

Richard Montgomery High School

Student Policies and Procedures

2019-2020

Attendance

School attendance is mandatory. A note or parent e-mail explaining any absence is due upon the student's return. Parents/guardians are responsible for their children's attendance until they are 16 years old. Absences will not be considered excused unless parents submit an explanatory note to the attendance office **within three (3) school days** of the absence.

The State Board of Education identifies the following as excused absences:

<ul style="list-style-type: none">• Certified illness of the student• State emergency• Hazardous weather conditions• Lack of authorized transportation• Death in the immediate family	<ul style="list-style-type: none">• Physical and mental incapacity• Court summons• Religious holiday• Work or activity accepted by school authorities
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NOTE: The State Board of Education **does not recognize family vacation, international travel, or illness of other family members** as excused absences.

- **Administratively excused activity (requires prior approval):** The student may request permission of their grade level administrator to be excused to attend special events. Forty-eight hour (2 days) notice is required for these absences to be considered. The administration will approve the absence based on the merits of the situation. Juniors and seniors may have a total of three (3) days to visit colleges with the **prior approval** of the appropriate grade level administrator.
- **Unlawful Absences:** An absence for any reason other than those approved by the State Board of Education is considered an unlawful absence. Teachers may deny students the opportunity to earn credit for missed work.
- **Unlawful Tardies:** All students are expected to arrive to class on time. Students have five (5) minutes between classes. Three unlawful tardies is equal to one unlawful absence. If a student unlawfully misses 15 minutes or more of a class period, the class period will be considered an unlawful absence.
- **E3 Policy:** Students who have 5 or more unlawful absences in any class may earn an E3 (failure due to attendance). Parents will receive an MCPS 3-day warning letter of possible failure due to attendance and an MCPS 5-day letter notifying parents of failure due to attendance. Upon receiving a 5-day letter, students are required to complete Attendance Intervention Plans. Forms are available in the main office and counseling office.
- **Full-Day Absence:** When a student is absent, parents should send a written note or e-mail to the Attendance Office **within three (3) days of returning to school** in order to ensure that the absence is recorded as lawful.
 - The absence note must contain the following: Date of note; Student's full name as registered, grade level, and student I.D. #; Date(s) and reason for absence; Signature of parent/guardian; Home and work phone numbers of parent

- **Early Departure:** Early departure from school for illness will be handled by the nurse. All other cases will be handled by the Attendance Office. A student who needs to leave school for a doctor or dentist appointment **must**:
 - have a note from a parent/guardian stating the reason for leaving and the departure time
 - take the note to the Attendance Office before school begins
 - sign out in the Attendance Office when leaving
 - bring a note from the **doctor** or **dentist** upon return to school if the reason for leaving is an appointment with a doctor or dentist
 - sign in at the Attendance Office (if returning to school on the same day)

 - **Late Arrival:** Students who arrive **after the first 15 minutes of first period** must report to the Attendance Office to sign in. Late arrivals will be considered unexcused unless a valid written excuse is presented within three days.

 - **Truancy and Cutting Classes:** Truancy (illegal absences) and cutting classes are serious infractions of state, MCPS, and local school policy. The Attendance Office carefully tracks patterns of student attendance. The Attendance Office verifies excuses for absences, late arrivals, and early departures. Students are held accountable for truancy and cutting classes under the MCPS attendance policy and may earn an E3 (course failure due to attendance) for having more than 5 unlawful absences in any class.
- NOTE:** Periodically, the School Administration will conduct “hall sweeps.” Students who are late to class will receive an administrative lunch detention.
- **Partial Schedule:** Students on a partial day schedule cannot be in the building when they are not scheduled for classes. Students must complete an abbreviated schedule contract prior to an abbreviated schedule being approved.

 - **Absences for Athletic Events:** Participation in any athletic event or practice requires athletes to attend all of their classes the day of the event, or practice, unless the absence has received prior approval (24 hours) by an administrator.

