

Parent Information Rockville High School



**2100 Baltimore Road
Rockville, MD 20851**

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



Rockville High School



2100 Baltimore Road

Rockville, MD 20851

Phone: 301-517-8105

Main Office

Fax: 301-517-8288

Phone: 301-517-8108

Counseling Office

Fax: 301-517-8155

Dear Parents and Guardians:

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

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

Sincerely,

Billie-Jean Bensen
Principal

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GETTING INFORMATION

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

ROCKVILLE HIGH SCHOOL WEBSITE

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

This is the #1 place to find information! Refer to the school website for vital information such as: Current MCPS School Calendar, Bus Schedule, Counselor Assignments, Withholding Student Directory Information, Integrated Pest Management Notice, Interims and Report Card Dates, Testing and Exam Calendar, Lunch Information. Additionally check the website throughout the year for daily announcements, the link to the *MyMCPS Portal* website, sports team information, and parent-group announcements.

MYMCPS CONNECT (Connect Ed)

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

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

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

RAMSNET

RamsNet is an un-moderated email listserv run by the [Parent-Teacher-Student Association](#) of RHS. Its purpose is for the exchange of information and discussion of issues at Rockville High School. RamsNet is intended for parents, teachers and staff of Rockville High School. You can join the RamsNet group using any email account by just sending an email to ramsnet-subscribe@yahoogle.com from your email account. If you are a departing parent wishing to unsubscribe from RamsNet, send an email to ramsnet-unsubscribe@yahoogle.com from your email account.

PARENT ORGANIZATIONS

PTSA (Parent Teacher Student Association) – The Rockville High School PTSA works to strengthen the school community – students, parents, teachers, administration, support staff, facilities and transportation personnel, local community, and MCPS – as we work together to improve the educational experience and opportunities for all. PTSA meetings are held on the 3rd Tuesday of the month at 7 pm in the Staff Dining Room, from August through June.

Membership dues: \$40.00 Patron; \$40 Family; \$25 Individual; \$15.00 Staff; \$10 Student. Mail checks to RHS PTSA at Rockville High School's address (2100 Baltimore Road, Rockville, MD 20851). Please remember to note PTSA on the outside envelope.

For more information, contact PTSA President, Molly Natchipolsky at mollynatch@gmail.com or 240-498-6287.

BOOSTER CLUB – The Booster Club is comprised of families of student athletes who work with the athletic director and the school administration to support the Rockville athletic program in various ways. The Booster Club holds meetings the first Wednesday of the month at the school, to discuss ways to support the athletic program. Those interested in joining the Boosters should contact rhs_boosterclub@yahoo.com.

FRIENDS OF ROCKVILLE MUSIC (FORM) – Friends of Rockville Music is comprised of parents, guardians, and other members of the Rockville community. FORM works with the choral and instrumental music directors to provide financial and logistical support for the Rockville High School music program. Meetings are generally held on the second Monday of every month at 7 pm in room 1084. Parents who are interested in joining FORM should VISIT WWW.ROCKVILLEMUSIC.ORG OR contact the president at formpresident@gmail.com<<mailto:shropeh@gmail.com>> Dues are \$20 per family per year.

AFTER PROM COMMITTEE – The After Prom Committee organizes the After-Prom Party following the Prom. The Committee plans the party and raises money to cover the costs of the party.

ACADEMY INFORMATION

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME

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

IB CAREER-RELATED PROGRAM (IBCP)

The IBCP is a two-year course of study that combines IB courses with career-related programs. The aim of IBCP is to provide students with both an academic and practical foundation that simultaneously supports academic and pre-professional studies. At Rockville High School, the IBCP is available to students enrolled in the Child Development academy, the Hospitality/Culinary Arts program, Project Lead The Way, Justice, Law and Society.

