

Northwest High School

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Office of the
Principal

August 2018

Dear Parents, Guardians, and Students,

Welcome to the 2018-2019 school year! I hope you have had a relaxing summer and are looking forward to the start of the new school year. I am very proud to share that we are celebrating 20 years of service to the Germantown, Boyds, Gaithersburg, and Darnestown communities. Northwest High School opened in 1998 with approximately 800 students, and now 20 years later, we are expecting to have more than 2600 students when school starts on Tuesday, September 4! I am tremendously grateful for the support of our parents and community, and I look forward to our continued work together to ensure a culture of excellence for our students both inside and outside the classroom.

Our annual New Student Orientation will be Thursday, August 30, from 7:45 am to 11:30 am. All 9th grade students, as well as 10th, 11th and 12th grade students attending Northwest for the first time, are encouraged to attend in order to learn about the school and to ensure a smooth transition on the first day. During the orientation program, students will attend a brief assembly, receive their schedules and meet their teachers. School buses will run on their regular morning schedules. Bus routes and schedules are available in the "Back-to-School Resource Bank" in the "News" section of the Northwest homepage. **It is important that students who will be riding buses know their route numbers!**

One of our assistant principals, Ms. Robin Wheeler, is undertaking a new educational journey in the upcoming year. Ms. Wheeler is now an assistant principal at Richard Montgomery High School in Rockville, and I know that you join me in wishing her all the best in her new endeavor. We are very fortunate to have Ms. Nikki Morales, Ms. Kristen Range, and Ms. Ericka Singleton returning as assistant principals, and I am happy to share that our new assistant principal is Ms. Vickie Adamson. Ms. Adamson was an English teacher at schools in California and Maryland, and most recently served as the English department chairperson at Montgomery Blair High School in Silver Spring. Additionally, due to our growth in enrollment, we also have a new administrative position for the upcoming year. I am pleased to announce that our new assistant school administrator is Mr. Chris Ascienzo. Mr. Ascienzo taught social studies at multiple MCPS schools (including Northwest!), and most recently served as the social studies department chairperson at Farquhar Middle School in Olney.

Since we have an additional administrative position, we have changed the process for how administrators are assigned to students. For the upcoming year, administrators will be paired with counselors to serve students based on the first letter of students' last names. Please refer to the charts on the back of this letter for students' counselor and administrator assignments. Please also note that some students' counselor assignments have changed: Ms. Sammy Buck, our part-time counselor last year, is now full-time, and we are excited to welcome Ms. Jodi Edmunds as the new chairperson of our counseling department.

Thank you in advance for your support of Northwest High School this year. If you have any questions, please do not hesitate to contact us at (301) 601-4660. Welcome to the 2018-2019 school year, and we look forward to seeing all students promptly at 7:40 am on Tuesday, September 4!

Respectfully,

A handwritten signature in blue ink that reads "Jimmy D'Andrea".

Jimmy D'Andrea
Principal

Northwest High School Administrator & Counselor Assignments 2018-2019

Grades 9-11

Last Names Beginning With	Counselor	Administrator
A-Ber	Mr. Flach	Ms. Singleton
Bes-Deb	Ms. McCarthy-Redd	Ms. Singleton
Dec-Go	Ms. Kravitz	Ms. Morales
Gp-Kak	Ms. Blanco	Ms. Morales
Kal-Mal	Ms. Cois	Mr. Ascienzo
Mam-N	Mr. Freeman	Mr. Ascienzo
O-Sak	Ms. Buck	Ms. Range
Sal-Thn	Ms. Kim	Ms. Adamson
Tho-Z	Mr. Stewart	Ms. Adamson
Students in the Middle College Program	Ms. Edmunds	Ms. Range

Grade 12

Last Names Beginning With	Counselor	Administrator
A-Brov	Mr. Flach	Ms. Singleton
Brow-Dio	Ms. McCarthy-Redd	Ms. Singleton
Dip-Gup	Ms. Kravitz	Ms. Morales
Guq-Kim	Ms. Blanco	Ms. Morales
Kin-Mc	Ms. Cois	Mr. Ascienzo
Md-Par	Mr. Freeman	Mr. Ascienzo
Pas-Rh	Ms. Buck	Ms. Range
Ri-S	Ms. Kim	Ms. Adamson
T-Z	Mr. Stewart	Ms. Adamson
Students in the Middle College Program	Ms. Edmunds	Ms. Range

ONLINE BACK-TO-SCHOOL RESOURCE BANK

All of the following items are in the "Back-to-School Resource Bank" in the "News" section of the Northwest website: <http://www.montgomeryschoolsmd.org/schools/northwesths/>.

1. PTSA Welcome Letter and Membership Form
2. Booster Club Membership and Auction Information
3. MCPS School Calendar
4. Bell Schedules
5. Transportation Information, Including Bus Routes & Schedules
6. Homeroom List
7. School Map
8. Student Dress Code
9. Extracurricular Activity List
10. Parking Permit Guidelines and Application for Northwest HS (please print back to back)
11. Cafeteria News and Secondary School Meals Information
12. Counseling Department and College & Career Information Center News Bulletin
13. Bullying Reporting Form
14. Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)
15. Annual Notice for Directory Information and Student Privacy
16. Integrated Pest Management Notice & Pesticide Notification Enrollment Form
17. Asbestos Management Plan and Exclusion Letter
18. George B. Thomas, Sr., Learning Academy Information

IMPORTANT INFORMATION AND REMINDERS

FIRST DAY OF SCHOOL – Tuesday, September 4 (7:45 am - 2:30 pm)

On the first day of school, all 9th grade students will report to the auditorium at 7:45 am, and all other students will report to their grade-level homerooms to receive their schedules and important information. Alphabetical homeroom lists will be posted in the "Back-to-School Resource Bank" in the "News" section of the Northwest website by August 27, and they will also be posted throughout the building on the first day of school. Students will receive an "Emergency Information Form" and an "Authorization for Release Form" that need to be completed in full and returned to their respective homeroom teachers the following day. (Note: If your physical address has changed since last school year, you will need to provide proof of residency. Please contact Ms. Jacqueline Scholl, registrar, at 301-601-4623 for information on the required documentation.)

