne Fletcher            A – C, LFI, SCB & Extensions  
 Ms. Erica Ramos             D – Z

#### **10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> GRADES**

Ms. Belvey Russ            A-Carb (*10th & 11th Gr.*)  
 Mr. Auguste Pykosh        Carc-Gil (*10th & 11th Gr.*)  
                                           A-Ell (*12th Gr.*)  
 Mr. John Edwards         Gim-Martinelli (*10th & 11th Gr.*)  
                                           Em-Lev (*12th Gr.*)  
 Ms. Danielle Jordan        Martinem-Rod (*10th & 11th Gr.*)  
                                           Lew-Rey (*12th Gr.*)  
 Ms. Kelly Spivak            Roe-Z (*10th & 11th Gr.*)  
                                           Rez-Z (*12th Gr.*)  
 Ms. Patricia Azcuña        ESOL, METs, (*9th & 12th Gr.*)  
 Ms. Xiomara Medina        ESOL Counselor

## Registration: 240-740-2718

Ms. Rebecca Perez, Registrar

- New registration/Withdrawals from school
- Report Cards
- Request for transcripts
- Student records

**Career Center: 240-740-2722**

Ms. Bess Lehman, Information Coordinator

- Information on testing dates
- Visits from college representatives,
- Scholarships
- Employment opportunities
- Financial aid

**Health Room: 301-962-1009**

Ms. Marie Perrin, Nurse

Ms. Jean O'Donell, Health Technician

- Health Concerns
- Immunization Questions

**Business Office: 240-740-2700**

Mr. Mike Plank, Business Manager

- Reserving facilities
- Parking permits

**Athletic Department: 240-740-2700**

Mr. Bryan Blessing, Athletic Director

- Concerns regarding eligibility
- Questions regarding athletic teams

**Financial Office: 240-740-2700**

Mr. Juan Ramos, Financial Assistant

- Textbooks
- Yearbooks
- Field trips
- Financial obligations
- Parking permits

**Weather Emergencies**

To learn about school closings, late openings, or early dismissal due to weather:

- Listen to local radio stations or watch local television stations
- Check the MCPS website.
- Please do not call the school.

**“Quest for SAT Success”**

- Complete Geometry & Algebra II
- Take honors and Advanced Placement (AP) level courses in areas of strength
- Read carefully and write concisely to show understating of subject matter
- Read for pleasure, EVERYDAY!
- Take the PSAT & classes to prepare for the SAT

**Important Websites**

Albert Einstein High School: [montgomeryschoolsmd.org/schools/einsteinh](http://montgomeryschoolsmd.org/schools/einsteinh)

MyMCPS Classroom for Parents: [www.montgomeryschoolsmd.org/mymcps-classroom](http://www.montgomeryschoolsmd.org/mymcps-classroom)

PTSA Website: [www.alberteinsteinctsa.org](http://www.alberteinsteinctsa.org)

MCPS Website: [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)

# BELL SCHEDULE

<b>Regular Bell Schedule</b>	
Warning Bell	7:35 & 7:40
Period 1	7:45 – 8:40
Period 2	8:45 – 9:30
Period 3	9:35 – 10:20
Period 4	10:25 – 11:10
Lunch	11:10 – 11:57
Period 5	12:05 – 12:50
Period 6	12:55 – 1:40
Period 7	1:45 – 2:30

<b>2~Hour Delay</b>	
Warning Bell	9:35 & 9:40
Period 1	9:45 – 10:21
Period 2	10:26 – 10:55
Period 3	11:00 – 11:31
Period 4	11:36 – 12:07
Lunch	12:07 – 12:40
Period 5	12:47 – 1:18
Period 6	1:23 – 1:54
Period 7	1:59 – 2:30

<b>All Periods ~ Half Day</b>	
Warning Bell	7:35 & 7:40
Period 1	7:45 – 8:18
Period 2	8:24 – 8:50
Period 3	8:56 – 9:22
Period 4	9:28 – 9:54
Period 5	10:00 – 10:26
Period 6	10:32 – 10:58
Period 7	11:04 – 11:30
Lunch	11:30 – 12:00

## School Closing

In the event of severely inclement weather or emergencies, school may be closed or the starting of school time delayed. The same conditions may necessitate an early dismissal. School closing, delayed starting time or early dismissal will be announced over the local radio and TV stations. If no report is heard, student should assume that school will be in session. **(Please do not call the school because telephone lines must be available for emergencies.)**

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# SCHOOL ATTENDANCE POLICY

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Daily school attendance is an essential factor in student success. Repeated absences in a class will result in decreased learning and possible loss of credit. Because we want all students at Einstein High School to be college, career, and/or community ready, we ask for your support in ensuring that your student attends school and class regularly. In addition, **Maryland law requires that students between the ages of 6 and 18 must be enrolled in and attend school.**

To support students and families, Montgomery County Public Schools (MCPS) sends warning letters or e-mails to parents of students with three unlawful absences, informing them that their student's academic progress may be in jeopardy. MCPS also sends letters to families with students who have five unlawful absences because the student may fail or lose credit in a class(es), unless they appeal or an attendance intervention plan is completed. In addition to absences, unexcused tardies will be recorded, and three unexcused tardies will equal one unexcused/unlawful absence. A tardy is defined as "late to class".