 - **Age of Majority:** When students reach 18, they may elect to exercise their majority by completing the Age of Majority form found in the Attendance Office. The school is then authorized to honor the student’s signature on absence notes, field trip permission forms, and other forms that previously required signed parental consent. Parents are encouraged to continue to monitor attendance and academic progress. Abuse of this opportunity may result in its revocation and disciplinary action. Age of Majority must be renewed each year.

Assessment Schedule

An assessment is a major formative or summative assessment covering *multiple skills or standards, or units/chapters*. Exit cards and other checking-for-understanding assessments are not considered major formative and summative assessments. Major assessments may fall under the formative, summative, or test/quiz grade book categories. A major assessment may be, but is not limited to, an exam, test, quiz, or project. RMHS assessments are given according to the following schedule:

Monday	Tuesday	Wednesday	Thursday	Friday
Social Studies	English/ESOL	Math	World Languages	Science
World Languages	Science	Social Studies	English/ESOL	Math

If a teacher or PLC decides to delay an assessment based on student preparedness, the assessment must be moved to the next available department day. If unexpected or external factors beyond a teacher's control (weather, holiday) delay a teacher or PLC's assessment, the teacher(s) will work collaboratively with their class(es) to determine the next most appropriate day to administer the assessment.

Cell Phones and Portable Electronic Devices

- During classroom/instructional time **cell phones** must be turned off and kept out of sight in a book bag, purse, or in the student's pockets unless the teacher instructs otherwise.
- Like cell phones, **Portable Electronic Devices** (iPods, tablets, etc.) and **ear pieces** must be turned off and kept out of sight in a book bag, purse, or in the student's pockets unless the teacher instructs otherwise.
 - Consequences for not following the Cell Phone/Portable Electronic Device Policy may include:
 - A verbal warning to the student to put away the device
 - Contact with the student's parent/guardian regarding cell phone/electronic device abuse
 - Teacher or Administrator assigned detention
 - Teacher confiscation of cell phone/device for the remainder of the classroom/instructional time
 - Security confiscation of cell phone/device for the remainder of the day
 - For repeated infractions, an administrator may confiscate the cell phone/device, secure the device, and return it at the end of the day **only to a parent/guardian**
 - For further repeated infractions, a student may lose access to their cell phone for multiple days as determined by the administrator in collaboration with the student's parent

Dress Code

- Clothing that is deemed to be inappropriate, offensive, or disrespectful to the learning environment is prohibited. This includes (but is not limited to):
 - strapless shirts, or any other article of clothing which exposes midsections (stomach or chest areas);
 - short skirts or shorts;
 - pants worn below the waistline
 - clothing which exposes undergarments;
 - clothing that promotes sexual activity, violence, drugs, tobacco and alcohol use, or humiliates any ethnic, social, or religious group
- At the discretion of the teacher, students must remove all head covering in the classroom unless they have an approved religious reason. Head coverings will be allowed for all students before school, during lunch, after school, and between classes during passing times in the halls.

- Due to safety reasons, students may not wear sunglasses at any time inside the school building.
- Students must not wear potentially harmful clothing items such as spikes, wallet chains, or sharp key chains.
- Administration reserves the right to dictate specific dress for specific school events. For example, only the approved senior t-shirt or plain black t-shirts are allowed for the senior panoramic photo.
- Consequences for violating the dress code include, but are not limited to:
 - being asked to cover up with a jacket or pull pants up (if possible)
 - being offered a clean RMHS shirt to be returned at the end of the day
 - a call home to the parent/guardian to bring acceptable clothing
 - being assigned to In-School Intervention (ISI) or sent home if non-compliant

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

Financial Obligations

- Students receive obligations for the following reasons: Failure to pay class fees within three weeks after the semester begins; Loss or damage of school property; Failure to return school property to teacher when transferring out of the class or at the end of the semester; Failure to return library books and fines.
- Teachers will issue the student an obligation notice and forward a copy to the Financial Office. The Financial Office then handles all payments and/or returns of school property. Students may not attend homecoming/prom events or receive diplomas if they have outstanding obligations. Students leaving RMHS must pay all obligations before school records can be sent to another school.