ATTENDANCE POLICY

The official school day begins at 7:45 a.m. and concludes at 2:30 p.m. The importance of consistent class attendance cannot be over-emphasized. Students are expected to be in class at the beginning of each period. There is a direct correlation between educational gains and the time invested in the classroom. Moreover, the responsible habits a student develops will prove invaluable throughout life.

In compliance with the Montgomery County Public Schools (MCPS) Attendance Policy/Grading and Reporting Policy, parents will receive three day and five day notifications of unexcused/unlawful absences. If students have fewer than five (5) unlawful (unexcused) absences, it is considered a warning. If students have five (5) or more unlawful (unexcused) absences, students will be in danger of receiving a failing grade. If this happens, students will receive an "E3" on their final semester grade to designate the attendance failure. Please remember that students have three (3) days after returning to school from being absent to present a note to the attendance secretary excusing the absence. Remember that three (3) unexcused tardies equals one (1) unlawful absence.

More information about MCPS's attendance policy can be found on the MCPS website at <http://www.montgomeryschoolsmd.org/departments/policy/pdf/jeara.pdf>.

REPORTING AN ABSENCE FROM SCHOOL

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

The note will be filed in the student's attendance folder. If a student does not bring in the required note within three school days, the student's absence will be considered unexcused for make-up assignment purposes unless approved by an administrator.

Lawful or Excused Absences

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

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

Rockville High School encourages parents/guardians to schedule routine medical appointments after school hours to avoid the impact on students' instructional time.

Unlawful or Unexcused Absences

Students with five or more unexcused unlawful absences from any class are subject to disciplinary action and loss of privileges such as attending homecoming activities, senior banquet, prom, athletic event, etc.

TARDINESS TO SCHOOL/CLASS

Only lawful (excused) tardy notes will be accepted from a parent/guardian. An administrator may require a physician's letter for a student who has chronic excused tardies due to illness. Students with 15 or more unexcused tardies to any class are subject to disciplinary action and loss of privileges such as attending homecoming activities, prom, athletic event, etc.

EXTRACURRICULAR ACTIVITY REQUIREMENT

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

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

Any student needing to leave school before the end of the school day must have a note from his/her parent/guardian explaining the reason for the early departure, the time the student needs to depart, and the telephone number where a parent/guardian can be contacted. The attendance secretary will then mark the student's Agenda Book appropriately. All notes must be taken to the attendance secretary by 7:40 a.m. the day of the early departure. The parent must sign out their child with the attendance secretary before leaving the building.

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

PREAPPROVAL NEEDED FOR:

- College Visits
- Family Travel

COLLEGE VISITS (Juniors and Seniors ONLY)

Advanced permission must be obtained three (3) days prior to a college visit. Permission must be requested through the College Permission Form located in the main office with the attendance secretary. Five (5) such excused absences are permitted. The visit must be an official college visit such as attending a scheduled meeting with an admissions officer or touring the campus.

FAMILY TRAVEL/VACATION

Requests for family travel are not considered lawful/excused absences by the State of Maryland. Advanced notice in writing is required for absences that exceed five (5) or more days in order for a student to be eligible to complete an attendance intervention plan.

STUDENT ILLNESS IN SCHOOL

A student who needs to go home early due to an illness must report to the health room. Health room staff members will notify a parent/guardian. Students departing due to illness must sign out through the health room.

LEAVING SCHOOL GROUNDS

Leaving the school building at any time, unless properly excused by administration, is **prohibited**. This includes during change of classes and during lunch time.

MAKE-UP WORK

It is the responsibility of the student to make arrangements for making up any work missed regardless of the reason for the absence. Make-up work may be requested when it is known ahead of time that the student will have three (3) or more consecutive days of excused absences.

SPECIAL EXCUSE FROM CLASS

Students must obtain prior permission from the teacher of any class they wish to miss for a special reason (e.g., working with another teacher, field trip, counselor, or any other appointment).