BACK-TO-SCHOOL NIGHT – Thursday, September 6 (6:30 pm - 9:00 pm)

Our annual Back-to-School Night will be on the evening of Thursday, September 6. The evening will begin at 5:30 pm with a Community Information Fair in the hallway between the main office and the auditorium. The PTSA, Booster Club, and various other student and parent groups will have tables containing information about student activities and ways that parents can become involved in the life of the school. After the Community Information Fair, there will be a brief welcome in the auditorium at 6:30 pm, and then you will have an opportunity to visit each of your child's classes. Northwest Ambassadors will be available to assist you in locating specific classrooms. The program will conclude by 9:00 pm. Based on previous experience, parking will be very tight. Please arrive early and carpool if at all possible.

PARKING – During the first eight days of school (September 4-14), students may use any parking space in the lower parking lot. During this time, students who plan to drive to school must purchase a 2018-2019 parking permit at a cost of \$37.50 per semester. Parking permit applications are available in the "Back-to-School Resource Bank" in the "News" section of the Northwest website. **NEW THIS YEAR: When students receive their parking permits, they will be assigned a parking space. Beginning Monday, September 17, all cars driven by students must display a valid 2018-2019 parking permit and be parked in the student's assigned space. Cars that are parked in the incorrect space or that do not have a valid parking permit may be ticketed and towed at the owner's expense.**

LOCKERS – All 9th grade students will be assigned lockers in their homeroom classes during the first two days of school. Every 9th grade student will receive his or her own locker. Every 10th, 11th and 12th grade student will have the option of receiving a locker in his or her homeroom class during the first two days of school. Students are not permitted to share lockers with other students, and they should never give their locker combinations to other students. If students do not follow these guidelines, the school cannot assume responsibility for lost or stolen items.

SUMMER READING – All students have required summer reading assignments, and they received the information prior to the end of the school year. Copies are available in the counseling and main offices, as well as on the Northwest web site. **These assignments are due on the second day of school, Wednesday, September 5, and will be collected by students' English teachers.**

MCPS CODE OF CONDUCT AND STUDENT RIGHTS & RESPONSIBILITIES – The MCPS *Code of Conduct* and *A Student's Guide to Rights & Responsibilities* will be distributed to all students in September. They are also online at <http://www.montgomeryschoolsmd.org/students/rights>.

STUDENT IDs – All students will receive an official Northwest student ID card free of charge in September. There is a \$5 fee to replace a lost or damaged card. Student IDs are needed to purchase student tickets for athletic events as well as tickets for many other events, including the Homecoming Dance and Prom.

ATTENDANCE – Students are required to be present and on time for every class, every day. When students are absent, they must bring notes from their parents or guardians within three school days in order for the absence to be excused. Notes must include a parent signature and should be taken to the attendance office before school, during lunch, or after school. Three unlawful tardies are equal to one unlawful absence. Students with five or more unlawful absences in a class can lose credit for the class.

LUNCH – Northwest has one lunch period for all students, so that teachers can be available for make-up work, tutoring, and student organization meetings. The lunch period is 34 minutes long. We generally have longer-than-normal lunch lines the first couple days of school until students become familiar with the system; therefore, the lunch period will be extended for the first two days of school. Students are allowed to eat in the cafeteria, in designated hallways throughout the building, in the courtyard, or on the sidewalk in front of the school. The media center and gym are also available for student use during lunch, but food is not allowed in the gym. Students may only eat in classrooms with teacher permission. **Please note that NO students will be allowed to leave campus for lunch.**

BUSINESS OFFICE – The business office has moved and is now located in room 322, directly above the main office. The business office is open for students before school (7:25 am - 7:45 am), during lunch (11:17 am - 11:51 am), and after school (2:30 pm - 2:45 pm).

AGENDA BOOKS – Each student will be given an agenda book in September. Students should use their agenda books daily to record assignments and as a general reference for Northwest policies and procedures. Students who lose their agenda books will need to purchase replacement copies from the business office for \$5.00.

ACTIVITY BUSES – Activity buses depart from the school at 4:35 p.m. on Tuesdays, Wednesdays, and Thursdays beginning Tuesday, September 11. Activity buses are provided only for students who live in neighborhoods where bus transportation is provided to and from school.

ELECTRONIC DEVICES – **All electronic devices (e.g., smart phones, iPods, etc.) must be turned off and out of sight in classrooms and during class time, unless students have been given permission by the teacher to use the device for instructional purposes.** Items will be confiscated if students do not adhere to the school policy, and confiscated items must be picked up by a parent. Northwest will assume no responsibility or liability for lost, stolen, or confiscated devices or for the unauthorized use of any such device.

ELIGIBILITY – In order to participate in any extracurricular activity, including sports, a student must maintain a grade point average (GPA) of 2.0 or better, with no more than one *E*. Eligibility is determined following each marking period. Ninth graders are automatically eligible for the first marking period.