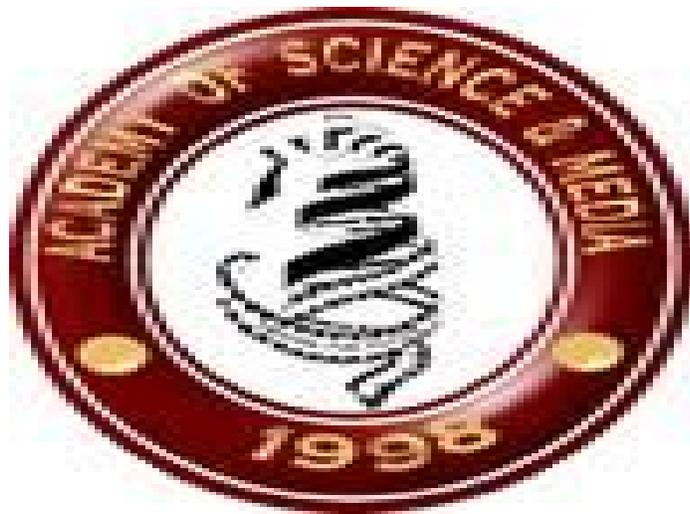


National Blue Ribbon School of Excellence

*New American High School
Rebecca F. Baber Academy of Finance*

EXCELLENCE THROUGH EFFORT



PARENT HANDBOOK
2018-2019

14121 Old Columbia Pike, Burtonsville, MD 20866
www.montgomeryschoolsmd.org/schools/paintbranchhs
Dr. Myriam Yarbrough, Principal



Paint Branch High School

Academy of Science and Media

14121 Old Columbia Pike

Burtonsville, Maryland 20866-1799

Main Office: 301-388-9901 • Facsimile: 301-989-5609

www.montgomeryschoolsmd.org/schools/paintbranchhs



National Blue Ribbon School of Excellence • New American High School • Northeast Consortium School

Office of the Principal
301-388-9905

September 2018

Dear Parents and Guardians:

We have gone green! We are pleased to present our Parent Handbook online. On behalf of the faculty, staff, and administration, welcome to the new Paint Branch High School! The purpose of the handbook is to provide you with an overview of our academic program and general information about school policies and programs. 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, 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 Paint Branch High School by sharing your skills and expertise. We are committed to this partnership and we look forward to working with you during the 2018-2019 school year.

Sincerely,

Dr. Myriam Yarbrough
Principal

PAINT BRANCH HIGH SCHOOL DIRECTORY

Main Office 301-388-9900

Fax 301-989-5609

Office Hours: 7:15 AM – 3:45 PM

| | | |
|--|--------------------|--------------|
| Principal | Myriam Yarbrough | 301-388-9905 |
| Principal's Secretary | Tasha Kelly | 301-388-9905 |
| Assistant Principal, Grade 9 th | Tracy Pettis-Jones | 301-388-9900 |
| Assistant Principal, Grade 10 th | Ricardo Hernandez | 301-388-9900 |
| Assistant Principal, Grade 11 th | Anna Jones | 301-388-9900 |
| Assistant Principal, Grades 12 th | Dollye McClain | 301-388-9900 |
| Signature Coordinator | Samantha Candia | 301-388-9911 |
| Athletic Director | Heather Podosek | 301-388-9916 |
| Business Manager | Dawn Ford | 301-388-9913 |
| Financial Assistant | Angela Harders | 301-388-9914 |
| Attendance Secretary | LaKeta Spinks | 301-388-9910 |
| Cafeteria Manager | Min Huang | 301-388-9945 |

Counseling Services

- Adriane Whipple, Counselor (students with last name A - Cad)
- Katana Riddick, Counselor (students with last name Cae - Fog)
- Johann Oliphant, Counselor (students with last name Foh - Kalar)
- Jennifer Higgins, Counselor (students with last name Kalas - Merca)
- Darlene Jackson, Resource Counselor (students with last name Mercb - No)
- Dwayne Jackson, Counselor (students with last name Np- Sap)
- Felicia Kimmel, Counselor (students with last names Saq - Sm/AVID)
- Becky Long, Counselor (students with last name Sn - Z)

| | | |
|---|---------------------|--------------|
| Counseling Secretary | Leslie Bean | 301-388-9920 |
| Career Programs and College Coordinator | Maureen Murphy | 301-388-9912 |
| Registrar | Victoria Lee | 301-388-9932 |
| Building Service Manager | Yusuf Umar | 301-388-9943 |
| Health Room | Robin Ingram | 301-388-9915 |
| Media Center | Gary Dorr | 301-388-9950 |
| Safety & Security | David Newsome | 301-388-9949 |
| Art | Alice Norris | 301-388-9962 |
| Business/Tech Ed | Tashia Tillett | 301-388-9944 |
| English Resource Teacher | Leslie Appino | 301-388-9966 |
| Foreign Language Resource Teacher | Megan Tomas | 301-388-9940 |
| Internship Coordinator | Samantha Candia | 301-388-9911 |
| Math Resource Teacher | Leonard Salahud Din | 301-388-9956 |
| Choral Music | Christine Mitchell | 301-388-9936 |
| Instrumental Music | Gregory Casement | 301-388-9935 |

P.E. Resource Teacher Cecilia Chivers
301-388-1043 (Girls)/1044 (Boys)

| | | |
|---------------------------------|--------------------|--------------|
| Science Resource Teacher | Pam Leffler | 301-388-9964 |
| Social Studies Resource Teacher | Andrew White | 301-388-9961 |
| Special Education (Resource) | Christine Genua | 301-388-9958 |
| Special Education (ED Cluster) | Audrey King | 301-388-9954 |
| Staff Development Teachers | Rashemah Stridiron | 301-388-9966 |
| | Karl Schiffgens | |

Montgomery County Public Schools / Paint Branch School Calendar for 2018-2019

| | | |
|-------------------------|--------------------|--|
| Sept. 3 | Monday | Labor Day Holiday* |
| Sept. 4 | Tuesday | First Day Of School For Students |
| Sept. 5 | Wednesday | School Photos, Grades 9-11, Auditorium |
| Sept. 13 | Thursday | Back to School Night |
| Sept. 20 | Thursday | Senior Unity Day: Senior Class Picture |
| Sept. 10 & 19 | Wednesday | Non-Instructional Day No School |
| Sept. 27 | Thursday | College Financial Aid Night, 7:00 – 8:30 PM– PTR |
| Oct. 5 | Friday | Early Release Day |
| Oct. 8 | Monday | Parent Visitation Day |
| Oct. 10 | Wednesday | College Readiness Day & PSAT |
| Oct. 19 | Friday | Homecoming Game vs. |
| Oct. 20 | Saturday | Homecoming Dance (8:00-11:00) |
| Nov. 6 | Tuesday | Holiday |
| Nov. 12 & 13 | Monday & Tuesday | Early Release Day K-12/Parent Conferences |
| Nov. 20 | Tuesday | Report Card Distribution/Early Release Day K-12 |
| Nov. 21-23 | Wednesday - Friday | Early Release & Thanksgiving Holiday* |
| December 24-December 31 | Monday - Monday | Christmas Holiday/Winter Break - No school for students and teachers |
| January 1, 2019 | Tuesday | New Year's Day Holiday* |
| January 21 | Monday | Holiday* - Martin Luther King Jr. Day |
| January 25 | Friday | Early Release Day K-12 |
| January 28 | Monday | Professional day for teachers no school for students |
| January 29 | Tuesday | 3 rd Marking Period Begins |
| February 6 | Wednesday | Report Card Distribution |
| February 18 | Monday | Presidents' Day Holiday – No school for students |
| February 20 | Wednesday | Senior Parent Meeting, 6:00- 8:00 PM - Auditorium |
| February 28 | Thursday | Senior Banquet – 7:00 PM |
| March 1 | Friday | Early Release Day K-12 |
| March 14 | Thursday | Junior Parent Meeting – 7:00-8:30 PM - PTR |
| April 3 | Wednesday | Early Release Day K-12 |
| April 16 | Tuesday | Report Card distribution |
| April 17 - April 22 | Wednesday - Monday | Spring Break and Good Friday Holiday |
| May 6-17 | Monday-Friday | Advanced Placement Exams |
| May 16 | Wednesday | Academic Awards, 6PM-Auditorium |
| May 24 | Friday | Last Day for Seniors |
| May 27 | Monday | Holiday* - Memorial Day |
| June 5 | Wednesday | Professional Development Day |
| June 13 | Thursday | Last day of school for students; early dismissal |
| June 14 | Friday | Professional Day - Last day for Teachers |
| June 24 | Monday | Report Cards Mailed |

PAINT BRANCH HIGH SCHOOL MISSION STATEMENT AND VISION

MISSION STATEMENT

At Paint Branch High School *Academy of Science and Media*, we are a diverse community of learners. Paint Branch students learn through ongoing, interactive, and challenging endeavors and develop transferable skills and knowledge in a caring, safe, and stimulating environment. By actively collaborating with members of our regional, national, and international communities, we at Paint Branch strive towards rigorous, high standards that promote curiosity, innovation, self-discipline, effort, responsibility, and respect in life-long learners. We develop transferable skills and knowledge that will sustain life-long learning in a caring, safe, and stimulating environment where we value all as individuals and as learners.