ACADEMIC PROGRAM INFORMATION

GRADUATION REQUIREMENTS

22 CREDITS (earned in grades 9-12) are required for graduation. At least four credits must be earned after the completion of Grade 11. Seventy-five (75) hours of approved **Student Service Learning** must be completed. Students are required to take the **Maryland High School Assessment Tests (HSA)** and/or **Partnership for Assessment of Readiness for College and Career (PARCC)** for English, Math, Biology and National State and Local Government.

COURSE CREDIT REQUIREMENTS:

English	4
Social Studies (incl. U.S. History, World History, NSL)	3
Mathematics (incl. Algebra I & Geometry/Algebra 2 all 4 yrs)	4
Science (Lab and Phys. science, and one elective science)	3
Fine Arts	1
Technology Education	1
Physical Education	1
Health	0.5
Electives	2.5

ADDITIONAL CREDIT REQUIREMENTS:

World Languages	2	OR
Advanced Technology Education	2	OR
Career Development Program	3-9	

COLLEGE RIGOROUS HIGH SCHOOL PROGRAM

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

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

STUDENT SERVICE LEARNING (SSL)

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

Student Service Learning hours may be accumulated through the following:

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

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

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

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

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

CERTIFICATE OF MERIT

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

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

THE GRADING SYSTEM

The following symbols are used for grading:

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

Incomplete

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

No Grade

A no grade (NG) is only given in unusual circumstances and requires administrative approval after the 25th day. A grade of NG is not considered as either passing or failing and will not be used in the calculation of the student's grade point average.

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

Transcripts

The grade point average, (GPA) is determined by assigning each grade a value, adding all the grade values, and then dividing by the number of grades. Grade values are: A = 4, B = 3, C = 2, D = 1, and E = 0. For determining a weighted grade point average, there is extra value given to grades in honors, AP and IB classes. To calculate a WGPA grade values: A = 5, B = 4, C = 3 (for all honors, Pre-IB, IB, and AP courses and C = 3 labeled on the student's transcript). The GPA and WGPA (weighted) are indicated on transcripts. Only final semester grades are posted on the transcript which is updated every semester. The senior transcript also contains scheduled courses for the senior year which is of interest to colleges.

Report Cards

Report cards reflect grades for each marking period which is based on the grade point average (GPA). The marking period GPA is used in determining eligibility each marking period. The fourth marking period GPA is used for determining eligibility in the following fall. The marking period GPA may be different from the semester grade because the semester grade is based on the average of both marking periods and goes with the grade trend. For example, a B and A would result in an A for the course. An A and a B would result in a B for the course.

<New grade chart coming soon>

PROMOTION POLICY

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

End of:	Total Credits Needed for Promotion to Next Grade	Mathematics Credits in Required Courses	English Credits in Required Courses	Science Credits In Required Courses	Social Studies Credits in Required Courses	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

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

LEVELS OF COURSES

In choosing courses, consider the student's interests and abilities. College-bound students should enroll in solid college-preparatory courses for the four years in English, social studies, science, math and world languages. Non-college bound students should also prepare for their

careers with a solid academic program-English, social studies, science, and mathematics- as well as with courses related to their career plans. Intensive programs that prepare students for specific careers are also available at the county's Thomas Edison High School of Technology.

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

Honors, International Baccalaureate (IB), and Advanced Placement (AP) Programs

The honors program consists of International Baccalaureate (IB), Advanced Placement (AP), and honors (H) courses. Honors program work can be done in English, world languages, mathematics, science, art, computer science, and social studies.

Participation in IB and AP classes gives students a sample of college-level work while they are still in high school. Students who score four or above on IB and, three or above on AP exams may receive college credit from the colleges they decide to attend. All students who enroll in IB and AP classes are expected to prepare for and take the tests in May.

