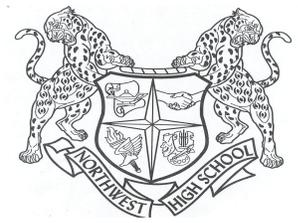


Northwest High School

13501 Richter Farm Road
Germantown, Maryland 20874
Phone: 240-740-7100
Fax: 301-601-4662



Mr. Scott E. Smith
Principal

August, 2022

Dear Northwest Students and Families,

On behalf of the entire Northwest High School staff, I would like to welcome you to the beginning of what is going to be a wonderful 2022-2023 school year! I am thrilled to open the doors to all over 2,480 of you in just a few short weeks. We have been diligently working this summer to plan for the school year and prepare a second home for all of our wonderful students and cannot wait to connect with each and every one of you.

This year, it will be our goal to continue the mark of a strong education through daily, rigorous, culturally responsive instruction aimed to take every Northwest student to a level of high achievement. To accomplish our goal of creating a school that is one for all, we are focusing on building trusting relationships as a community and creating authentic opportunities for all voices to be heard. Our Instructional Leadership Team has engaged with students, analyzed school data and parent and staff feedback to develop a schema that provides students the opportunity to socially and emotionally connect while receiving rigorous and culturally relevant instruction. We are passionate about organizing our efforts around a common vision of sustaining positive morale while creating a culture of mutual respect and transparency. We believe that it is our job as a school to focus on nurturing positive relationships with all staff, students and our parent community; create an environment of trust through authenticity and accessibility; and foster a culture of communication and collaboration as we provide our students with the skills necessary to become engaged and productive members of society.

As we return to another full year of in-person teaching and learning this school year, our continued goal is to tell the story of Northwest through multiple venues and to regularly share important information with you. To accomplish this goal, you can expect the following:

1. A weekly call out every Sunday night which will include a simultaneous email with all pertinent and detailed information (both are done simultaneously through the Blackboard Connect Ed System).
2. All daily JagTV announcements will be posted to our school website.
3. Daily updates will be made on the main page of the www.northwestjags.org website with news, events and important dates.
4. Twitter will be utilized to communicate messages and share news with our community. Many of our teams, clubs, departments, staff members, and parent organizations have their own Twitter accounts so please contact them to access their specific Twitter handles. However, several to get you started are below:
 - Scott Smith @NorthwestJags
 - Northwest Athletics @NWJagSports
 - Northwest PTSA @NWHSP TSA
 - Northwest Booster Club @NWH SBoosters
 - Student Government Association @NWH S_SGA
 - NWH S Minority Scholars Program @NorthwestMSP

Welcome New Staff to Northwest High School

Please join me in welcoming new staff to Northwest High School. Each individual brings a wealth of knowledge and experience to his/her position and a commitment to our students and school community.

Name	Department
Bryant Adams	CTE
Gabrielle Aguiar	Math
Stephanie Bateky	Media Center
Leigh Ann Coleman	Math
Tara-Dee Henry	Administration
Laura Jones	PE/Health
Doo na Kim	Ulysses Coordinator
Christine Kirk	Fine Arts
Jake Lee	Administration
Catriona Legrady	World Language/ELD
Anne Malingo	World Language/ELD
Latashia Morton-Warren	Social Worker
Jennifer Powell	LAD
Conor Prachar	CTE/Internship
David Riggio	Social Studies
Stephanie Siegel	Fine Arts
Ashley Skrypek	World Language
Chanel Solomon	English
Natalie Suárez	World Language/ELD
Juan Vega Negrón	World Language/ELD
Toby Welch	World Language/ELD

Please make note of your specific administrator. You can reach out to your administrator in regards to any items and/or concerns.

Administrator	Student Assignment(s)	Follow me on Twitter!
Mrs. Ericka Singleton Assistant Principal	Grade 9-11 A - Dau Grade 12 A - Deb	@AP_EWS_NWJAGS
Ms. Nikki Morales Assistant Principal	Grade 9-11 Dav - Jim Grade 12 Dec - Kak Grade 11 Activities/Assemblies	@NIKKI_COQUIJAGS
Ms. Temidayo Banjo Assistant School Administrator	Grade 9-11 Jin - Lit Grade 12 Kal - Map Grade 10 Activities/Assemblies	@MSB_NW_JAGPRIDE
Mrs. Danielle Abdelsalam Assistant Principal	Grade 9-11 Liu - Ole Grade 12 Maq - N Grade 12 Activities/Assemblies	@NWJAGSAP
Mr. Jake Lee Assistant Principal	Grade 9-11 Olf - Ros Grade 12 O - Ros Middle College Class of 2023	@NorthwestAPLee
Ms. Tara-Dee Henry Assistant Principal	Grades 9-12 Rot - Z Grade 9 Activities/Assemblies	@APWhitely_Jags

Please also see below and make note of your counselor.