VISION

We expect the 21st century to be eras of accelerating change which will place new demands on the way individuals live, learn, and work. We have already started to experience the early effects of predicted changes, as our world evolves into an information-driven, global community in which technologies are created and refined daily.

Paint Branch High School *Academy of Science and Media* transforms our school and the secondary experience in order to prepare all of our students for successful post-secondary experiences in the new century. In this innovative program we address the current and future demand for individuals to be highly adaptable and to have strong investigation, information, and interpersonal skills.

We have restructured our high school to meet the urgent need to merge the worlds of secondary and post-secondary schools and the workplace and therefore offer our students every opportunity to take fullest advantage of the resources in the Washington/Baltimore area. We recognize the significant role technology will play in the personal and professional lives of our students and therefore provide instruction they need to use technology productively and judiciously. We continue to value and teach traditional curricula, while going well beyond the tradition to build on and enhance conventional wisdom.

PAINT BRANCH SIGNATURE PROGRAM *Academy of Science and Media*

Paint Branch High School implements a whole school science and media signature that is founded upon the comprehensive high school curriculum which enhances and extends the Program of Studies. The delivery system we employ to make this signature accessible and meaningful to all students incorporates several programmatic and instructional strategies. The signature is not defined by a prescribed curriculum, but by the dynamic interaction of these identified strategies.

Students have several options for participating in the signature through a wide range of course selections related to the signature. They include, but are not limited to, Advanced Television Production, Engineering Science, Digital Art and existing courses which integrate traditional course content with signature skills and concepts. Students may participate in signature related career development programs such as Medical Careers, Pharmacy, and Biotechnology. Students may also experience the signature through re-sequenced course offerings such as

double period Biology and Chemistry in their 10th grade year, extra-curricular and service learning activities, extensive career based experiences related to the curriculum, and presentations of students' signature-related products such as a school-wide daily news show.

Students in 9th and 10th grades have the opportunity to participate in a broad range of courses and activities that introduce them to the comprehensive high school's offerings and signature themes and concepts. They may begin to specialize in science, media, academy programs, or they may keep their course selection broad in the upper grades. The program is flexible enough to allow students opportunities to move within and between strands of study they select in their last two years.

Additional instructional and programmatic strategies that are employed to extend and enrich the Program of Studies for all students include the following:

- ◆ Integrated curriculum
- ◆ Team teaching
- ◆ Flexible scheduling
- ◆ Performance-based instruction and assessment
- ◆ Problem-based learning
- ◆ Infusion of technology throughout instruction
- ◆ Mentoring, tutoring, and coaching
- ◆ Field experiences
- ◆ Seminars, workshops, "in-school field trips," and project days
- ◆ Student presentations, demonstrations, and expositions
- ◆ "The Paint Branch Way" – expectations to promote academic and career related skills
- ◆ Celebrations of student and staff accomplishments

GOALS OF THE PAINT BRANCH SIGNATURE PROGRAM

1. Offer a rigorous whole school program focusing on science and media.
2. Emphasize life-long learning by identifying investigational, informational, interpersonal, and technological skills that cross all disciplines and transfer to real world situations.
3. Offer instructional activities that teach course content with transferable skills amongst courses.
4. Promote career-related skills to ensure success in the workplace.
5. Emphasize research and experimentation in all disciplines.
6. Employ digital portfolios to record both individual achievements and student performance on common tasks set for each grade level.
7. Offer a full range of science classes and media- related electives at all levels.
8. Integrate science and media concepts and skills in all areas of the curriculum.
9. Explore the synergy between science and media.
10. Pilot the new courses for both science and media.

11. Experiment with new course sequences and interdisciplinary links in science and media.
12. Design and implement a health occupations program that integrates medical careers, pharmacy, health, media, and traditional science courses.
13. Infuse high levels of technology in science classes such as:
 - Biotechnology in all levels of biological sciences
 - A GLOBE project involving an international network of data gathering
 - State of the art hospital room equipment and technology for medical careers
14. Infuse high levels of technology in media-related electives and traditional courses such as multimedia productions, television and radio production, online journalism and website development and online projects.
15. Involve students in student-to-student interactions within the school and the greater community such as mentoring, tutoring, and cross age teaching.
16. Create an esprit de corps within the school community through a variety of methods including a daily television program, student television productions for public distribution, and student exhibitions such as health fair, media arts fair, and science expo.
17. Require seniors to develop and implement a final project.
18. Develop an interdisciplinary research and experimentation course for upperclassmen which integrates science and media.

Academies at Paint Branch High School

Academy of Engineering Technology

The Academy of Engineering is part of the National Academy of Project Lead the Way (PLTW) which prepares interested students to be successful in engineering and engineering technology programs. Students will develop a solid background in math skills and concepts, preparing them to succeed in college mathematics, and have a solid background for engineering and technology.

Academy of Finance

The Academy of Finance, part of the National Academy Foundation, prepares students for college and careers through a theme-based, contextualized curriculum approach. Academic learning experiences are combined with hands-on work experience, such as paid internships, to help students develop the thinking and problem-solving skills so critical to postsecondary education and career success. The Academy introduces high school students to the broad career opportunities of the financial services industry, opening the door to new options and equipping students to make sound choices for the future.

Child Development and Education Academies

These two academies are designed for students who enjoy working with children and want to explore the world of teaching. Students create educational games, design lesson plans and observe the lesson being implemented and taught by peers. They can observe the success of the plan as the student-teacher interacts with the students.

Naval Junior Reserve Officers' Training Corps (NJROTC)

The NJROTC program at Paint Branch is sponsored jointly by the U.S. Navy and MCPS. The curriculum is divided into academic studies and leadership development. Academic studies introduce the historical, scientific, and technical aspects

specific to naval science. Leadership development concentrates on Cadet Corps activities, drill and ceremonies, improving study habits and time-management skills, developing effective communications skills, and learning sound problem-solving techniques.

Restaurant Management Program

The Restaurant Management Program is designed for students interested in exploring a career in food service and culinary arts. The in-school, student-managed restaurant, the Panther's Paw, gives students real life experiences in running their own restaurant. Students are introduced to quantity food preparation in a commercial kitchen, serving stations, baking preparation, wait-staff service, menu preparation, food ordering, budgeting, profit/loss margins, and money management issues.

AVID

The vision of the Paint Branch AVID program is to encourage students to apply to a variety of appropriate colleges and universities, achieve enrollment in a four-year college or university upon graduation from high school, stand out as top notch candidates at four-year colleges and universities, and graduate from four-year colleges and universities and become productive members of society.

Health Professions

The Medical Science program provides students with certified health care skills that enable them to train and work along with health care professionals in various settings.

Instruction focuses on anatomy, physiology, related-disease conditions, medical terminology, patient care skills, and current healthcare issues. Other areas of emphasis include body mechanics, vital signs, principles of infection control, and care of the hospitalized patient.

The Medical Science pathway prepares students for a career as a certified nursing assistant, doctor, nurse, therapist and a variety of other health care related careers. The pathway consists of four courses, including two courses that provide students with foundational skills in health care (Foundations of Medicine and Health Sciences and Structures and Function of the Human Body), followed by Medical Science with Clinical Applications and a Medical Internship.

MCPS GUIDING TENETS

CORE VALUES

- Every child can learn and succeed.
- The pursuit of excellence is fundamental and unending.
- An ethical school system requires fair treatment, honesty, openness, integrity, and respect.
- A quality school system strives to be responsive and accountable to the customer.

VISION

A quality education is the fundamental right of every child. All children will receive the respect, encouragement, and opportunities they need to build the knowledge, skills, and attitudes to be successful, contributing members of a global society.

MISSION

To provide a quality, world-class education that ensures *Success for Every Student* through excellence in teaching.

SYSTEM GOALS

- Ensure success for every student.
- Provide an effective instructional program.
- Strengthen productive partnerships for education.
- Create a positive work environment in a self-renewing organization.

BOARD OF EDUCATION PRIORITIES

- Improve the educational design and delivery of instruction and curriculum by the utilization of proven best practices.
- Develop, expand, and coordinate a literacy-based birth to kindergarten initiative.
- Create unique, innovative family and community–friendly partnerships to improve academic results.
- Organize and optimize assets for improved academic results.
- Analyze and measure teacher and principal effectiveness in improving student performance and results.

NORTHEAST CONSORTIUM CHOICE AND PAINT BRANCH HIGH SCHOOL

The Northeast Consortium began as a unique response to student assignment issues in the northeast area of Montgomery County. As a result, Paint Branch, Springbrook, and James Hubert Blake high schools were affiliated into a consortium to serve the attendance and educational interests of all the students populating the northeast area.