Off-Site Technical and Vocational Classes

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

Work/Study Programs

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

Career Pathways Program

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

Students with Special Needs

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

Special Education Programs

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

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

REGISTRATION PROCESS

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

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

GENERAL INFORMATION

ACADEMIC HONESTY

Academic honesty is valued at Rockville High School. Therefore, the following infractions will result in a grade of zero on the assignment and additional disciplinary actions:

- Plagiarism - Plagiarism is the improper use of, or failure to attribute, another person's writings or ideas. It can be as subtle as the inadvertent neglect to include quotations or references when citing another source or as blatant as knowingly copying an entire paper verbatim and claiming it as your own work.
- Working together on a take home assessment or assignment when specifically prohibited.
- Looking at another student's paper during an assessment.
- Taking an assessment out of the classroom when prohibited.
- Giving work to another to be copied.
- Giving someone answers to assessment questions during the assessment.
- After taking an assessment, informing a person of questions that appeared on the assessment.
- Giving or selling a research paper, class work, or an assessment to another student.
- Handing in a paper purchased from a term paper service or from the Internet.
- Having someone else do an assignment or assessment.
- Changing a graded paper and requesting it be graded again.
- Having a cell phone visible and/or audible during class.

AGE OF MAJORITY

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

ATHLETICS

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

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

Athletic Director:	Mike Hayes	Michael_S_Hayes@mcpsmd.org	301-517-5530
Asst. Athletic Director:	Farron Riggs	Farron_S_Riggs@mcpsmd.org	301-517-5583

SUSPENSION FROM ATHLETICS AS A RESULT OF USE AND/OR POSSESSION OF ALCOHOL AND/OR OTHER ILLEGAL SUBSTANCES

If the use, distribution, or possession of tobacco products by a student athlete is verified, the athlete will receive a minimum ten (10) consecutive school day suspension from all athletic activities. Upon verification of a second violation, the student will be suspended for the remainder of the season or two (2) months, whichever is longer.

If the illegal use, distribution, or possession of alcohol or drugs is verified, the student will be suspended from participating for the remainder of the season or two (2) months, whichever is longer. Upon verification of a second violation, the student will be suspended from all athletic activities for one (1) calendar year.

BULLYING, HARASSMENT, OR INTIMIDATION

Bullying, harassment, or intimidation are taken seriously and will not be tolerated on school property; at a school-sponsored activity or events off school property; on a school bus; or on the way to and/or from school. If you are a victim, the parent/guardian of a student victim, a close adult relative of a student victim, and wish to report an incident of alleged bullying, harassment or intimidation, please report the incident to Rockville HS staff. Contact the school for additional information or assistance at any time.

CAFETERIA

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

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

COLLEGE AND CAREER CENTER

The Career Center is located next to the Counseling Office. It is open daily from 7:00 a.m. to 3:30 p.m. The College & Career Information Coordinator provides application forms and testing registration material; locates pertinent information for students and staff; guides students in the use of college, career, and employment material; arranges visits by representatives from the military services and post-secondary educational institutions; arranges career presentations from the business community; and registers students for ACT/SAT prep classes.

DISCIPLINE POLICY

The MCPS Code of Conduct was a new publication in the 2014–2015 school year. 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. You may access the Student Code of Conduct at this link:

http://www.montgomeryschoolsmd.org/uploadedFiles/students/rights/129916_2016-2017_STUDENT_Code%20of%20Conduct_Web.pdf

APPROPRIATE SCHOOL DRESS

Students should dress appropriately for a school setting and, therefore, will not be permitted to wear any of the following items:

- Articles of clothing that promote drugs, alcohol, sexual activity, harassment, hate, violence, or offensive language.
- Extremely revealing clothes
- Any head coverings unless for religious reasons inside the school building – head coverings may not be visible during school hours (keep in lockers or book bags).

Please keep in mind that Rockville High School is a place of business. If a student is not certain that his/her clothing will be appropriate, he/she should not wear the item(s) in question.

ELEVATOR USE

The use of the elevators in the school buildings is limited to staff members and students who are disabled or physically limited (permanently or temporarily). Students requiring the use of elevators need to bring a doctor's note to the Financial Office, stating the reason and length of time the key will be necessary. A \$50.00 deposit is required for a key to be loaned to a student.