## Attendance Notes

Each time a student is absent, he/she must bring a note from a parent or guardian to the attendance office. Each note must include the following information:

- Student's full name
- Reason the student was absent
- Date(s) the student was absent
- Parent/guardian's phone number
- Parent/guardian's signature

If a note is brought in after the third day, the note will be put in the student's folder, but will not be excused. Notes are accepted BEFORE school, DURING LUNCH, and AFTER school. A note is required even when a parent/guardian has called in the illness.

**Parents may fax** their child's note directly to the school at 301-962-1016, attention to the attendance secretary. **We cannot accept emails.** If a parent or guardian cannot write a note in English, the student may write the note but the parent must sign it.

## Excused Absences

- The student is sick
- Death in the immediate family
- Court summons
- Mental/physical incapacity
- Observance of a religious holiday
- Work or activity authorized by the school
- Hazardous weather conditions (activated by MCPS)
- State Emergencies

When a student misses school for any of these reasons, he/she must bring a note within three school days after he/she returns to school. If a student is absent for more than three school days in a row, he/she will need to bring in a note from a doctor. A college visit may be excused but **MUST** be approved at least five days in advance of the visit. (MCPS Policy JEA-RA)

## Unlawful/Unexcused Absences

- The student woke up late
- Illness of a family member
- Indifference of parents
- The student missed the bus
- Someone in the family gives the student something else to do and the student cannot come to school
- The student forgets to bring a note after he/she has been absent (Remember the student must bring the note within three days of returning to school)
- Truancy

## Late Arrivals

If a student arrives **AFTER 7:45 a.m.**, he/she must sign in at the Attendance Office. After **8:00 a.m.**, the student must sign in and get a pass to class.

## Early Dismissals

If a student has an early dismissal, he/she must bring a note to the Attendance Office **before** school. The student will be given a pass to show his/her teacher when it is time to leave class. Before leaving the building, the student is required to sign-out in the Attendance Office.

## Recording Attendance

Students will be recorded as either *A.M. Absent* or *P.M. Absent* if they are absent from school for more than one hour during the school day. They will be recorded as *A.M. Absent* if they arrive at school more than one hour late and will be recorded as *P.M. Absent* if they leave school more than one hour early.

Any student who is present for one hour or less of the school day will be marked absent for the entire day.

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# THINGS TO KNOW

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## Academies and Special Programs

As part of the MCPS Downcounty Consortium, Einstein High School offers four academy programs and the Visual Arts Center.

## International Baccalaureate

Students who are highly motivated to pursue a rigorous and comprehensive curriculum based on a global perspective should consider International Baccalaureate (IB). Its internationally recognized curriculum not only provides a challenging academic environment that sensitizes students to cultures and globalization but also serve as an academic passport that symbolizes intellectual promise throughout the world.

## Visual And Performing Arts

Students who wish to focus on the creative production of ideas, the development of individual talent, post-secondary study, a career in a specific art, performance, or life-long enjoyment should consider the Visual and Performing Arts Academy. The Academy is a pre-professional high school program that will provide training to motivated students in a specific arts discipline, which includes visual art, dance, music, and theatre.

## Finance

Students who wish to pursue a college-preparatory program that addresses the work of the financial services industry should consider the Academy of Finance, Management, and Marketing. The Academy, a member of the National Academy Foundation, is a college preparatory program that encourages students to take courses in financial studies in order to gain knowledge in preparation for related careers.

## Renaissance

The Renaissance Academy emphasizes the development of mathematical, reading, writing, and public speaking skills and their application in the arts and sciences. Students will master the skills, facts, and theories of academics necessary for college and post graduate success while developing critical thinking skills as they explore the ethical, interpretive, and interpersonal facets of knowledge, history and the arts. Strong student-parent-teacher partnerships are developed for individual student success. Courses of study include math, science and the humanities.

## The Visual Arts Center

The Visual Arts Center is a magnet honors program with emphasis on fine arts and portfolio development. Artistically gifted students from Einstein and other county schools are enrolled in this program.

## Academy Leaders:

Academy Program Coordinator..... Mr. Tom Curley  
Visual & Performing Arts Academy ..... Ms. Trish Gooley  
Academy of Finance, Management,  
and Marketing..... Ms. Carla Mackey  
IB Academy..... Ms. Kimberly Becraft  
Renaissance Academy ..... Mr. Tom Curley

For complete information on these programs, see the *Albert Einstein Course Offerings Booklet* or any of our counselors.

## After Prom

Plans are already being made to help the AEHS Class of 2019 have a safe and enjoyable after prom celebration in May. The After Prom event takes place from midnight until 5:00 a.m. and provides music, foods, prizes and fun activities in a secure and safe environment.

Needless to say, it takes a lot of work and a lot of money to be able to provide this evening free of charge to all seniors and their prom dates. The planning for After Prom starts in the fall and revs up in the months leading up to the May night. Whether you'd like to help plan or be a worker bee and just do what needs doing, there is something for everyone! For more information about After Prom and to volunteer, please contact After Prom Chairpersons: Shauna Blanchard-Mbangah and Ana Robles-Zenklusen ([achsafterprom@gmail.com](mailto:achsafterprom@gmail.com))

## Age of Majority

When a student turns 18, he/she may get a contract from the Attendance Office to request Age of Majority. The parent/guardian and administrator must sign the form and the student will be able to write his or her own absence notes. The student must follow all of the other attendance rules; the only difference is that he or she may sign the note instead of a parent/guardian. If this privilege is abused, it will be taken away.