Attendance issues in the Northeast Consortium were addressed in a significant initiative adopted by the Montgomery County Board of Education in November 1996. This initiative represents a departure from the traditional student assignment practice in that student attendance at the three high schools is not restricted by inflexible boundaries. Instead, students and their parents participate in the process known as “Choice” in which each student ranks his/her order of preference for a high school among the three choices; James Hubert Blake, Paint Branch and Springbrook.

While each student within the Consortium will have many variables to consider when selecting his/her high school, a significant factor will be the academic offerings available at each of the three schools. Paint Branch, Springbrook and Blake reflect the educational expectations of the citizens of Montgomery County in that they offer outstanding education opportunities for every student. Each campus provides these noteworthy opportunities by offering the comprehensive high school curriculum plus a distinctive “Signature Program.” Signature Programs focus on fields of high interest to young people of diverse abilities and achievement levels and incorporate these themes throughout the instructional program. Extensive research in education

demonstrates that student achievement and school climate improve dramatically when students are able to select programs that are related to their interests in the “real world.”

The Northeast Consortium, Choice, and Signature Programs are the results of a creative and responsive approach in addressing the educational needs and desires of the northeast area communities of Montgomery County.

The phone number for the Northeast Consortium Office is 301-592-2040

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 accumulated for ninth and tenth graders. Students are required to take the **Maryland High School Assessment Tests (HSA)** for English, Biology, and Algebra and the **Partnership for Assessment of Readiness for College and Career (PARCC)** (incoming 9th graders) for Algebra I and English.

COURSE CREDIT REQUIREMENTS:

| | |
|---|-----|
| English | 4 |
| Social Studies (incl. U.S. History, World History, NSL) | 3 |
| Mathematics (incl. Algebra I & Geometry) | 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:

| | | |
|-------------------------------|-----|-----------|
| Foreign Language | 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 Foreign Language 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

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 |
| CR | Credit (under pass/fail option) |
| NC | No Credit (under the pass/fail option) |
| LC | Loss of Credit |
| E2 | Unsatisfactory resulting from Loss of Credit (attendance related) |
| I | Incomplete |
| NG | No grade |
| M | Missing grade |

Credit/No Credit

Paint Branch High School offers courses with a Credit/No Credit option established by the MCPS Board of Education. The credits specifically required for graduation must use the traditional letter grades. This includes academic courses as well as fine arts, technical arts, physical education, and health. The courses required for the Certificate of Merit must also use the traditional letter grades.

The decision to have a class evaluation reported on a Credit/No Credit basis must be made by the student with parental consent during the first 25 days of the semester. A student may have no more than one credit/no credit option in Grade 9, one in Grade 10, two in Grade 11, and two in Grade 12. If a student wishes to exercise the Credit/No Credit option, the student must apply to the teacher of the course for this option each semester. The decision is to be considered final and cannot be reversed back to a letter grade. Credits earned on this basis will not be included in computing GPA, but if there is an NC or LC it does count against the GPA. **Note that some colleges assume a CR is C or lower.**

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

Students who withdraw from a course within 25 days of the start of the semester will receive a grade of “NG.” 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

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 advanced and honors classes. To calculate a WGPA grade values are: A = 5, B = 4 for all honors and Advanced Placement courses and C = 3 for honors courses and designated Advanced Placement courses as labeled on the student's transcript. The GPA and WGPA (weighted) are indicated on transcripts.

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.

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 Foreign Language. 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 regular level academic courses at Paint Branch 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 and Advanced Placement Programs

The honors program consists of advanced placement (AP) courses and honors (H) courses. Advanced placement courses are those for which there is an Educational Testing Service Advanced Placement Examination. Honors program work can be done in English, Foreign Languages, Mathematics, Science, Art, Computer Science, and Social Studies.

A student may elect to take one or more honors courses per semester. In making the decision, consider interests, plans for extra-curricular activities, and past experience in handling homework assignments.

At the end of the first semester, teachers make recommendations for student course levels for the next school year. During the registration process, these recommendations are considered when counselors enroll students in class. Students who are not recommended for enrollment in honors or AP classes, but who still wish to be considered for honors and AP course placement can contact the departmental resource teacher to appeal the recommendation. Final appeals should be directed to the principal.

Students are expected to maintain at least a C average in honors level classes. When a student receives a grade of C at the end of the first marking period of the semester, he or she will be counseled about ways to improve. A student who receives a grade of D or E at the end of the first marking period will be removed from the honors level in the designated course.

Participation in AP classes gives students a sample of college-level work while they are still in high school. Students who score high grades on AP exams may receive college credit from the colleges they decide to attend.

Off-Site Technical and Vocational Classes

In addition to the technical and vocational classes offered at Paint Branch, 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, child care, 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. Students interested in the Edison program must apply. **If you have any questions about the application process, please contact the Edison Guidance Office at 301-929-2181.**

Work/Study Programs

Work/Study programs at Paint Branch High School provide an opportunity for students to learn about the world of work and various career fields while earning credit. The program offered at Paint Branch is Cooperative Work Experience (CWE). A description of this program can be found in the Program of Studies.

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 put the process into motion.

Special Education Programs

Paint Branch 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 **Speech and Language Program** provides services for students with speech and language processing problems.
- 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.

Students are also helped with adapting to regular class materials and using other resources to compensate for their specific learning problems and with setting up testing arrangements that work well for them.

- 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 **ED Cluster Program** provides services for students with emotional disabilities. In addition to being eligible for enrollment in the LAD program academic classes, students in the ED Cluster Program receive one period of support daily to address behavioral, decision-making, and problem-solving skills.
- 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.

REPORT CARDS

There are four marking periods in the school year. Each marking period is about 9 weeks long. The two 9-week grades make up 75% of the semester grade, and the grade on the semester exam counts for the other 25%. The exam grade appears on the report card. Only the semester grade (the average of the two marking period grades and the semester exam grade) appears on the final transcript.

Progress Reports (Interims)

An “interim” report is sent to parents of each student who is in danger of failing, or of dropping more than one letter grade. They are usually sent after the first four to five weeks of a grading quarter. Students in honors courses in danger of receiving a C or lower are also sent interims, as are those who repeatedly disrupt or skip a class. In any case, the teacher discusses the report with the student. Parents may also ask for periodic progress reports by contacting the Counseling Services Office. The interim reports are mailed home. The student and/or parent should contact the teacher to find out what can be done for improvement in that subject. If interim reports are received for several subjects, a meeting with the student’s teachers/guidance counselor is strongly suggested.

SECONDARY SCHOOL REPORT CARD SCHEDULE 2018-2019

| Marking Period | Interim Reports | Marking Period Ends | Number of Days | Report Cards Distributed |
|-----------------------|---------------------------------------|----------------------------|-----------------------|---------------------------------|
| First | 10/11/18 | 11/07/18 | 44 | 11/20/18 |
| Second | 12/18/18 | 01/25/19 | 47 | 02/06/19 |
| Third | 03/07/19 | 04/03/19 | 46 | 04/16/19 |
| Fourth | 05/08/19 (12 Only) 05/15/19 (6-11) | 06/13/19 | 45 | *mailed home 6/24/19 |

REGISTRATION PROCESS

Decisions regarding the courses offered at Paint Branch 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 February, 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.

SCHEDULE CHANGES

Students will receive a listing of their courses in their English classrooms in May. June 13, 2018 was the deadline for students to make changes to their schedules. At that time, if there are any concerns, students should contact their counselors in the Counseling Services Office or call 301-989-5640. Counselors also contact students to resolve any conflicts they foresee.

Requests for schedule changes are considered for the following reasons only:

- The student is scheduled for a course previously passed
- The student lacks the prerequisite
- The student must have a course in order to fulfill the graduation requirement
- There is an authenticated health reason

STUDENT SERVICE LEARNING

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

Student Service Learning (SSL) hours may be accumulated through the following:

Curriculum - Courses with service learning objectives and 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 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.

STUDENT SUPPORT PROGRAMS

The **National Honor Society** provides free tutoring to students during the day and after school. Tutoring is available by arrangement through the student's counselor or the student/parent may contact the NHS sponsor.

Teachers are also available to tutor before and after school and during part of the lunch period. Students should contact the appropriate teacher to make arrangements. Refer to the student support brochure for days/times teachers are available.

B-Sharp is a resource program for students who have been suspended from school. The program runs daily from 7:30-1:30 at Liberty Grove United Methodist Church on Old Columbia Pike. Students who have been suspended may attend the B-Sharp program where they can work on assignments sent by their teachers. The program director is Kathy Magid. She can be contacted by phone at 301-476-9621 or by email at Katherine_Magid@mcpsmd.org

The George B. Thomas, Sr. Learning Academy (Saturday School) the Saturday School is a tutoring and mentoring program that enhances the academic performance and achievement of students in Grades 1 through 12. The mission of the program is to accelerate students' mastery of academics, specifically reading, language arts, mathematics and science. The program is held on Saturday mornings at Paint Branch High School, from 8:30 to 11:00 a.m., tutors work with students on core subjects and teach successful learning/study strategies. Students also have access to computer labs to assist them in researching information for assignments and learning valuable technology skills. You can contact the George B. Thomas Sr. Learning Academy Inc. at (301) 320-6545 for additional information.