The IB Programs at Richard Montgomery

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

As IB teachers and learners we strive to model the IB Learner Profile Traits: Inquirers, Knowledgeable, Thinkers, Communicators, Principled, Open-Minded, Caring, Risk-Takers, Balanced, and Reflective.

Approaches to Learning in the IB Programs

In addition to the personal qualities of the IB Learner Profile, IB students at Richard Montgomery develop their Approaches to Learning. These skills, listed below, are cultivated school-wide, through classes, independent study, and through extracurricular experiences such as sports, clubs, and work. Our students develop each of these skills, assess and reflect on their areas of strength, and define areas for future improvement and growth

The IB Approaches to Learning Skills are: Thinking Skills, Social Skills, Communication Skills, Self-management skills, and Research Skills.

Global Contexts in the IB Programs

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

The IB MYP Global Contexts are: Identities and Relationships, Orientation in Space and Time, Personal and Cultural Expression, Scientific and Technological Innovation, Globalization and Sustainability, and Fairness and Development.

For a more comprehensive explanation of the Learner Profile, the Approaches to Learning, and the Global Contexts, please visit ibo.org

Grading and Reporting

Evaluation is based on evidence of the attainment of the content and performance objectives for the course.

The following symbols and statements are used to report progress on a particular assignment or in a course:

<u>Symbol and Level of Performance</u>	<u>Symbol and Level of Performance</u>
A Outstanding level of performance	CR Level of performance that is acceptable for credit purposes
B High level of performance	N The student's level of performance is unsatisfactory
C Satisfactory level of performance	I Incomplete - Due to extenuating circumstances, the student has been given an approved extension of time
D Minimum level of performance	W Withdrawn with school approval in accordance with MCPS procedures
E Failure	M Missing grade
E3 Failure due to attendance	
X Exemption from assignment	
Z Missing work with submission opportunity (counts as a 0 until work is submitted)	

- Grade change requests must be made, in writing, to the teacher within two weeks of receiving a report card. A copy of the request must be sent to the appropriate administrator.
- Students with written permission of their parents may apply for a credit/no credit score instead of a letter grade in courses not specifically required for graduation by the State Department of Education or MCPS.
 - The decision must be made within the first 25 school days of the beginning of the course. Once made, it cannot be changed.
 - A student may have one credit/no credit option in grades 9 and 10, two in grade 11, and three in grade 12.
 - The minimum standard for credit is achievement at the same level as for a passing mark in any other course.

- Interim Reports are issued at the mid-point of each marking period. Each student will receive an interim report that includes grades from each class, regardless of performance.
- All assignments shall have due dates and deadlines. Assignments completed by the due date will be evaluated for full credit. Assignments completed by the deadline will be evaluated minus a one letter grade. Assignments completed after the deadline will not receive credit.
- Reassessment opportunities will be offered in each course. Summative assessments (test), and culminating projects may not be reassessable. Detailed information regarding reassessments is provided in the course syllabus.
- If a student misses a reassessment opportunity due to an excused absence, the student will be given an alternate opportunity to reassess—provided that the summative assessment has not been administered
- If a student makes a valid attempt and meets the minimum requirement on any assessment/assignment, the student will receive a grade of no less than a 50 %.

Academic Honesty

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

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

Graduation Requirements

Subject and Required Credits		Subject and Required Credits	
English	4	Physical Education	1
Social Studies	3	Health	0.5
Science	3	Fine Arts	1
Math	4	*Other Classes	4.5
Tech Ed	1	Student Service Learning Hours: 75 hours	

*To earn a diploma, students must also complete 2 years of Foreign Language or 2 credits of Advanced Technology Education or a Career Development Program. Students will have to earn passing scores on all Maryland state assessments with the exception of MISA. The requirement for MISA is met through participation in the 2019-2020 school year.