## Athletics, Club, and Organizations

Developing interests and activities outside the classroom is an important part of the high school experience. Several dozen clubs, programs, and sports activities are available at Einstein. We encourage every student to become involved in one or more of these activities. Students must meet academic eligibility requirements to participate in extra-curricular activities.

The athletics program includes both intramural, junior varsity and varsity teams. Student activities also include drama, music, community and school service clubs, student government, and many special interest groups.

As representatives of the school, we expect that student athletics and activity participants follow school rules. In addition, a student who participates in athletics or extracurricular activities and who leaves school grounds

without permission and/or cuts class is in violation of the attendance policy and will not be permitted to participate in the next contest or event.

A list of activities, athletic teams, and coaches/sponsors is included at the end of this Handbook.

## College Testing

There are several standardized exams, including the PSAT, SAT I, SAT II, TEEFL, ACT and ACCUPLACER, which colleges and universities use for admission, placement, and scholarships. We recommend that college-bound students review testing requirements for any school in which he/she may be interested to determine if specific tests are required to be considered for admission. Registration forms for college testing can be found in the Career Center and online. Information on SAT preparation classes is available in the Counseling Office. Please find additional information related to college testing and testing schedules in the subsequent pages of this handbook on the page titled, College Entrance Exam Testing Schedule 2018-2019.

## Curriculum and Course Choices

Albert Einstein High School offers a wide selection of courses. Students may choose courses to match their abilities, interests, and needs. We recommend that students review the four-year plan they started in grade 8 and modify their academic program as their needs and interests change.

Courses offered at Einstein include on-level, honors, advanced placement (AP), and International Baccalaureate (IB) in English, mathematics, science, and social studies. Students may also elect to take one of three world languages: French, Japanese, or Spanish. A student may be eligible to take one, two, or several advanced courses. We encourage students to enroll in one, some, or all of those for which he/she is eligible.

Einstein offers additional courses in art, business, science, journalism, music, physical education, and technology/vocational education. In making course selections, students and their parents should consider interests, plans for extracurricular activities, and past experiences in handling homework assignments. For additional information about course selection, please contact your student's counselor.

College-bound students are encouraged to enroll in college preparatory classes for 4 years—English, social studies, mathematics, science, and a world language—as well as courses related to their career plans. Intensive programs that prepare students for a specific career are also available at the Edison Career Center.

The IEP team, which includes parents, determines the academic course selection for students working on alternative learning outcomes (ALO). As with all other students, we encourage these students to explore courses that match their interests and needs.

## Discipline Code - “The Einstein Way”

### Rigor, Relevance, Relationship, Responsibility & Respect

Einstein's Discipline Code aligns with the MCPS Code of Conduct and is designed to ensure freedom for both teaching and learning; to protect the rights of students and staff; to emphasize the responsibility of parents for students' school behavior; and to encourage the prompt resolution of conflicts and the enforcement of rules. Students are expected to contribute to a positive school climate and make appropriate behavior choices.

In addition, students are reminded to dress appropriately for a public school setting. We do not permit clothing that is too revealing (e.g. spaghetti strap tops, tube tops, crop tops, sagging pants) or clothing that supports or indicates violence, alcohol, sex or drugs. Students who are not appropriately dressed will be sent to the office to obtain a proper T-Shirt or will be given the opportunity to call a parent to drop off a change of clothes.

Hats must be removed and placed in lockers upon entering the building. Students are permitted to use cell phones and other electronics during lunch. Once the bell rings ending lunch, cell phone use must stop immediately. Students who use cell phones and other electronics at inappropriate times risk having these items confiscated. Students who use cell phones or cameras to take pictures in locker rooms or to record unlawful behavior face disciplinary action. **Confiscated items will be returned only to a parent or guardian.**

## Eligibility

A student must earn at least a 2.0 grade point average on the most recent report card to participate on athletic teams and/or in extra-curricular activities. A 2.0 is the equivalent of a “C” average. A student who receives more than one “E”, regardless of the earned grade point average, is also ineligible. A student remains ineligible until the most recent report card shows that the student has met the eligibility standard.

## ESOL

Students who are enrolled in the English for Speakers of Other Languages (ESOL) are placed in five ability level groupings with Level 1 for beginners and Level 5 for the most advanced students. Students receiving ESOL services progress through the levels as their abilities improve. As they do, more mainstream classes are added to their schedules and many of these students are eventually able to exit the program and continue their studies completely in the general education setting.

## Extracurricular Activities

There are many benefits to participation in extracurricular activities. Among these benefits are improved academic performance and opportunities to explore interests and create broader perspectives. Generally, students who participate in extracurricular activities have higher self-esteem and are able to achieve success in something they are passionate about. Extracurricular activities are also important for social-

emotional growth, as they provide opportunities to expand a positive social network.

At Einstein, we offer numerous options for participation in extracurricular activities and, provided that students meet eligibility standards, encourage all students to participate in at least one. Unlike in previous years, MCPS no longer requires that an extracurricular activity fee be paid.

### Finance – Return Check Notice

A return check fee of \$25.00 will be assessed for all returned checks.

### Graduation Requirements

Your student is now in high school. Credits must be earned toward graduation and grades become part of the official transcript. Attendance and promptness are tied to the earning and losing of credits. Please help your child to become involved in extracurricular experiences and to keep a record of these activities for use in completing job and/or college applications.