COMPREHENSIVE EXAMINATION SCHEDULE 2018-2019

| DATE | TEST |
|-------------------------------------|--|
| March 11-May 10 | Alternate Maryland Integrated Science Assessment (Alt-MISA) |
| March 18 - May 3 | MSAA |
| Jan.7-Feb. 1st & May 7- June 7 | HSA MISA (online) |
| Jan. 7-Feb. 8 Feb. 11- Feb. 22 | ACCESS for ELLs 2.0 Make-up |
| October 10 | Preliminary Scholastic Aptitude Test (PSAT) for Grades 9-11 & Accuplacer (Seniors only) |
| January 7-Feb. 1 & May 7- June 7 | HSA: GOVERNMENT |
| Nov. 26 - Jan. 4 | Fall PARCC Online/Paper Algebra 1 English 10 |
| April 23 - May 24 | Fall PARCC (Make-up) |
| May 6-17 | Advanced Placement Tests |
| April 23 - May 24 May 29-June 4 | Spring PARCC Online/Paper Make-up |
| June 14 | Last Day for Students (half-day) |

ADVANCED PLACEMENT EXAMS: May 7-18

(Note: Times are subject to change)

Check the AP College Board website for up to date information:

www.collegeboard.com

Week 1

| Test Date | Morning (8 AM) | Afternoon (12 PM) |
|----------------------------|--|---|
| Monday May 1 | AP Chemistry AP Environmental Science | AP Psychology |
| Tuesday May 2 | AP Computer Science A AP Spanish Language and Culture | AP Art History AP Physics 1: Algebra-based |
| Wednesday May 3 | AP English Literature and Composition | AP Japanese Language and Culture AP Physics 2: Algebra-Based |
| Thursday May 4 | AP United States Government and Politics | AP Chinese Language and Culture AP Seminar |
| Friday May 5 | AP German Language and Culture AP United States History | AP Computer Science Principles |

Studio Art: Last day for your school to submit digital portfolios and to gather 2-D Design and Drawing students for the physical portfolio assembly. Students should have forwarded their completed digital portfolios to their teachers well before this date.

Week 2

| Test Date | Morning (8 AM) | Afternoon (12 PM) |
|-----------------------------------|--|--|
| Monday May 8 | AP Biology AP Music Theory | AP Physics C: Mechanics  AFTERNOON (2 p.m.) Special Exam time. AP Physics C: Electricity and Magnetism is the only exam given at 2 p.m. |
| Tuesday May 9 | AP Calculus AB AP Calculus BC | AP French Language and Culture AP Spanish Literature and Culture |
| Wednesday May 10 | AP English Language and Composition | AP Italian Language and Culture AP Macroeconomics |
| Thursday May 11 | AP Comparative Government and Politics AP World History | AP Statistics |
| Friday May 12 | AP Human Geography AP Microeconomics | AP European History AP Latin |

COUNSELING SERVICES (GUIDANCE) DEPARTMENT

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

Counselor assignments are:

Last Name Begins With

A – Cad
Cae - Fog
Foh – Kalar
Kalas - Merca
Mercb - No
Np - Sap
Saq - Sm/AVID
Sn - Z

Counselor

Adriane Whipple
Katana Riddick
Johahn Oliphant
Jennifer Higgins
Darlene Jackson
Dwayne Jackson
Felicia Kimmel
Becky Long

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) 388-9920 between the hours of 7:15 AM and 3:45 PM.

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 (topics to be determined in response to Student Needs Assessment Survey)
- Processing of school transcripts, recommendations and work permits

The Comprehensive Guidance and Counseling Program (CGCP) for senior high students has focused on the development of an independent, responsible adult who has the ability to set realistic and fulfilling life goals that are based on a clear understanding of one's needs, interests, and abilities. The specific competencies for students at the senior high level are:

Academic Achievement

- I can plan/review a program of studies which meets Maryland State Department of Education requirements and fits my needs, interests, abilities, career goals, and post-secondary educational and/or career plans.
- I can explain the importance of involvement in extracurricular and community activities.

Career and Educational Decision-Making

- I can set realistic career goals based on knowledge of myself and utilizing the steps in a decision-making process.
- I can identify my interests, abilities, work values, and personal traits and explain how they relate to the skills needed in a variety of careers.
- I can identify and use resources to locate information for a career, post-secondary education, scholarships, and financial aid.
- I can select appropriate programs and/or institutions that will satisfy my personal, educational, and career needs.
- I can obtain and complete an application that will satisfy my personal, educational, and/or career needs.

Personal and Social Development as a Student

- I can identify my personal strengths and the areas that need development.
- I can identify my feelings and explain how they affect my school relationships.
- I can identify the importance of being able to get along with and respect the rights of others.
- I can explain how group membership affects the individual and how individual behavior affects the group.
- I can develop skills to cope with increasing independence and the responsibilities of adult roles.
- I can identify symptoms of stress caused by internal and external pressures and select appropriate techniques for relaxation and stress management.
- I can identify resources to use for academic, personal, social and health concerns.

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

-Leslie Bean, Counseling Secretary, (301) 388-9920

-Victoria Lee, Registrar, (301) 388-9932

-Maureen Murphy, College/Career Information Coordinator, (301) 388-9912

-Nicole Dorsey, School Psychologist, (301) 431-6313

-Ramona Washington, Pupil Personnel Worker, (301) 565-3987

COLLEGE/CAREER CENTER

The College/Career Center is a resource room that is part of the Counseling Services Department. The College/Career Center is located across from the Main Office in Martin Luther King Hallway (the main hallway on the first floor) and is open between 7:15 AM and 3:45 PM. Mrs. Murphy, the College/Career Information Coordinator (CCIC), manages the College/Career Center and serves as your guide and facilitator, providing individual and group support and instruction. The CCIC is trained to assist students and families explore areas of interest as the student prepares for future endeavors. The extensive array of information available in the College/ Career Center can be used as an adjunct to the curriculum for all grade levels. Guest speakers and college representatives are frequent visitors to the College/Career Center.

Information and assistance is available about career planning; college selection; college majors, essays, and applications; financial aid and scholarships; resume writing; PSAT, SAT, ACT and Accuplacer, and much more. College/Career Center resources include a wide variety of books, catalogs, specialized computer programs, test registration forms, videos and other information.

Seniors have priority during the first semester to meet with Mrs. Murphy or to use a computer in the Career Center. Look for "Around the Center", the CCIC newsletter which is distributed to all seniors and juniors and is available in the center to sophomores and freshmen.

The most frequently asked question is “What is the CEEB Code or the School Code?”

The answer is: **CEEB Code 210-316**

VISITING THE COLLEGE/CAREER CENTER

Students, staff, and parents/guardians are welcome to the College/Career Center and to all evening programs. Students may attend college presentations and other programs under the following conditions:

1. College presentations are for Seniors and Juniors ONLY.
2. Students MUST sign-up in the College/Career Center at least TWO days prior to the presentation AND get a pass stamped and signed by Mrs. Murphy.
3. Only the TEACHER may give permission for a student to attend any presentation. A stamped agenda is simply a request to attend the presentation.
4. Students must check-in AND out on the day of the presentation.
5. A roster of students attending the college presentations along with starting and ending times will be given to the Attendance Office.

A pass signed by the sending teacher is REQUIRED in order to enter the College/Career Center during the regular school day. Students may use the College/Career Center before school, during lunch, and after school. Appointments are needed during the summer (Hours of operation are different in the summer).

To schedule an appointment,

Please contact the College/Career Center during office hours:

7:15 AM - 3:45 PM call: (301) 388-9912

College Night Programs

Evening programs designed to provide information for parents are presented periodically in the Auditorium or Cafeteria at 7:00 p.m. Although these programs are targeted to parents of students in specific grades, any interested parent of students in other grades may attend. Some of the evening programs planned for this year are:

Financial Aid Workshop (September 27th) presents information about college costs, financial assistance, what forms to file and when; FAFSA, and how students qualify for scholarships.

Junior Parents College Night: March 14th – please check Counseling web page for more information

COLLEGE & CAREER PLANNING INFORMATION

The College/Career Center provides testing and financial aid information and assistance with researching careers and colleges. This information is available in various forms including books, CDs/Videos and computer online and software programs.

COMPUTER SEARCH SYSTEMS

The Bridges.com Company provides comprehensive programs in MCPS schools to assist students in college and career decision-making. These programs also include several different college search engines and portfolio sections, where a student can save career and college exploration and planning information, and develop a resume.