Grades 9-12	
Counselor	Last Names Beginning With
Mr. Jeffrey Flach	Grade 9-11 A - Boak Grade 12 A - Ber
Ms. Tamela McCarthy-Redd	Grade 9-11 Boal - Dau Grade 12 Bes - Deb
Ms. Christine Kravitz	Grade 9-11 Dav - Gh Grade 12 Dec - Go
Ms. Nancy Blanco	Grade 9-11 Gi - Jim Grade 12 Gp - Kak
Ms. Athena Cois	Grade 9-11 Jin-Lit Grade 12 Kal - Map
Mr. Austin Freeman	Grade 9-11 Liu - Mun Grade 12 Maq - N
Ms. Jodi Edmunds	Grade 9-11 Muo - Ole

Ms. Mary Kakoullis	Grade 9-11 Olf - Ros Grade 12 O - Ros
Ms. Christina Kim	Grade 9-11 Rot - Thai Grade 12 Rot - Thn
Mr. Sean Stewart	Grade 9-11 Thaj - Z Grade 12 Tho - Z
Ms. Susan Bunting	Middle College Class of 2023

As I enter my seventeenth year in Montgomery County Public Schools and my second year as your proud principal, I am energized for the year ahead and am thrilled to continue to engage all of you in various settings throughout the year. Northwest High School is the place to be as we are “*all for one and one for all!*”

The remainder of this letter includes information to help you prepare for the 2022-2023 school year. Please read the information under each category heading carefully. The information provided in this letter can also be found on our school’s website under “news.” We have made every effort to answer all the questions we are anticipating from you; however, if additional questions arise, please feel free to contact me via email at Scott_E_Smith@mcpsmd.org.

Thank you for your continued support and commitment to Northwest. We are looking forward to welcoming each and every one of you of our students back to school!



Mr. Scott E. Smith
Principal

New Student Tours/Informational Sessions

On August 25th, we are having our student orientation for all incoming 9th graders and new students to Northwest. However, we wanted to offer OPTIONAL tours in smaller groups prior to orientation. These tours are only for 9th grade students and anyone new to Northwest. The purpose of the Summer Student Tours at Northwest High School(NWHS) is to help our NWHS students become acclimated to the school and learn how to become involved in our school community.

To meet this mission, NWHS Summer Student Tours have the following goals:

- Learning Northwest High School traditions
- Becoming familiar with the school building
- Introduction/Overview of how student activities work (Homecoming, Events, Clubs, etc.)

These tours are voluntary, and students will still have an opportunity to attend the official orientation on August 25th. We ask that students sign up for this summer opportunity so that we have a clear idea of how many students will join us. If you would like to come in for a tour before orientation, please [sign up here](#). Students are only able to sign up for one time slot because space is limited. **Please note the form will close on August 11th.** If there are any questions and or concerns, please contact Ms. Henry at Tara-dee_Whitely@mcpsmd.org.

Northwest Parent Councils' Questionnaire

We hope that you and your family will join us for future events and that you will consider becoming a part of the Northwest Hispanic Parent Council, African American Parent Council and the Asian American Parent Council. Please take some time to respond to this [questionnaire](#) and let us know how you would like to become involved. This questionnaire has been translated in Spanish.*

Please contact the following administrators for more information about the Hispanic, African American, and Asian Parent Councils at Northwest High School.

Hispanic Parent Council: Nyurka_I_Morales@mcpsmd.org

African American Parent Council: Tara-dee_Whitely@mcpsmd.org

Asian American Parent Council: Danielle_M_Abdelsalam@mcpsmd.org

PTSA and Booster Club Information

Our PTSA and Boosters Organizations are key to our success. Linked here are the forms to join both the PTSA and Boosters. I urge you to support these worthy organizations which do so much to support our school and help us provide the best education possible to our students. You will find your involvement with one of our parent groups will help increase your student's sense of belonging and pride in Northwest High School.