To graduate from a public high school in MCPS students must earn 22 credits. Earned credits must align to the following areas:

Subject	Number of Credits Needed
English	4
Social Studies	3
Must include: US History, NSL, and Modern World History	
Mathematics*	4
Must include: Algebra I and Geometry	
Science	3
Must include: Physics, Biology, and Chemistry	
Physical Education	1
Health	0.5
Fine Arts	1
Technology Education	1
Electives	2.5

Program Completions: **Must fulfill A or B**

- A. Foreign Language 2
- B. Career Preparatory Program 3-9

Student Service Learning 75 hours

*\*Must take 4 years of math while in high school, even if Algebra and/or Geometry were taken in middle school.*

Additional suggestions to help students prepare for graduation are included in a checklist titled, “Countdown to Graduation”, which can be found in this handbook.

### Health Room

The Health Room is open daily from 7:15 a.m. to 2:45 p.m. It is staffed by the Montgomery County Health Department. A trained health room technician is present during school hours and a registered nurse is present during school hours approximately three to four days per week.

The Health Room is a short-term care facility for injured or ill students. If a student is unable to complete the school day, a parent or guardian will be notified to obtain permission for the student to leave school. No medication, including Tylenol or aspirin, is stocked. If medication, prescription or over-the-counter, is required during the school day, a specific school form must be completed by the parent and the doctor in order to a student to access medication during the school day.

The nurse is available for consultation with students and/or parents regarding any health issues, including emotional concerns and issues of sexuality.

### Homework

Most courses have daily homework. Students should record all homework assignments and due dates. Parents should ensure that their student has a quiet time and place to complete homework and study. We also encourage you to keep a home calendar for noting due dates of reports, papers, tests, and assessments (progress checks, high school assessments/PARCC, college entrance exams. Etc.).

### Homework Make-Up

When absent, students are responsible for making up both classwork and homework. Students will receive credit for work submitted after an excused absence. However, students need to work with their teachers to ensure that they understand the deadline for submitting work after an absence.

For short-term excused absences, your child should obtain assignments from a classmate or get makeup work directly from his/her teacher(s). Ask your son or daughter to get the telephone numbers of one or more classmates in each class.

For a planned absence, with prior approval from the grade-level administrator, students should obtain homework assignments directly from teachers.

**If students are absent for more than three consecutive days, call the Counseling Office, 240-740-2710, to arrange to obtain homework assignments.** For lengthy illness (30 days or more), students may apply for interim instructional services (IIS), which upon approval could be provided in the home. If a long-term absence occurs at the end of a marking period, please contact your student’s counselor regarding makeup procedures.

### In-School Intervention

In-school intervention (ISI) is an alternative to out-of-school suspension. Students assigned to IIS are expected to obey all rules and must report to ISI on the date and at the time they have been assigned. Students who arrive late to or miss ISI may be suspended out-of-school and their parents asked come to school for a conference. If a student cannot behave in ISI, parents will be asked to pick up their child and take him/her home.

## Lunchtime

At Einstein High School, all students have lunch at the same time. The lunch period is 47 minutes in length (11:10-11:57 a.m.). There are four serving areas in the cafeteria and a kiosk on Main Street. In addition to eating, during lunch students may see guidance counselors, visit the career center, use the Media Center, get extra help or do make-up work with teachers, and participate in extracurricular activities. We encourage students to take advantage of the academic and extracurricular opportunities available during this time. **Students may not leave campus during lunch.**

## Media Center

The media Center is open from 7:00 a.m. to 3:00 p.m., Monday through Friday (subject to change). The facility provides a place for quiet reading and study, and the use of 26 computers. Students may come to the media center before school, during lunch, and after school without a pass.

## Parental Involvement

Parental involvement is essential to a student's school success. Thus, we encourage parents to stay informed and to actively engage in making decisions about their student's education. Please review the contents of this handbook with your students. Talk to your him/her regularly about his/her school progress, encourage him/her to be engaged in learning in the Einstein community, and make contact with his/her counselor and teachers should the need arise. In addition to these suggestions, a list of Study Skills for High School Students as well as a list of behaviors that may be indicators of school success or failure are included in this Handbook.

## Parking

The only student parking available is for seniors by a lottery process for \$37.50 per semester.

## Permanent Records

The Counseling Department keeps a cumulative folder for each student. It includes correspondence between the school and parents, a copy of the yearly report card, an attendance card, and a test card. The school nurse keeps a medical file for each student. Students with special needs will also have a confidential file to which there is limited access.

The transcript is part of the student's permanent record. It shows the semester grades for each course, the scores on Scholastic Aptitude (SAT) and College Board Achievement (ACT) tests, the grade point average, and the student's graduation date.

The permanent record is kept until the student is 21. Then the folders are destroyed. The Central Office for Montgomery County Public Schools 301-649-8170 makes a microfilm of the transcript after the student graduates. To obtain a copy of the transcript, contact the Registrar, Ms. Rebecca Perez, by calling 240-740-2718.

## PTSA

At Einstein we are very proud of our active and involved Parent-Teacher-Student Association (PTSA), whose mission it is to support every student's potential becoming a reality. The PTSA is a collaborative organization that coordinates with the school and its members to address topics important to the Einstein community. PTSA meetings are open to all parents, guardians, teachers, staff, and students. Monthly meetings are typically held the third Tuesday of each month at the school. The schedule of meetings and activities are posted on the PTSA website, [www.alberteinsteinptsa.org](http://www.alberteinsteinptsa.org).