- The software component for high school students is **Choices**.
- Internet components are: **Choices Explorer** and **Choices Planner**

CHOICES EXPLORER

Students find this site exciting and informative with articles about careers, recreation, education and skills. *Career Finder* is a quick and easy self-assessment of interests and skills and *Major Finder* is designed to identify suitable program options. Colorful graphics compare students' self-ratings of skills and interests to suggested occupations. In *Zones*, hundreds of occupations are arranged by career cluster. *Career Research Tool* guides students through Skills, Values, Interest and Personality Inventories to generate career research leads. The site license for **Choices Explorer** allows for career exploration to be accessed both at school and at home on the Internet. Each suggested career can be explored in detail, and there are web links to professional associations, colleges that offer the required courses, and related articles. Check with the College/Career Center at your high school for the access ID and password.

COLLEGE SEARCH SELECTIONS

The **Choices** program allows students to investigate post-secondary education as well. Over 6,000 2- and 4-year college profiles are included. This program is used to develop an individualized list of colleges and universities according to personally selected criteria, such as location, size, majors, athletic and other special programs, and financial aid availability. There are also direct links to the web pages for numerous colleges and universities listed and to online applications where these are available. Vocational/technical schools can also be explored. Financial aid applications and scholarships are available as well. **Choices** is available on each high school's network. An internet-based version called **Choices Planner** is available through the same access ID and password used for **Choices Explorer**. It helps further plan for a student's future by connecting careers to programs and schools. Contact your College/Career Center for access information.

Family Connection from Naviance, is an internet-based program designed to help counseling departments, students and parents navigate through the college application process. The **Family Connection** component allows students to do college searches, compare institutions, make contact with colleges in which they are interested, and view scattergram data showing acceptance statistics of previous graduating classes from their own high school. Students can also use **Family Connection** to build a resume, summarize post-secondary goals, and keep track of their college and scholarship applications. Students and parents can obtain the web address for **Family Connection** and their individual registration codes from the College/Career Center.

CAREER INTEREST & APTITUDE TESTS

The **ASVAB (ARMED SERVICES VOCATIONAL APTITUDE BATTERY)** is administered free to interested tenth, eleventh, and twelfth grade students. Check in the College/Career Center for the testing date. The test helps identify the student's interests and aptitude in the following areas: verbal, math, science & technical skills. When the individual scores are interpreted, students learn how their interests & skills relate to the demands of more than 400 occupations, helping them to identify suitable career options. The ASVAB is an excellent career exploration tool. Taking the ASVAB in no way involves a commitment to the military.

Parental permission is required to take the test. **Parental consent will be required for a student's ASVAB scores to be released to military recruiters.**

SCHOLARSHIPS AND FINANCIAL AID

APPLYING FOR FINANCIAL AID

Financial aid is money that helps a student pay for his/her postsecondary education. Merit-based aid is offered to students with special talents, skills, or abilities, while need-based aid is available to those students who can demonstrate financial need. Grants and scholarships are gifts of money that do not have to be paid back, while loans must be repaid, usually with interest, after the student graduates or stops going to school.

Eligibility for financial aid from institutions is determined by a financial analysis of family income and assets. All colleges require the Free Application for Federal Student Aid (FAFSA). Some colleges also require students to file the "Financial Aid PROFILE" sponsored by CSS. Sometimes a student must also complete an institutional aid application. Filing a FAFSA form and having a student aid report (SAR) sent to designated colleges does not necessarily make the student eligible for financial aid.

Seniors should submit the Free Application for Federal Student Aid (FAFSA) after January 1 of their senior year, but not later than March 1st to be eligible for Maryland aid. Students can complete the FAFSA by mail or online at www.fafsa.ed.gov. The CSS Profile form is made available in the fall online. The FAFSA worksheet can be accessed online, usually by December. Early filing is important, but the FAFSA cannot be submitted or received before January 1, 2016. The FAFSA is completed online, but a paper FAFSA can be requested. Many schools set their own deadline for the FAFSA to be filed, so check with your schools to see if they have a different FAFSA application deadline. **APPLY FOR FINANCIAL AID EVEN IF YOU THINK YOU MIGHT NOT QUALIFY.**

Students can search for scholarships through links to the major scholarship databases on the web by accessing the MCPS College and Career Center Website at www.mcps.k12.md.us/curriculum/careercenter. Students should also check with their prospective colleges for additional institutional scholarship money.

MARYLAND STATE SCHOLARSHIPS AND GRANTS

Seniors can obtain information about the various state scholarships through filing the FAFSA. Students can go to the Maryland website (<http://www.mdelect.net/>), input their address, and find the name, addresses and phone numbers of the state senators and the district delegates.

The Maryland Higher Education Commission (MHEC) provides information about scholarship and grant programs available for Maryland residents such as the Guaranteed Access Grant and the Educational Assistance Grant. Information is also available about the Academic Common Market that affords Maryland students the opportunity to enroll in certain out-of-state institutions at the in-state tuition rate to pursue majors unavailable at Maryland colleges and universities.

COLLEGE TESTING

There are two college entrance exams, the **ACT** (American College Test) and the **SAT** (Scholastic Assessment Test), which are used for admission, placement, and scholarships. It is recommended that college-bound students check the requirements of individual colleges to determine the necessary tests for admission. Registration forms are available in the College/Career Information Center and online. Students who must test on a Sunday for religious reasons should check online or pick up a Registration Bulletin from the College/Career Center for the documentation needed.

ACT (AMERICAN COLLEGE TESTING PROGRAM)

The ACT (No Writing) is a set of four-multiple choice tests that covers English, mathematics, reading and science. The ACT Plus Writing includes the four multiple-choice tests and a Writing Test.

| Test | | | Content |
|------------------------------|--------------|------------|---|
| <u>English</u> | 75 questions | 45 minutes | Sentence Structure, Grammar and Usage, Punctuation, Rhetorical Skills. |
| <u>Mathematics</u> | 60 questions | 60 minutes | Arithmetic, Algebra, Geometry, Trigonometry |
| <u>Reading</u> | 40 questions | 35 minutes | Passages based on Pros Fiction, Social Sciences, Humanities, Natural Sciences |
| <u>Science</u> | 40 questions | 35 minutes | Charts and Graphs, Experiments, Conflicting Viewpoints |
| <u>Optional Writing Test</u> | 1 prompt | 30 minutes | Essay |

The score is based on the number of correct answers; there is no penalty for guessing. Scores are available online normally within 3 weeks after each national test date. Your scores are *not reported any faster* if you view them online. Score reports are usually mailed to your home within 3 to 8 weeks after each test date. If you took Writing, your score report will be mailed normally within 5 -8 weeks. Online registration is preferred and is available www.actstudent.org, but a paper registration form can be requested. The basic registration fee is \$46.00 (no writing) and \$62.50 with writing. Deadlines not met require an additional \$29.50 late fee or \$53.00 stand-by fee.

The registration fee for the ACT Assessment Plus Writing is \$54.50 (an extra \$16.50). To find out if the Writing Test is required, visit the website or call the admissions office of each college or university to which you plan to apply. A list of the closest ACT test centers are below...

The Closest ACT Test Centers are: High Point High School, Walter Johnson High School, Bethesda-Chevy Chase High School, the University of Maryland, Watkins Mill High School, Seneca Valley High School, Good Counsel High School (Olney), Washington Christian Academy (Olney) Springbrook High School and Wheaton High School. The closest test centers for Sunday are: Charles E Smith Jewish Day School, Spencerville Adventist Academy and Washington Adventist University (Takoma Park).

COLLEGE BOARD

The College Board offers the following tests: SAT, SAT Subject, PSAT, AP (Advanced Placement) and CLEP (College-Level Examination Program) tests. Contact your College/Career center or counselor for fee waiver information.

- **The SAT:** The SAT Test is a measure of your critical thinking skills needed for academic success in college. The test is an assessment of how well you have learned to analyze and solve problems—skills used throughout your school years, and that you'll need in college.

Each section of the SAT is scored on a scale of 200-800, and the writing section will contain two sub scores. The SAT is typically taken by high school juniors and seniors. It is administered seven times a year in the U.S. For sample questions and preparation materials, visit the www.collegeboard.com → select For Students.

SAT Question Types: Each edition of the SAT includes a Critical Reading, Math, and Writing section, with a specific number of questions related to content.

SAT Question Types: Each edition of the SAT includes a Critical Reading, Math, and Writing section, with a specific number of questions related to content.

| Test | Time | | Content |
|-------------------------|---|---|--|
| <u>Critical Reading</u> | 67 Questions (3 sections) | Two 25 minute section One 20 minute section | Reading comprehension Sentence completion Short reading passages |
| <u>Mathematics</u> | 54 questions (3 sections) | Two 25 minute sections One 20 minute section | Basic arithmetic Algebra 1 Algebra 2 Geometry |
| <u>Writing</u> | 49 Questions 1 essay (2 multiple-choice grammar sections) | One 25 minute section One 10 minute section One 25 minute essay | Grammar Essay |

Students may register for the test by mail or online. It is highly recommended that students register online at www.collegeboard.org. Students are responsible for the \$52.50 registration fee, which should be paid by credit card or check directly to College Board. An additional \$28.00 late or \$46.00 waitlist fee must be added to the \$52.50 regular registration deadline is missed. Registration forms and information are available in the College/Career Center.