[PTSA and Booster Club Welcome Letter](#)

New Student Orientation - August 25 (7:45 am - 11:30 am)

All 9th grade students as well as new 10th, 11th and 12th grade students will attend new student orientation. Students should look at the school website to locate their bus route information (times and locations).

Bus Route Schedules

The 2022-2023 bus route schedules will be available on our website after August 18th.

First Day of School - Monday, August 29 (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 26, and they will also be posted throughout the building on the first day of school. (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 240-740-7095 for information on the required documentation.) You can view our complete [bell schedule here](#).

Back to School Night - Thursday, September 1 (6:30 pm - 9:00 pm)

Our annual Back-to-School Night will be on the evening of Thursday, September 1. 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.**

Senior Portraits

Victor O'Neill Studios will be back for senior portraits August 15th-August 17th, please use this link to sign up for your slot: <https://pickatime.com/vosphoto/Northwest2023>. Please see the [linked letter](#) for additional information. Students should use the auditorium entrance when coming for their session. For questions regarding pictures, please contact Victor O'Neill Studio directly @ seniors@vosphoto.com.

Lockers

All 9th and 10th grade students will be assigned lockers in their homeroom classes during the first two days of school. Every 9th and 10th grade student will receive his or her own locker. Every 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 Assignments

We have posted summer assignments on our website. Click [here](#) to find your respective class assignments.

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 41 minutes long on days when we use a regular bell schedule. 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 or be allowed to order food for delivery.**

Business Office

The business office is 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 (11:13 am - 11:54 am), and after school (2:30 pm - 2:45 pm).

Activity Buses

Activity buses depart from the school at 4:35 pm on Tuesdays, Wednesdays, and Thursdays beginning Tuesday, September 13. 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.

Student Emergency Information

Student Emergency Information should be updated through ParentVUE. Each year parents/guardians are required to complete the Annual Verification of Information through the Online Registration portal (in the right corner of your ParentVUE home screen). We highly recommend that you complete this as soon as possible. It is critically important that we have accurate parent contact information on file with the school and system as soon as possible.

Here are links to the [ParentVUE Support Guide](#) and [directions for completing the annual verification of information](#).

A Note on Military Recruiting and Directory Information

If a parent does not wish to have his/her child's name made available to military recruiters and/or does not wish to have their child's directory information included in the student directory, they should complete the "Directory Information Withholding" portion of the ParentVUE annual verification of information online registration. You may also complete [MCPS form 281-13](#) - *Annual Notice for Directory Information and Student Privacy*. The form must be returned to the school by Friday, September 9, 2022.

Testing Accommodations for the College Board Tests (AP, SAT, PSAT)

In order to receive accommodations on these tests, a student must request the accommodations by submitting a Student Eligibility Form. The form must be completed by both parents and school officials and then mailed to the College Board **at least seven weeks in advance of the student taking the first test.**

The criteria established by the College Board for granting testing accommodations differs significantly from those used by Montgomery County Public Schools. Students who have an Individualized Educational Plan (IEP) or a 504 Plan are not guaranteed that the College Board will provide accommodations. The College Board requires current neuropsychological testing (within the past three years) which documents the specific need for each requested accommodation. Please contact your student's counselor in the [Counseling Office](#) (240-740-7080) in order to obtain the forms and to ask questions about this process.

Home-School Communication

Effective home/school communication is important to us at Northwest High School. Our entire staff is available to help you with your questions and concerns. The main school number is 240-740-7100. A more complete list of important contacts and numbers is published on our website. Please do not hesitate to call or make an appointment. Our website, www.northwestjags.org is another excellent source of information about school events with which I hope you will become familiar.

Health Room Information

Below is an important message from our School Nurse, Ms. Jennifer Lichter.

Health room staff plan to be available beginning August 23, 2022. Forms may be submitted over the summer by:

- a) Emailing to Jennifer.Lichter@mcpsmd.org or Lauren.B.Leavy@mcpsmd.org
- b) Fax: 301-601-4645;
- c) Mail: Northwest High School, 13501 Richter Farm Road, Germantown, MD 20874; or
- d) Drop off to the health room beginning August 23, 2022.