You should also read the PTSA newsletter and join one of the two listservs sponsored by the PTSA. Both listservs carry similar announcements about school-related events, school successes and achievements, and important dates. The Bulletin listserv in an "Announcements Only" listserv where members cannot reply to messages. To join this listserv, send a blank email message to: [achs.bulletin-subscribe@yahogroups.com](mailto:achs.bulletin-subscribe@yahogroups.com). The moderated "Discussion" listerv is an open forum that allows anyone signed up for the listserv to post and reply. To join, send a blank email to: [einsteinh-subscribe@yahogroups.com](mailto:einsteinh-subscribe@yahogroups.com)

Primary activities of the PTSA are the College Fair (October); the Giftwrap Fundraiser (Thanksgiving through Christmas and in May), the Reflections Art Competition (winter), Taste of Einstein International Night (February); After Prom (May) and Staff Appreciation throughout the year. These activities are supported through membership dues, donations, and fundraisers. If you have any questions about the activities of the PTSA, you may contact them at [PTSAPresident@gmail.com](mailto:PTSAPresident@gmail.com).

## Registration

If your son/daughter is enrolling at Einstein, please contact the Downcounty Consortium office to schedule an appointment. Students not born in the United States or its territories must also visit the International Admission and Enrollment Office before registering for school. This office may be reached by calling 240-740-4500. If you have any questions about the school registration process please contact the Einstein High School Counseling office.

## Report Cards

The school year is composed of four marking periods of nine weeks each. There are two marking periods in each semester. In English, mathematics, science, social studies and world languages, the two 9-week grades make up the semester grade. Students no longer have a separate final exam grade.

Secondary students in Montgomery County earn letter grades that are assigned based on the following descriptors:

- |   |                                   |
|---|-----------------------------------|
| A | Outstanding level of performance  |
| B | High level of performance         |
| C | Satisfactory level of performance |
| D | Minimal level of performance      |

E	Unsatisfactory level of performance/failure
I	Incomplete (more time is needed and has been approved)
CR	Credit (passes under the pass/fail option) The student must ask for this option within the first 25 days of the class
NCR	No credit (failed under the pass/fail option)
E3	No credit due to too many unlawful absences

The grades for each marking period appear on the report card but only the semester grade appears on the transcript. Dates for report card distribution are included in the Quick Reference Guide in this handbook.

### Resource Teachers

High school instruction is organized in a departmental model rather than in grade level team, as it is at the middle school level. Each department is headed by a department Resource Teacher (RT). The RT's at Einstein High School are:

Business .....	Ms. Carla Mackey
English .....	Ms. Katie Gramcko
ESOL .....	Ms. Ruby Yip
Foreign Language .....	Ms. Paula Pero
Mathematics.....	Mr. Kenneth Alford
Physical Education.....	Mr. Mike Bonavia
Science.....	Ms. Lydia Walker
Social Studies.....	Ms. Fotini Economides
Special Education .....	Ms. Charmaine Roberts
Unified Arts .....	Ms. Trish Gooley
Counseling .....	Ms. Anne Fletcher

### Rights and Responsibilities

Students received a Montgomery County Public Schools handbook that outlines their rights and responsibilities at the beginning of the school year. It is expected that your child has read this document and discussed its contents with you.

### Schedule Changes

After final registration in March, dropping a course or changing a schedule requires that the parent contact the student's counselor to discuss the requested change. Changes will only be made for educationally sound reasons. Possible reasons to change a student's schedule may include passing the course in summer school, failing a prerequisite course, or not maintaining the required grade (at least "B") in an honors course. **Any student who drops a course after the 25<sup>th</sup> day will receive the grade earned at the time of the course drop.**

### School Goal

The goal of Albert Einstein High School is to meet each student's individual needs by providing a broad range of opportunities for educational and social development. We offer a wide choice of courses and academic programs to provide each student with the challenges and skills needed to make the most of his/her potential. Each student's choices are tailored to his/her individual goals, interests, and needs. As such, we encourage social growth through a wide range of extra-

curricular programs and activities. At Albert Einstein High School every student is important and every student can be successful.

### Smoking

Smoking, vaping, and/or tobacco use is prohibited in the school building and on school grounds. In the State of Maryland it is illegal to smoke or possess tobacco for persons under the age of 18. If students are caught smoking on school grounds disciplinary action will be taken.

### Special Needs and Services

A student may need special attention for many reasons. He or she may have a need for acceleration, concurrent college enrollment, a specialized talent, or an attendance problem. These needs are reviewed by the school's EST (Educational Support Team). The team discusses options with the student and parent before making a recommendation for the student's program, extra-curricular activities, or referral to another program. The parent, student, or staff member may refer a student to the EST. Because of the number of referrals, a referral may not come before the team immediately. A parent or student wishing to meet with the team should contact his or her counselor.

In addition to supporting typically developing students, Einstein High School has supports and services for students with educational disabilities. These students receive support based on the recommendations of the Individualized Education Program (IEP) or the 504 team.

### Summer Orientation

Before school starts, 9<sup>th</sup> grade students and students new to Einstein High School come to school for a half-day orientation session. The students attend sessions to prepare them for our high school, meet the administrators and staff, and become acquainted with the school.

### Summer School

Montgomery County Public Schools offers regional summer school programs at multiple sites each summer. Summer school provides students with the opportunity to make up failed courses or to earn additional credits. Students may register for summer school in May and June through a centralized process. Summer school registration forms are available in the Counseling Office.