- SAT Subject Tests: The SAT Subject Tests are given in a number of academic areas and are used by **some** colleges for admission and placement purposes. Students may take up to three tests in one session, but may not take the SAT Reasoning Test and the SAT Subject Tests on the same day. Students must check dates for each test offered. It is recommended that SAT Subject tests be taken following the completion of the

highest level of these courses. The basic Registration Fee is \$26.00; plus \$26.00 for a Language Test with Listening; add \$16.00 each for all other Subject Tests. Please note that most colleges do not require SAT Subject Tests.

- **AP (Advanced Placement) Tests:** Students are offered thirty-four courses to test in. If successful on the test, the student may be given college credit in that subject. Tests are graded on a five-point scale: 5 extremely well-qualified; 4 well-qualified; 3 qualified; 2 possibly qualified; and 1 no recommendation. All colleges who subscribe to the AP Program recognize grade 5 for credit in a subject; nearly all college recognize grade 4; most colleges recognize grade 3; and some colleges recognize grade 2. Check with individual colleges to see what scores are acceptable. Students must pay \$89.00 per exam to register at their school. For information about AP Testing, visit the website www.collegeboard.com/apstudents or call 1-888-225-5427.

PSAT/NMSQT (PRELIMINARY SCHOLASTIC ASSESSMENT TEST/ NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST)

The PSAT is a two hour and ten minute exam that measures academic abilities important in college work. It is administered only once during the school year and consists of two 25-minute math sections, two 25-minute verbal sections, and one writing skills section. This test is a practice for students preparing for their first SAT. Scores are used to help predict how well one may do on the SAT. **Only students who take the PSAT in their JUNIOR year** will be considered for the *National Merit Scholarship Program*, the *National Achievement Scholarship Program*, or the *National Hispanic Scholar Awards Program*.

This year, the PSAT will be administered on Wednesday, October 10, 2018 at all Montgomery County High Schools. Tenth grade students take the PSAT at **no cost** through a partnership between MCPS and Montgomery College. Freshman and Juniors must pay a \$18.00 fee to register through their individual high schools, but they will have it scored by the Collegeboard and will be entered into the National Merit Scholarship competitions. **Note:** Schools administering the PSAT on Saturday charge an additional fee to cover administrative costs. Contact your College/Career Center or Counseling Office for additional registration information.

TOEFL (Test of English as a Foreign Language): The TOEFL is an Internet-based Test (iBT) required by almost all U.S. colleges and universities for students whose principal language is not English. The test is made up of three multiple choice sections: listening comprehension, structure and written expression, and reading comprehension; it takes approximately four hours to administer. The \$180.00 registration fee includes: 1 examinee score record and 4 score reports sent to your designated institutions. The TOEFL should be taken in addition to the SAT or ACT. The registration forms are found online on the website www.ets.org/ in the TOEFL Bulletin available in the College/Career Center or students may email toefl@ets.org or call 1-800-468-6335 for more information.

2018-19 TESTING FOR SPECIAL NEEDS STUDENTS

Students with a documented disability may be eligible for accommodations on SAT, SAT Subject Tests, AP, PSAT and ACT. To receive accommodations for testing, students must submit a written request *eligibility form* and be approved before testing. When testing at a center on a national date, students normally receive up to 50 percent extended time and can use a regular or large type test book. Students receiving accommodations more than 50 percent extended time or who CAN NOT test at a national center will be assigned to the appropriate

Testing Center, check with the Counseling Office. Both types of accommodations are offered on each national test date. **REMINDER:** It is the student's responsibility to meet with his/her counselor in early September to discuss testing arrangements. When the student receives his/her admissions ticket with the notation "See your counselor for test date and time" please do that immediately to find out where to report. Listed below are the 2015 - 2016 Special Needs locations. ETS Special Needs Hotline is 1-(609)771-7137. The website is: <http://www.collegeboard.com/ssd>. The ACT website is: <http://www.act.org/aap/disab/>.

Testing accommodations are available at Richard Montgomery for all scheduled SAT's.

MONTGOMERY COLLEGE ACT/SAT PREPARATION COURSE

ACT and SAT Prep courses are offered through Montgomery College at various MCPS high schools. Students take a 32-hour course which meets either after school, in the evening, or on Saturday mornings. The six-week course (seven weeks on Saturday) is designed to help students achieve a score that better reflects their knowledge and abilities by practicing with REAL SATs, teaching test format, proven test taking strategies, reviewing content, and raising test taking confidence.

The cost of the course is \$360 for Maryland residents and \$520 for non-county residents. For reduced fees you must contact 240-567-5188. Information on dates, locations and registration are available at www.montgomerycollege.edu/wdce/cc/satprepclass.html or pick up a brochure from the College/Career Center.

NOTE: Many MCPS high schools offer SAT/ACT Prep classes during the school day, for which a student receives a half credit for the semester. The curriculum for the in-school semester course is much more in depth and gives a teacher the opportunity to work more closely with individual students to focus on content, polish math skills, and develop critical reading & writing skills.

SAT/ACT PREPARATION

This information focuses on SAT/ACT success. Almost all students who are successful on the SAT base their success on **years of preparation**. This is intended to outline your high school preparation.

Grade 9

- Take necessary math classes including algebra/geometry.
- Be aware of critical reading as it pertains to all classes with particular emphasis in social studies and science.
- A great deal of personal/high interest reading including papers, magazines, books.
- Students will be able to access a computer program entitled "One-on-One with the SAT" in various classrooms, College and Career Center, media center, and computer labs.

Grade 10

- Continue to take necessary math classes including completion of algebra/geometry (if this has not already been done). Students who have completed both of these subjects should take Algebra II and Algebra II-with Analysis and will be considered for the SAT semester elective class.

- ❑ All 10th graders will take the PSAT in October of their sophomore year for practice.
- ❑ Continue critical reading practices both in classes as well as during personal reading.
- ❑ Continue working with computer programs and/or familiarizing yourself with SAT/ACT prep books.
- ❑ Take the SAT/ACT practice tests sponsored by the school PTSA and offered at Paint Branch (contact the PTSA president for the date). This test is available to students in all grades.
- ❑ Register for the SAT/ACT semester elective class for fall or spring of junior year

Grade 11

- ❑ Students may opt to take one of many PSAT/SAT/ACT private prep courses during the summer between sophomore and junior years. Get information from the College/Career Center.
- ❑ Take PSAT in October.
- ❑ Take SAT/ACT test at conclusion of semester elective.
- ❑ Continue to work individually with computer programs and prepared texts.
- ❑ Students who cannot fit school SAT electives into their schedule can take SAT prep classes offered by Montgomery College and various private companies at Paint Branch.
- ❑ Continue in academic and other areas such as critical reading/math skills.

Grade 12

- ❑ Students who have not achieved desired SAT/ACT scores should retake test.
- ❑ Students who have not yet taken SAT/ACT should do so in the fall of senior year.

SAT COURSES

Paint Branch High School offers a one semester SAT/ACT preparatory course in the junior year. This course is part of the curriculum and requires that the student purchase a SAT/ACT Prep books and take the SAT/ACT at the end of the semester.

GENERAL TESTING INFORMATION

GED (GENERAL EDUCATIONAL DEVELOPMENT TEST)

The GED Program is now a part of Montgomery College Workforce Development & Continuing Education.

The GED Test is a standardized high school equivalency examination taken for a Maryland High School diploma. To be eligible to take the GED Tests the candidate must be:

- at least 16 years old

- not a high school graduate
- a Maryland resident for at least three months at the time of testing
- officially withdrawn from high school for at least three months

Step 1: Orientation sessions are offered before you apply for the GED. You will learn about the classes, how long it takes, what you need to do, and the GED test. Students are urged to take a **PRACTICE** test before registering to take the actual test.

Visit <http://www.montgomerycollege.edu/wdce/aelg/ged.htm> for Orientation Sessions.

Step 2: Apply for the program and take a placement test. Class schedules are available at the above website.

Step 3: Take the classes.

Step 4: Take the GED Practice Test. The Practice Test will help you find out if you are ready to take the Maryland State GED Exam. You must pre-register for this test. Send your name, address, phone number, and the date of the test with a money order for \$20.00 to Montgomery College, Workforce Development & Continuing Education, Adult ESOL & Literacy-GED Program, 11002 Viers Mill Road, Suite 210, Wheaton, Maryland 20902. The deadline for the Practice Test registration is one week before the test. The practice session takes about 6 hours to complete.