Please Note: *Health room staff will NOT be monitoring health forms sent to the nurse's email and/or school over the summer; forms will be reviewed when health staff return in August 2022. For school-related health matters that require planning during the summer, please call School Health Services during normal weekday business hours at 240-777-1550.*

1. Summer physicals & healthcare appointments:

Please plan to bring health forms that are applicable to appointments your child may have this summer: [Health Inventory Form](#), [Medication Authorization Form](#), [Anaphylaxis Medication Form](#), [Asthma Action Plan/Medication Form](#), [Dental Health Form](#)

2. Medication requirements for 2022-2023 School Year:

All medications at school require an authorization form to be completed by a healthcare provider and parent/guardian. This pertains to all prescription, over the counter and emergency medications kept in the health room or self-carried by students. Links to these forms are contained in section 1, above. Parents/guardians are requested to call the health room prior to dropping off medications and forms so we can arrange to meet you.

3. Immunization Requirements for 2022-2023 School Year:

All students must have up to date immunization records prior to the start of the 2022-2023 school year. Parents should contact their doctor to make sure their child is properly immunized and submit a copy of the documentation to the Health Room at your child's school as soon as possible, but no later than Monday, August 30, 2021 the first day of the 2022-2023 school year.

Immunizations for students new to MCPS and children in Kindergarten through Grade 12, are available Monday through Friday, by appointment, at locations in Rockville and Germantown.

Appointments are available at:

- School Health Services Immunization Clinic at Rocking Horse Road: 4910 Macon Road, Rockville; Phone: 240-740-4430
- Germantown Health Center: 12900 Middlebrook Rd., Germantown; Phone: 240-777-3380

[Visit this webpage](#) to view the full list of immunization requirements for students.

- 4. Asthma & Allergies:** Please complete and submit a [Student Asthma Management Plan \(SAMP\)](#) and [Allergy Form](#) if your child has asthma and/or allergies. For medications at school relating to Asthma and Allergy management, please refer to sections 1 and 2 above for forms and medication requirements.

The health room looks forward to supporting NWHHS students in the upcoming school year!

Free and Reduced Meals

The application for the Free and Reduced-Price meals for the 2022-2023 school year is now available for families to complete. Students may qualify for free or reduced-price meals based on household size and income. They may also qualify if they are receiving Supplemental Nutrition Assistance Program (SNAP), Temporary Cash Assistance (TCA), or Medicaid benefits. **Beginning school year 2022-2023, students who qualify will not be charged that cost - meaning that reduced-price students will eat for free.** Meal benefit eligibility from last school year will remain current only through the first 30 scheduled school days OR until a 2022-2023 application is processed. To complete the online application please visit www.myschoolapps.com. For additional information and directions, you may visit MCPS' Division of Food and Nutrition Services website at www.montgomeryschoolsmd.org/departments/food-and-nutrition/meal-payments You may also contact the Division of Food and Nutrition Services directly at 240-740-7400 with any questions about the application and the process.

Parking Permits

Parking permits for the full year only will be sold beginning August 29, 2022. Parking permits for the second semester will be sold beginning January 9, 2023. Applications and payment will be accepted by the Business Office (Room 322) before school (7:25 – 7:40 a.m.), during lunch (11:13 – 11:51 a.m.), and after school (2:30 – 2:45 p.m.). Students must have no outstanding financial obligations to the school and must be academically eligible (2.0 cumulative GPA with no more than one E) in order to be eligible for a parking permit. During the first three weeks of school (August 29-September 16), students may use any parking space in the lower parking lot. When students receive their parking permits, they will be assigned a parking space. Parking permit applications are available in the "Back-to-School Resource Bank" in the "News" section of the Northwest website. Beginning Monday, September 19, all cars driven by students must display a valid 2022-2023 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.

SchoolCash Online

Montgomery County Public Schools has transitioned to a new online payment system called SchoolCash Online as its preferred method of payment for school-related fees such as fundraisers, field trips, obligations, etc. (Please note that the new payment system is NOT related to school cafeteria accounts) SchoolCash Online helps parents/guardians and community members pay school-related fees safely, quickly, and easily. SchoolCash Online will help increase efficiency and security at schools by making payments directly into schools' bank accounts and eliminating the need for teachers to handle money. In addition, once registered, you will be immediately informed about school activities! Powered by KEV Group, SchoolCash Online is the industry leader in the management of school fees. The new system puts all of the school-related fees online for purchase so users can make purchases online using a credit card or e-check. A processing fee will be included on all items available for purchase, regardless of the type of payment used on SchoolCash Online or at the school.

Parents/guardians can register now at - <https://mcpsmd.schoolcashonline.com/>