ELIGIBILITY/EXTRACURRICULAR ACTIVITIES

In order to be eligible for any athletic or extracurricular activity, a student must have obtained a 2.0 grade point average (GPA), with not more than one grade of E, for the previous nine-week grading period (the first nine-week eligibility period is determined by the fourth-quarter grades from the previous school year). If a student does not earn a 2.0 GPA, or has more than one failing grade, the student will be ineligible for the next nine weeks. The period of eligibility/ineligibility begins on the day report cards are distributed and continues until the next report card is distributed.

EXTRACURRICULAR FEE (ECA)

Students participating in any extracurricular school activity – before school, during lunch, or after school – must pay the MCPS ECA fee prior to participation.

FINANCIAL PAYMENTS

Funds collected or raised through school activities, whether by clubs, committees, sports teams, booster groups, or departments of the school, must be deposited daily to the Financial

Specialist. All checks should be made payable to Rockville High School. No personal checks will be accepted after April 30th.

FINANCIAL OBLIGATIONS

Students owing a monetary obligation (i.e. book, lab fee, lock) to the school may not be able to participate in some extracurricular activities, including the Homecoming Dance, Prom, and Graduation. Clearance of obligations may be made at the Financial Specialist's office before or after school and during lunch.

HOMEWORK

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

ID CARDS

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

INSURANCE

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

LOCKERS

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

LUNCH GUIDELINES

- During 5th period lunch students may not leave the school building.
- The primary purpose of a single lunch at Rockville HS is for students to access teacher support. However students may also meet as clubs, access the media center, and participate in sponsored activities during this time period.
- Students may not order food to be delivered by any outside restaurant or vendor.

MEDIA CENTER

The Rockville HS Media Center is a full service Media Center with a collection that fully supports curriculum and student interests. Students may borrow books, periodicals, videos, CDs, and DVDs. Most books may be borrowed for two (2) weeks and may be renewed for an additional two (2) weeks. Reference books may be borrowed overnight. Computer use is governed by MCPS policy. Electronic devices that pose a distraction may not be used in the Media Center during school day. Hours are 7:15 a.m. to 2:30 p.m.

PARKING

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

Parking Violations – Non-Permit Vehicles

1st offense: Warning sticker placed on the vehicle.

2rd offense: Vehicle will be towed at the owner's expense.

COUNSELING SERVICES DEPARTMENT

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

<i>Last Name Begins With</i>	<i>Counselor</i>
A – Cm	Ms. Danielle Krimm
Cn – G	Mr. Andrew Lambert
H – Ma	Ms. Wendy Kiang-Spray
Mb – Rai	Mr. James Rowan
Raj-Vc	Ms. Shanel Ramos-Jones
Vd – Z	Ms. Alejandra Crawley
ESOL	Ms. Lekishia Stewart

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

Services offered by the Counseling Department:

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

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

Ms. Paula Arata, Counseling Secretary, 301-517-8108

Ms. Toni Waterton, Registrar, 301-517-8154

Mrs. Janet Harris, College and Career Information Coordinator, 301-517-8297

Dr. Julie Shields, School Psychologist, 301-738-5738

Andrea Carter, Pupil Personnel Worker, 301-738-5731

COUNTDOWN TO GRADUATION

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

Ninth Grade

Fall

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

Spring

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

Tenth Grade

Fall

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

Spring

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

Eleventh Grade

Fall

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

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

Spring

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

Twelfth Grade

Summer/Early Fall

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

Fall

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

- ___ **Attend Rockville High School's Financial Aid Workshop.**
- ___ Complete a resume.

Winter

- ___ Parents should complete the Free Application for Federal Student Aid (FAFSA – This form may be submitted beginning **January 1**) as well as other financial forms as required by postsecondary schools. Be sure to check and submit all forms as required **by their deadlines.**
- ___ Continue to seek scholarships; read the Career Center News and use other free resources.