In Montgomery County the **ACTUAL OFFICIAL Test** is offered on Saturdays at the Carver Educational Services Center, 850 Hungerford Drive, Rockville, Maryland. The test fee is \$45.00. Students must **pre-register** by the 15th of the month prior to the date of the test. Students must be a Montgomery County resident. If you have questions about the exam, call the Adult ESOL & Literacy – GED Program at 240-567-8950. The office is located at 11002 Viers Mill Road, Suite 210, Wheaton, MD 20902. The Maryland State GED Exam application can be downloaded from the website: www.umbc.edu/alrc/ or for a hard copy, call 1.410.767.0538. For more information about the GED, visit these websites: www.gedpractice.com and www.gedtest.org

EMPLOYMENT INFORMATION

FEDERAL GOVERNMENT EMPLOYMENT

HOW FEDERAL JOBS ARE FILLED - Most Federal agencies fill their jobs by advertising all openings on their web site: <http://www.usajobs.opm.gov/> The web site lists over 16,000 jobs daily which will allow you to apply directly to the agency. Today very few positions require a written test. Applications can be submitted in a variety of formats: online, paper form, or the OF-612 form. All information on federal jobs is free to the applicant(s). While the process is now very similar to that in private industry, there are still significant differences due to the many laws, executive orders, and regulations that govern federal employment.

INTERNSHIPS, WORK-STUDY, SCHOLARSHIPS & SUMMER JOB OPPORTUNITIES - Students may check the following web site which provides access to many federal sources for internships, work study, scholarships, and summer job opportunities which may lead to job offers after college graduation: www.studentjobs.gov. There are federal agencies located all over the entire country as well as overseas.

MARYLAND STATE EMPLOYMENT

Information and job openings for Maryland State Employment can be found on this web site:

<http://www.DBM.Maryland.gov>

The State of Maryland Employment Application (MS-100) is available to be downloaded from this website. State tests are scheduled at various times during the year and are announced through use of newspaper ads and other recruiting activities. When a test is announced, applicants should file as directed. Questions for the Office of Personnel Services & Benefits may be asked by calling the toll free number 1-800-705-3493. You may also write to them at:

***301 West Preston Street
Room 501
Baltimore, Maryland 21201***

ATHLETIC ELIGIBILITY INFORMATION NATIONAL COLLEGIATE ATHLETIC ASSOCIATION (NCAA)

The National Collegiate Athletic Association (NCAA) Initial-Eligibility Clearinghouse, located in Iowa City, Iowa, handles registration to determine a student's initial eligibility to play sports at a Division I or Division II college or university. Seniors are encouraged to register with the Clearinghouse online at: www.ncaaclearinghouse.net. From the home page, the student should click on "Prospective Student-Athletes" which will link the student-athlete to the necessary information. To obtain a paper copy, go to www.ncaa.org/search/ then download and print "Guide for the College-Bound Student-Athlete" which includes the paper form. You must then request that your transcripts be sent to the Clearinghouse directly by your high school. There is a fee for registering with the Clearinghouse. Fee waivers are available to all students who have received a SAT or ACT fee waiver. The Clearinghouse customer service telephone number is 877-262-1492; representatives are available from 8 a.m. to 5 p.m., Central time, Monday through Friday.

Students must provide **2 copies** of the application to the Registrar in order for the paperwork to be processed.

ADMISSIONS REQUIREMENTS, NOMINATIONS AND ACADEMY APPOINTMENTS

MARYLAND STATE UNIVERSITIES ADMISSIONS REQUIREMENTS

As prescribed by the Board of Regents, the university expects all applicants, at a minimum, to have completed by graduation the following course work:

4 years of English

4 years of Mathematics including Algebra I or Applied Math I & II, Formal Logic or Geometry and Algebra II (a fourth year of math is highly recommended)

3 years of History or Social Science

3 years of Science including 2 years of laboratory science

2 years of a Foreign Language

The above criteria represent the minimum requirements to be considered for admission. Successful applicants typically present academic credentials that exceed the minimum, including a fourth year of mathematics, several honors and/or Advanced Placement or International Baccalaureate courses, and additional academic electives.

Applications must be submitted by the deadlines with any required essays and recommendations. Any required tests such as the SAT or SAT Subject Tests and/or the ACT **must** be taken. Official test scores must be sent **directly** from the testing service. Course selection and grade point average must be attained.

US SERVICE ACADEMY APPOINTMENTS / NOMINATIONS

United States Air Force Academy HQ

USAFA/RRS
2304 Cadet Drive, Suite 200
USAF Academy
Colorado Springs, CO 80840-5025
www.academyadmissions.com
or call 1-800-443-9266

United States Military Academy

646 Swift Rd
West Point, NY 10996-9902
www.admissions.usma.edu
or call 1-845-938-4041

United States Merchant Marine Academy

300 Steamboat Road
Kings Point, NY 11024-1699
www.usmma.edu or call 1-866-546-4778

United States Naval Academy

117 Decatur Road
Annapolis, MD 21402-5018
www.usna.edu or call 1-410-293-4361

United States Merchant Marine Academy

300 Steamboat Road
Kings Point, NY 11024-1699
www.usmma.edu or call 1-866-546-4778

Students may also want to consider the **United States Coast Guard Academy**. The **Coast Guard Academy** does not require a congressional nomination for appointment.

United States Coast Guard Academy

15 Mohegan Avenue – New London, CT 06320-4195
www.cga.edu or call 1-800-883-8724

Start the process **NO LATER THAN** the beginning of your junior year.

- In the spring take the SAT/ACT
- File a pre-candidate questionnaire with the Academy of interest to you. (Websites are listed).
- Obtain a nomination packet from a Congressional Representative or U.S. Senator. (Applications may be downloaded using the websites listed). Complete and return the “Application for Nomination” packet by early fall of your senior year.

To maximize your chances of receiving a nomination, apply in writing to your U.S. Senator and Representative. Each will submit a number of competitive nominations for each available vacancy. **U.S. Senators and Representatives only nominate candidates for admission consideration.** The final selection decisions are made by each academy.

Senator Barbara Mikulski

Application deadline:
October 23, 2015 by 5:00 pm
Office of Senator Barbara Mikulski

Congressman Chris Van Hollen (8th CD)

Application deadline:
October 15, 2015 by 5:00 pm
Office of Congressman Chris Van Hollen

901 S. Bond Street, Suite 310
 Baltimore, MD 21231
 Telephone inquiries may be directed to
 Melissa Baranowski at 410-962-4510
 FAX: 202-224-8858

51 Monroe Street, Suite 507
 Rockville, MD 20850
 Telephone inquiries may be directed to
 Catherine Provost at
 301-424-3501
Catherine.provost@mail.house.gov
 FAX: 301-424-5992

Senator Benjamin L. Cardin
 Application deadline:
November 5, 2015 by 5:00 pm
Office of Senator Benjamin L. Cardin
 Tower One, Suite 1710
 100 S. Charles Street
 Baltimore, MD 21201
 Telephone inquiries may be directed to
 Amy_Daiger@cardin.senate.gov

Congresswoman Donna Edwards (4th CD)
 Application deadline:
October 14, 2015 by 5:00 pm
 Office of Congresswoman Donna F. Edwards
 Service Academy Application
 5001 Silver Hill Road, Suite 106
 Suitland, MD 20746
 Telephone inquiries may be directed to
 301-516-7601

ADMISSIONS REQUIREMENTS, NOMINATIONS AND ACADEMY APPOINTMENTS

The Vice President may also serve as a source of nomination. The Vice President is authorized to nominate individuals to the United States Air Force, Military and Naval Academies but does not nominate to either the U.S. Coast Guard Academy or the U.S. Merchant Marine Academy. In order to be entered into competition for a Vice Presidential nomination, applicants must write, personally, to the Vice President during the application period (**March 1 to October 31**) preceding the year of entrance to the academies. Applications postmarked after October 31 will not be considered. The Vice President has authorized the academies to evaluate all applications and rank them according to qualifications.

| |
|--|
| Office of the Vice President |
| Eisenhower Executive Office Building, Room 290 |
| Washington, DC 20501 |

ROTC SCHOLARSHIPS

The ROTC scholarships are awarded on a competitive basis. Each branch offers ROTC scholarships to eligible students. Eligibility criteria are listed by branch below. The table lists the different scholarship levels.
Note: ROTC Scholarships DO NOT pay for your room and board. Check with the campus you want to attend to see if the campus will pay for room and board. You will find that some do.

| Scholarship Type | Pays | Stipend | When Do I Apply |
|------------------|-----------------------------|---------|--------------------------------------|
| 4 Year National | Full Tuition Books, Fees | \$200 | Junior/Senior year of High School |

| | | | |
|--------------------------|-----------------------------|-------|---------------------------------------|
| 2 or 3 Year Scholarships | Full Tuition Books, Fees | \$200 | Freshman/Sophomore year of College |
| College Program | N/A | \$200 | Freshman/Sophomore year of College |
| Unit Scholarships* | Full Tuition Books, Fees | \$200 | Freshman/Sophomore year of College |

*Each commanding officer of an ROTC can select one student a year for a merit scholarship. You normally have to spend at least one semester on campus.