An alternate pathway for achieving the state assessment requirements is through the completion of a Bridge Project. Students will receive more information from administration, counselors, and teachers regarding state assessments for this school year as information becomes available.

A Certificate of Merit is awarded to students who meet specific criteria as outlined in the MCPS Course Bulletin.

MCPS Promotion Policy

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

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

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

Hall Passes

If a student needs to leave the classroom during the instructional period, they must request permission to leave the classroom, sign out on the classroom log when permission is granted, and take the teacher's designated hall pass with them.

Permission to leave the classroom will only be granted when the bell to start class has begun. Students may not sign out and use the teacher's designated hall pass during the 5 minute exchange between classes. ALL STUDENTS must be present in their classrooms when the bell to start class begins. Only after that bell may the student request permission to leave, sign out, and acquire the hall pass.

Students who are in the halls without a pass will be escorted back to class by security or an administrator.

Repeat offenders of this requirement may be placed on a pass restriction by their grade level administrator.

Lockers

Students are assigned a hall locker at the beginning of the year. Students should report locker problems to a security staff member. Any items within a school locker are the responsibility of the person assigned to that locker. Lockers remain the property of the school and are subject to search by school authorities.

Students should not share lockers or give their locker combination to others. Students should only use the locker assigned to them by the school staff. Students who use a locker not assigned to them will face administrative consequences. Students must use a lock for both school and locker room lockers.

Make-Up Work

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

Student Parking

Parking spaces with white lines and numbers are reserved for staff. Parking spots without numbers and yellow lines can be used by students with approved parking passes. A limited number of parking passes will be available to seniors for an MCPS fee. Juniors may be considered if there are spaces available. Students may apply on a first come, first served basis. **Unauthorized vehicles found parked on school grounds will be ticketed and/or towed.** Students are prohibited from parking in visitor and staff spaces. Fire lanes, no parking zones, and yellow curbs must always be kept clear.

NOTE: The School Administration reserves the right to revoke a parking pass due to consistent abuse of the parking privilege.

Transcripts

- OFFICIAL transcripts are signed and carry the official school seal. They will be mailed to institutions or organizations directly.
- An UNOFFICIAL transcript is not signed or sealed and may be given to a student; it does not have to be handled in a sealed envelope. For more information, please contact the registrar in the counseling office at (240) 740-6120.

Trespassing

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

Extracurricular Activities

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

Eligibility for Participation

Eligibility is the right to participate in athletic and extracurricular activities. The period of eligibility/ineligibility begins on the day report cards are distributed and continues until the next report card is distributed. Eligibility is impacted by the following:

GPA

To participate in any athletic or extracurricular activity, a student must earn a 2.0 marking period average with not more than one grade of E for the marking period. An NC (No Credit) in a class counts as a failing grade. A grade of CR is not calculated in the GPA.

Attendance

To participate in any athletic or extracurricular event, a student must attend all scheduled classes on the day of the event (or the previous Friday for weekend events) unless the absence has received prior approval from school officials.

Behavior

Serious behavior infractions or excessive unexcused absences may be sufficient reason for declaring a student ineligible at any time. The Principal makes the decision in these cases after conferring with the coach, sponsor, and/or athletic director.

General Information

Activity Bus: Activity buses run after school 2 or 3 days each week and leave RMHS at 4:30 p.m. They do not run prior to a school holiday or closing. Students should check the posted schedules.

Business Office: The Business Office is located in the Main Office. The School Business Administrator is in charge of after school and weekend building use.

Cafeteria: The Rocket Café is open for breakfast from 7:20 a.m. – 7:40 a.m. Lunch is a complete meal and a la carte items are also available for purchase.

Financial Office: The Financial Office is located in the Main Office and is open before school, during lunch, and after school for students.

Media Center: The Media Center is located in room 129 and is open to all students for research, study, quiet meetings, leisure reading, and video editing. The Library Media Center has 33 computers available for student use as well as extensive online databases, print, audio, and books for research, leisure reading, and magazines. All students are welcome before or after school and during lunch time. Hours are 7:05 a.m. – 3:35 p.m. daily.