Spring

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

Rockville High School College Application Process

JUNIOR YEAR

- Take the PSAT the second Wednesday in October during the school day
- Take the Mock SAT and ACT in November during the school day
- Review the results of the PSAT and the Mock SAT/ACT and determine which official ACT or SAT to take in the junior year
- Continue to explore the Naviance College Counseling Program
 - o Go to: **connection.naviance.com/Rockville**
 - o Parents may also request their own username for student's account by contacting College and Career Coordinator, Ms. Janet Harris, her email is: janet.L.harris@mcpsmd.org
 - o New students should also contact Ms. Harris for an access code
- Go to the **About Me tab** and complete the following:
 - o Profile, add your parents name, phone and email address
 - o Game Plan
 - o Resume Builder
 - o Personality Type
 - o Student Self-Evaluation
- Go to the **Careers tab** and complete the:
 - o Career Interest Profiler
- Go to the **Colleges tab** and complete the:
 - o Colleges I'm thinking about
- Ask three teachers to complete a **Teacher Feedback Form** (May and June)
 - o Provide each teacher with a paper form
 - o Ask teachers to return the completed form to Ms. Waterton by early June
- Research colleges and scholarships:
 - o Read the Career Center on-line News which is **updated every two weeks** by Ms. Harris, College and Career Coordinator
- Plan college visits for spring break and summer

SUMMER

- Research colleges and scholarships
 - o Make an appointment to meet with Ms. Harris, College and Career Coordinator. She will help with scholarship and college searches
 - o Go to the College tab and click on College Resources for links to the most updated college information web sites
- Visit colleges
- Continue writing college essays
- Begin completing college applications as they become available

SENIOR YEAR

- Go to <https://www.commonapp.org> and create a standardized application username and password in August. 458 colleges will accept this application.
- Go to the **Colleges tab** and
 - Click on “Colleges I am thinking about” and move the colleges you plan to apply to the “Colleges I am applying to” list.
 - Click on “Colleges I am applying to.” Answer the questions on viewing your recommendations, releasing your transcripts and matching your Common Application Account. It is *highly* recommended that you check “yes” to waive your right to see/access recommendations. This is contained in a blue shaded box titled “important Privacy Notice for Common Application.” This is called the **FERPA**
- Complete paper *Transcript Request Form* and *Authorization to Release Pupil Records*. Make an appointment with Ms. Waterton to schedule your transcript meeting. First three transcripts are free; additional transcripts \$3.00 each.
 - Three teacher feedback forms (for counselors) must be on file before a transcript request is processed. These paper forms are available in the counseling office.
 - Self-Evaluation
 - Resumre
 - FERPA
 - Common Application
- Note the method of submission for your college (Common App Electronic, Non-Common App Electronic, or US Mail). These delivery methods can be found in your Prospective College List under “Delivery Type.”
- Complete an on-line request for SAT or ACT score report. Your score report will be sent to the specified colleges directly from SAT and/or ACT services.
 - SAT: <http://sat.collegeboard.org/scores>
 - ACT: <http://www.actstudent.org/scores/send/>
- Request teacher recommendations as needed.
 - *Meet with your teacher(s) to request that (s)he write a recommendation for you*
 - *Determine teacher preference for requesting a recommendation, ie, through Naviance or with a paper request. Provide teacher with:*
 - *Resume and any other information you want the teacher to know about you*
 - *Stamped envelope labeled with the address of the college*
 - *Forms required for each college (check school’s application) and/or the heading needed for the recommendation (student’s DOB)*
 - *Along with your personal information, complete all parts of the form that you know such as teacher’s name, position (teacher), name and/or address of the high school, school phone number, etc.*
 - *List of all schools to which you are applying and deadlines*
 - *Follow-up with a thank you note to the teacher(s)*
- Remember to request your mid-year grades in January and final transcript in May.