### Supervision at School and Athletic Events

School social and athletic events are always chaperoned by faculty members and sometimes by parents as well. During all school activities, students are expected to behave responsibly and follow the standards established in the Code of Conduct.

When planning a private party for students at home, please be fully aware of State laws regarding alcohol and drugs. It is illegal for persons under the age of 21 to have or to use alcohol.

## **Visitors**

The school policy is to receive those visitors who have legitimate business at the school. Visitors to the building are required to sign in and out of the building and get a visitor's badge. To ensure the safety of students and staff, all visitors must wear the badge at all times. (MCPS Policy ABA-RB)

We welcome opportunities to share the strengths of our programs with you. If parents would like to visit a classroom during the school day, please call 24 hours in advance of your visit. Students may not bring guests to school.

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# STUDY SKILLS FOR HIGH SCHOOL STUDENTS

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Regardless of whether your student is a freshman or a senior, it is important that he/she develop good study skills. These study skills will help him/her achieve success.

## Manage Time

There are just 24 hours in each day. What your student does with his/her time makes all the difference. Students are only in class about 35 hours/week. It is important, therefore, to get the rest of the time under control and not think of it as 'free' time.

If your student does not already use a planner or electronic calendar system, it is time to start! It's so easy for students to over-schedule or 'double-book', if they are not careful. Manage time wisely to get the maximum benefit out of each day.

## Develop Good Habits

Start with the basics:

- Attend class daily. Be on time. No class cutting!
- Come prepared for class.
- Do your homework!
- Review notes daily rather than cram the night before tests.
- Set aside a quiet time and place for studying; use this time and space everyday – even if homework has not been assigned.

## Set Attainable Goals

It is important for students to set both long- and short-term goals. The goals set must be attainable for the student. Setting goals that are unreasonably high or low is a set-up. Inappropriate goals result in frustration and disappointment.

## Improve Concentration

Students need to listen to teachers and participate in class activities. It is best to reflect on how new concepts connect with what is already known. When there are new concepts that are not understood, students should ask questions. *The only dumb question is the one that was never asked.*

## Practice Good Note-Taking

Your student cannot possibly write down everything his/her teacher says since most people talk at a rate of about 225 words per minute. Students need to write down the most important information. Think about using a structured note-taking system, such as *Cornell Notes*.  
<http://lsc.cornell.edu/wpcontent/uploads/2016/10/Cornell-NoteTaking-System.pdf>

Finally, students should validate their notetaking by going back over notes after taking a test. They need to check to see if their notes included information that was on the test. If not, they should ask to see a classmate's notes or check in with their teacher for help to improve note-taking skills

## Find a Study Partner

Studying with the right partner or small group is a good idea. Having a partner or group will reduce the opportunity to procrastinate if the group meets at a predetermined or regular time. Students in groups tend to learn faster because less time is spent puzzling over difficulties – someone usually has the answer. A partner or group also allows the student to consider different perspectives. Getting a new perspective improves the depth of learning.

## Get and Stay Organized

"A place for everything and everything in its place." Being organized saves valuable time. Students should ask their teachers for recommendations for organization in the particular class. Would a spiral notebook and folder or a 3-ring binder w/ loose-leaf paper better fit their teaching style and types of assignments given? Students should keep notes and assignments through the end of the semester. Students also need to store study materials (calculator, ruler, books, computer, etc.) in a safe and convenient location.

## Learn to Motivate Yourself

Students need to be motivated to learn and work hard, whether or not they "like" a specific teacher. Self-motivation can be extremely important when a student is less interested in a particular required subject. If necessary, they should view such a class as a challenge to overcome. Then, set their mind to it and do it – no excuses. Have your student reward himself/herself for a job well done. Remember, success comes from sufficient effort!

## Be Creative and Have Fun

Students need to be creative in developing their study methodology. Students learn best in their preferred modalities, especially when a subject is less preferred. Some suggestions are to:

- Make study aids (puzzles, flash cards, etc.)
- Set academic concepts to music
- Summarize with short stories
- Visualize and draw pictures/comics to represent important facts and how they relate to each other

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# COUNTDOWN TO GRADUATION

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## 9<sup>th</sup> Grade Checklist

### Summer (or any time)

- ◆ Meet with your counselor to discuss how to meet your academic goals

### Late August

- ◆ Attend the orientation

### December-January

- ◆ Review your 4-year plan with your parents. Make the College Commitment Pledge

### January-February

- ◆ Start planning for the summer and for next year's courses and activities. Learn about 9<sup>th</sup> grade College visits and sign up in the Career Center.

### February-March

- ◆ Register for next year's courses

## 10<sup>th</sup> Grade Checklist

### Summer (or any time)

- ◆ Talk over your progress, goals, and plans with your counselor

### Late August

- ◆ New students should attend the orientation

### September

- ◆ Tenth grade students should plan for the PSAT/NSMQT given in October only

### October

- ◆ Interested students should register for the Armed Services Vocational Aptitude battery (ASVAB). Visit the Career Center. Start reading about colleges and careers that may interest you. Help your counselor to get to know you well. Recommit your energies to learning about College Admissions.

- ◆ All AEHS sophomores take the PSAT/NSMQT

### January-February

- ◆ Start talking with teachers about course offerings for next year.

- ◆ Consider rigorous courses

- ◆ Consider taking an SAT Prep course

### February-March

- ◆ Register for next year's courses

### March

- ◆ Check with your counselor to see if you should register for any June achievement tests

## 11<sup>th</sup> Grade Checklist

### Summer (or any time)

- ◆ Make an appointment to visit your counselor and talk over your needs and plans.