Career Center: The Career Center is located next to the Counseling Office and has information regarding careers and colleges. Career interest inventory and college computer searches are available to aid students in making career choices based on interest, abilities, and skills. Information about scholarships, financial aid, college testing, summer and part-time jobs, field trips, and internships are available. Career speakers and college representatives visit regularly to assist students in making post-secondary school plans. The CONNECTION bulletin contains college representative visits, open house, and scholarship information. The bulletin is published every other week throughout the year and can also be found on the website.

Counseling Office: The Counseling Office is located in Room 141 down the hall from the Media Center.

Career and educational counseling is the primary service of this office, but personal counseling is also available. Counselors are student advocates. Students can see their counselor or any counselor before or after school and during lunch on a walk in basis. Counselors can also be contacted by email (addresses are located on the school web page) and by telephone 240-740-6120

Health Room: The Health Room, located in Room 116 across from the Main Gym, provides health information and emergency care for students who become ill during school. Students must have a pass from their teacher to be admitted to the Health Room during class. If the nurse determines that the student should go home, the nurse will contact the parent/guardian for authorization and inform the Attendance Office. If parents cannot be contacted and no emergency contact person is available, students may not be dismissed. The school is not allowed to dispense medication unless authorized by the student's physician and the appropriate forms are on file in the health room.

Registrar: The Registrar, located in the Counseling Office, coordinates and processes transcripts, college applications, questions regarding grades and credits, forms for automobile insurance discounts, social security administration verification, and H.O.C. Residency Verification.

School Discipline and Expectations

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

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

- **Staff Warning** – Staff identifies inappropriate behavior and directs student to stop and/or change behavior.
- **Student Conference** – Student attends a conference with the one or more of the following persons: teacher, counselor, parent/guardian, administrator, and pupil personnel worker when disciplinary action is required.
- **Detention** – Administrator and teachers may require students to remain in school after the end of the regular school day or during lunch time (students will be allowed lunch). Students may be assigned detention the same day with parent or student consent. Otherwise, a 24-hour notice is required. Failure to serve detention on the day assigned, without administrative approval, will result in the doubling of the detention and/or in-school suspension and contacting of parents. Students who miss detention due to an excused absence are expected to serve the detention on their first day back from the absence.
- **Parent Notification/Conference** – School staff will contact parents via phone, e-mail, or letter about student's inappropriate behavior. Staff may require a meeting with parents and/or others concerning student's inappropriate behavior.
- **In-School Intervention (ISI)** – Students may be assigned to in-school intervention which serves as an alternative to out-of-school suspension (OSS) and is reserved for less serious violations. Students who receive ISI report to the ISI center upon arrival to school and remain there under the supervision of the ISI coordinator during the period of intervention. Students are counted as present in school and credit is given for all work completed while serving ISI. A parent conference may be required.

- **Out-of-School Suspension (OSS)** – Students who receive out-of-school suspension are not permitted to be on any MCPS property and are not permitted to attend or participate in any school related activity during the time of the suspension without prior permission of the principal. The prohibition includes both “home” and “away” events, field trips, and evening activities. Students are responsible to see teachers about making up missed assignments. A parent conference (In-Take Meeting) is required before student can return to school.
- **Expulsion** – Expulsion means excluding a student from participating in some or all of the educational programs offered by Montgomery County Public Schools for 45 school days or longer.
- **Search and Seizure** – Searches must be based upon reasonable belief that the student has possession of an unauthorized item, the possession of which is a criminal offense under the laws of Maryland. Authorized personnel conducting a search of a student’s person, possessions, or locker will make every reasonable effort to obtain consent of the student prior to the search. A third party of majority age will be present at the time of a search of a student. Students suspected of using alcohol can be administered a breathalyzer test by the police.

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

THE MCPS CODE OF CONDUCT

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

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

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

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