### Late August

- ◆ New students should attend orientation

### September

- ◆ If you have not developed a career goal(s), stop by the Career Center for an interest inventory. Learn about the "Bridges" search.

### September (and all year)

- ◆ Meet with college representatives

### October

- ◆ All AEHS juniors take the PSAT/NSMQT

- ◆ Interested students register for the Armed Services Vocational Aptitude Battery (ASVAB).

### January-February

- ◆ Read about colleges and careers and start listing possible choices. Start planning college visits and course choices for next year. Interested students plan to take spring SAT and/or Achievement Tests. If you're considering applying "early decision" take required tests by the end of your junior year for most programs.

### February-March

- ◆ Register for courses for next year

### Spring

- ◆ Visit college campuses

### April

- ◆ Attend MCPS College Fair at Montgomery College. Read about colleges and narrow down your choices. Write to colleges for materials and applications. Take AP tests if appropriate.

## **12<sup>th</sup> Grade Check List**

### **Early Summer**

- ◆ Students and parents should make an appointment with a counselor to discuss college or career and employment plans.

### **Late August**

- ◆ New students attend orientation.

### **September (and all year)**

- ◆ Stay in touch with your counselor regarding your college and/or career planning and college applications. Check to see what entrance tests are required by your college or career choice. If you feel you need to improve your scores, plan to repeat the appropriate tests in the fall and winter.

### **September-October**

- ◆ Give recommendation forms to teachers. Allow ample time for teachers to complete forms.
- ◆ Complete and submit your transcript/recommendation packet. Allow ample time for processing.

### **September-December**

- ◆ Arrange to visit college campuses a few days in the fall. The school's approval is required—see the attendance secretary. Teachers require advance notice.

### **October**

- ◆ Start preparing college applications. Get feedback on your essays from teachers or counselors. Take the SAT in November and the Achievement Tests in December. Watch for registration deadlines.

### **December**

- ◆ Attend the evening financial aid meeting and obtain forms from the Career Center.

### **January-June**

- ◆ Parents may receive help in filling out financial aid forms from the Career Center. Call to schedule an appointment 240-740-2722.

### **February-June**

- ◆ Seniors who are interested in entering the job market right after graduation should make plans to start a job search. For help in writing a resume contact the Career Center.

### **May**

- ◆ All seniors should complete the Senior Exit Survey

# College Entrance Exam Testing Schedule 2018-2019

SAT (Scholastic Assessment Test) [www.collegeboard.com](http://www.collegeboard.com)

SAT Fees					SAT Subject Test Fees		
SAT with Essay	SAT without Essay	Waitlist Fee	Late Registration Fee	Change Test Fee	Base Fee	Language with Listening Test	All other Subject Test
\$64.50	\$47.50	\$51.00	\$29. added to fees on the left	\$29.00	\$26.00	+ \$26. (per test)	+ \$22. (per test)

Date	Registration Deadline	Late Registration Deadline	Scores Release Dates (approximate)
<b>August 25, 2018</b>	July 27, 2018	August 15, 2018	September 7, 2018
<b>October 6</b>	September 7, 2018	September 26, 2018	October 19, 2018
<b>November 3, 2018</b>	October 5, 2018	October 24, 2018	November 16, 2018
<b>December 1, 2018</b>	November 2, 2018	November 20, 2018	December 14, 2019
<b>March 9, 2019</b>	February 8, 2019	February 27, 2019	March 22, 2019
<b>May 4, 2019</b>	April 5, 2019	April 24, 2019	May 17, 2019
<b>June 1, 2019</b>	May 3, 2019	May 22, 2019	July 10, 2019

ACT (American College Test) [www.actstudent.org](http://www.actstudent.org)

ACT Fees					
No Writing	Plus Writing	Late Registration	Standby Testing Registration	Change Test Date Fee	Test Center Change (Same Date)
\$46.00	\$62.50	Add \$29.50	Add \$53.00	\$26.00	\$26.00

Date	Registration Deadline	Late Registration Deadline	Scores Available (approximate)
<b>September 8, 2018</b>	August 10, 2018	August 26, 2018	September 18, 2018
<b>October 27, 2018</b>	September 28, 2018	October 14, 2018	November 6, 2018
<b>December 8, 2018</b>	November 2, 2018	November 19, 2018	December 18, 2018
<b>February 9, 2019</b>	January 11, 2019	January 18, 2019	February 19, 2019
<b>April 13, 2019</b>	March 8, 2019	March 25, 2019	April 23, 2019
<b>June 8, 2019</b>	May 3, 2019	May 20, 2019	June 18, 2019

**TOEFL (Test of English as a Foreign Language) Fee: \$170.00** [www.ets.org/toefl](http://www.ets.org/toefl)

The TOEFL measures the ability of non-native speakers of English to use and understand English as it is spoken, written, and heard in college and university settings. Non-native English speakers at the 11<sup>th</sup> grade level or above should take the TOEFL test to provide evidence of their English proficiency before beginning academic work.

See Mrs. Lehman, College/Career Information Coordinator, in Room 114, for fee waiver eligibility for SAT, ACT, & TOEFL

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# ATHLETICS, CLUBS AND ORGANIZATIONS

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All students are encouraged to participate in the various activities available to students at Einstein High School.

For the 2018-19 school year, they are as follows:

## Athletics

Athletic Director

Mr. Bryan Blessing

Assistant Athletic Director

Mr. Joseph Bruneel

Certified Athletic Trainer

Mr. Tomas Bennett

## Fall Season

Cheerleaders V

Ms. Melanie Moore

Cheerleaders JV

Mr. Duante' Abercrombie

Cross Country (Co-Ed)

Mr. Eric Da Silva

Cross Country Ass't.

Ms. Abby Peller

Field Hockey, Varsity

Ms. Jennifer Smoot

Field Hockey, JV

Ms. Kaitlin Connolly

Football, Varsity, Head Coach

Mr. Mike Bonavia

Football, Varsity, Assistants

Mr. Jermaine Howell

Mr. Collin Clifford

Mr. Justin Taylor

Mr. Victor Francis

Football, JV, Head Coach

Mr. Joe Bruneel

Football, JV, Assistants

Mr. Sean Loftus

Mr. Avery Jacobs

## Golf

Mr. Adam Gawlinski

Poms

Ms. Tricia Gooley

Poms' Assistant Coach

Ms. Angelique Lewis

Soccer, Boys Varsity

Mr. Adrian Baez

Soccer, Boys JV

Ms. Robyn DuBois

Soccer, Girls Varsity

Mr. Jeff Myers

Soccer, Girls JV

Mr. Jared Kavlock

Titan Marching Band

Mr. Brendan Kelly

Volleyball, Girls Varsity

Mr. George Vargas

Volleyball, Girls JV

Mr. Kevin Clement

## Winter Season

Basketball, Boys Varsity

Mr. Rich Porac

Basketball, Boys JV

Mr. Justin Taylor

Basketball, Girls Varsity

Mr. Anthony Williams

Basketball, Girls JV

Ms. Jackie Albanes

Bocce Ball

Mr. Max Donohue

Ice Hockey

Mr. David Cannon

Indoor Track (co-ed)

Mr. Eric DaSilva

Indoor Track, Ass't. (co-ed)

Mr. Collin Clifford

TBD

Pep Band

Mr. Brendan Kelly

Swimming and Diving

TBD

Wrestling, Varsity

Mr. Oscar Salazar

Wrestling, JV

Mr. Oscar Salazar

## Spring Season

Baseball, Varsity

Mr. Joe Rydzewski

Baseball, JV

Mr. James Mantzouranis

Lacrosse, V. Boys

Mr. Shawn Western

Lacrosse, JV Boys

Mr. Sean Loftus

Lacrosse, V. Girls

Mr. Jeff Myers

Lacrosse, JV Girls

TBD

Softball, Girls Varsity

Mr. Anthony Nappo

Softball, Girls JV

Ms. Melanie Moore

**Spring Season (con't)**

Softball, Co-Ed Corollary	TBD
Tennis, Boys	Mr. Michael Bonavia
Tennis, Girls	Mr. Max Donohue
Track, Head	Mr. Eric Da Silva
Track and Field, Co-ed Ass't	Mr. Collin Clifford
	Mr. Duante' Abercrombie
Volleyball, Co-ed Varsity	Mr. George Vargas
Volleyball, Boys V.	TBD
Intramurals	Mr. Justin Taylor
Weight Training Director	Mr. Anthony Nappo

For additional information contact: Mr. Blessing, Athletic Director,

[Bryan T Blessing@mcpsmd.org](mailto:Bryan_T_Blessing@mcpsmd.org)

The Nucleus - school newspaper	Mr. Jared Kavlock
The Quantum - school yearbook	Mr. Jared Kavlock
Relativity - literary magazine	Ms. Joanna Pappafotis

**The Arts**

A Capella	Mr. Peter Smeallie
Choral	Mr. Peter Smeallie
Choreography	Ms. Tricia Gooley
Concert Band	Mr. Brendan Kelly
Dance	Ms. Tricia Gooley
Drama	Mr. Peter Smeallie
Jazz Ensemble	Mr. Brendan Kelly
Jazz Lab Band	Mr. Brendan Kelly
Orchestra	Mr. Brendan Kelly
<b><u>STAGE:</u></b>	
Drama Director	Mr. Peter Smeallie
Pit Orchestra	Mr. Brendan Kelly
Costumes	Ms. Karen Mikkelsen
Make Up	Ms. Barbara Berman
Lighting & Sound Crew	Mr. Jeff Schneider
Stage Director	Mr. Bruce Strand
Titan Records (depends on interest)	Mr. Dave Cannon

**Service Clubs**

Animation Club	Mr. Thomas Ruttkay
Anime and Manga (Comic) Club	Ms. Melissa Pouridas
Astronomy/Outdoor Ed.	Mr. Jeff Myers
	Mr. James Colihan
Bike Club	Ms. Melissa Pouridas
Book Club	Ms. Michelle Ford
Buddhist Club	Ms. Vanessa Imoroa
Catholic Club	Ms. Mary Cardoza
Christian Club	Mr. Chujor Chujor
	Mr. Henry Eck
Debate	Ms. Bethany Shaffer
DECA (Distributive Education Clubs of America)	Ms. Carla Mackey
Environment	Mr. Steven Fenchel
Ethiopian Club	Ms. Mygenet Harris
Film Club	Ms. Sarah Coleman
Forensics	Ms. Sarah Shipley
French Honor Society	Ms. Simone Harris
Gay-Straight Alliance	Ms. Sarah Shipley
30/30	Mr. Anthony Marshall