ROTC Scholarship Comparison Table

| Branch | Can I choose my school? | Can I choose my Major? | Minimum Test Requirements |
|----------------|---|---|--|
| Army | Students that apply for Army ROTC scholarships can choose up to three schools. Scholarships are awarded based upon availability at the school of your choice. The Army does try to match the needs of the student in most cases, but the Army does have final say to which school you attend. | Yes, within limits | 920 SAT/19 ACT |
| Navy & Marines | Naval ROTC grants the student the most flexibility in selecting schools. Students can attend any one of 67 host NROTC universities once they obtain a scholarship. | Yes, but you must complete 1 yr of calculus & 1 yr of calculus based physics. | 520 M 530 V SAT 22 ACT (Navy) 1000 SAT or combined 45 ACT (USMC) |
| Air Force | Air Force ROTC scholarships are distributed by major. You are free to choose any school as long as the school you want to attend offers AFROTC & has approved scholarship major. | Must be approved by the USAF | 520 M 530 V SAT 24 ACT |

Note: U. S. Coast Guard does not have ROTC programs.

In addition, for NJROTC cadets, there are other scholarships available.

CAREER/VOCATIONAL & EMPLOYMENT INFORMATION

APPRENTICESHIP PROGRAMS

Apprenticeship is a voluntary, industry-driven program that is sponsored by employers, employer associations, and jointly by management and labor. An apprentice, as an employee, receives supervised, structured, on-the-job training combined with related technical instruction in a specific occupation.

Apprenticeship is open to anyone age 16 or older, however, an employer may set a higher entry age. Individuals must be age 18 to apprentice in specified hazardous occupations.

The Maryland Apprenticeship and Training Council is the registration agency for apprenticeship programs. Since its inception, the Apprenticeship and Training Council has approved and registered many occupations, and more than 25,446 apprentices have completed training.

On-the-job training for apprentices takes place at the work site under the direction of a highly skilled journey person(s). An approved training plan outlines the work process in which the apprentice will be trained and specifies an approximate length of time to be spent in each major process. A training program must be at least 2,000 hours in duration to be considered as an apprenticeable occupation. Because of the growing

importance of advancing technology, many trades have lengthened both on-the-job and related instruction hours to encompass the changes taking place throughout industry. Most apprenticeships take three or four years to complete. Successful completion of a **registered** apprenticeship leads to a nationally recognized *Certificate of Completion of Apprenticeship* attesting to the individual's skills and knowledge of a journeyperson.

A list of Apprenticeship & Training links, Frequently Asked Questions and contacts are available at: <http://www.dllr.state.md.us/>. Select Workforce Development. Select Apprenticeship & Training.

MCPS DIVISION OF CAREER AND TECHNOLOGY EDUCATION

Career and Technology Education (CTE) is a division of Montgomery County Public School (MCPS) systems. It was formed to design career-oriented curriculum to help students prepare for the future. CTE, with input from businesses and educators, is constantly evaluating and creating new career pathway programs for all of Montgomery County Schools. CTE is located in 850 Hungerford Drive, Room 269, Rockville, Maryland 20850. Shelley Johnson is the director of the division.

Career pathway is a curriculum track that students can take to have a better understanding of a particular career. In other words career pathway is a collection of related courses that are grouped together by careers. There are certain courses that a student must take to complete a career pathway. It is not a must that a student should choose a particular career path to complete the school. It is just a guidance to help students understand knowledge requirements for a career.

There are numerous internships and vocational programs available.

- ❑ Automotive Trades Foundation, Inc. 301-929-2190
- ❑ Construction Trades Foundation, Inc. 301-929-2190
- ❑ High School Fire Service Cadet Program 301-279-3413
- ❑ Internship Program 301-517-5844
- ❑ The Medical Careers Program 301-279-3421
- ❑ The Child Development Internship Program 301-279-3446 or 301-517-5844/240-453-2490

For more information and locations of these programs, visit: www.mcps.k12.md.us/departments/cte

TRADE AND TECHNICAL TRAINING

- Thomas Edison High School of Technology offers a variety of programs for students to obtain vocational and professional training as well as college credits during high school. Each senior high school also offers a limited number of programs. Program information is available at: www.mcps.k12.md.us/schools/edison/ or call 301.929.2175.
- The Adult Education Program (301.517.5005) has vocational courses for people who are no longer in high school. Course information is available at: <http://www.mcps.k12.md.us/adulted/>
- Community colleges have trade and vocational training programs.
- Private trade and technical schools provide a variety of training programs for people who are no longer in high school.

MILITARY TRAINING & CAREER EXPLORATION

A student can learn about his/her possible success in the military by taking the Armed Services Vocational Aptitude Battery (ASVAB). The ASVAB was developed by the U.S. Department of Defense. The ASVAB Career Exploration Program is a comprehensive career exploration and planning program that includes a multiple aptitude test battery, an interest inventory, and various career planning tools designed to help students explore the world of work.

The ASVAB Career Exploration Program is intended for use with students in the 10th, 11th, and 12th grades, as well as students in post-secondary schools. The Program provides tools, including the test battery and interest inventory, developed by the Department of Defense to help high school and post-secondary students across the nation learn more about career exploration and planning. Results of the aptitude test and the interest inventory enable students to evaluate their skills, estimate performance in academic and vocational endeavors, and identify potentially satisfying careers. These results are integrated with work values to help students identify and prioritize possible career choices. Students are encouraged to consider their own work-related values and other important personal preferences as they explore the world of work and learn career exploration skills that will benefit them throughout their work lives.

The ASVAB Program recently was re-designed to be helpful to virtually all students, whether they are planning on immediate employment after high school in civilian or military occupations, or further education at a university, community college, or vocational institution.

More information about the ASVAB Career Exploration Program is available at: www.asvabprogram.com

Men and women may enlist in all branches of the armed forces. Visit <http://usmilitary.about.com>.

SCHEDULE FOR FINANCIAL AID APPLICANTS

Spring of Junior Year:

Visit a college; try to make an appointment with the financial aid officer to explain your situation personally. Ask for the school's financial aid form. (College visits for juniors are not excused absences; try to schedule your visits during spring break.)

Senior Year:

1. June - September: Talk with your parents. Begin to investigate colleges. Check each college website for fees, deadlines, and scholarships specific to that college. Visit the College/Career Center and use the computer to help locate possible scholarships
2. October: Get and complete the CSS/Financial Aid Profile. **BE SURE** to check that the college you are applying to requires the Profile because there is a cost attached to each Profile you request.
3. December: Get the FAFSA worksheet and begin working on it. Do not submit the FAFSA until after January 1, but as soon thereafter as possible. Use your previous year's tax return or an estimated income, **DO NOT WAIT** for this year's W-2 forms.

COLLEGE APPLICATION PROCESS

1. Look for college applications on the school website.

2. Complete Applications:

- Download blank applications to use as rough drafts.
- Complete all applications online or, if filling out a paper application, be sure to write **legibly, and submit it on time** (they will be scrutinized carefully by the college admissions offices).
- **Keep copies of all college applications that you submit.**

3. Request a teacher recommendation:

- Make your request directly to the teacher(s) in ample time (two or three weeks before the deadline).
- Tell each teacher what the recommendation is for (college, scholarships) and the deadline).
- Give each teacher a stamped-addressed envelope for each school or program for which you are requesting a recommendation

TRANSCRIPT REQUEST PROCESS

1. ALL requests REQUIRE a completed Blue Transcript Request Card, which you can get from the Registrar or in the College/Career Center.

- Have a parent/guardian sign the Blue Card to release your information.
- Allow **three weeks** for completion of a counselor recommendation and transcript request.
- Transcripts will be prepared in the order in which requests are submitted.

2. Unofficial Transcripts for College Coaching Staff

The Registrar must have a letter from a parent giving permission to FAX unofficial transcripts to all college coaching staffs.

3. Official transcript for a college, give ALL of the following to the registrar:

- Completed and signed "Blue Card"
- Completed "Brag Sheet" by the student for the counselor
- Completed "Brag Sheet" by the parent also for the counselor
- Secondary School Report, if available
- Counselor recommendation form, if required
- A manila envelope (8 ½ x 11) addressed to the college with 3 first class stamps on the envelope
- NOTE: all transcripts must be mailed by the school directly to the college and cannot be released to the student or parent due to security measures.**

4. Official transcript for a scholarship

- Completed and signed Gold Card
- Follow the same procedure as above
- For students **nominated by the school** -- transcripts are **FREE**
- Students who nominate themselves will be charged

5. Transcript availability

- Each request provides for three transcripts
- The first transcript is the cumulative report from the end of the junior year available in the fall.
- The second transcript is the cumulative report from the end of the first semester of the senior year available in mid-February.
- The final transcript will be sent to the college you will attend in the fall of 2015.
- Final transcripts are available in mid-July. A stamped, addressed envelope must be provided by the student to send each of these official transcripts.**

Transcript cost:

| <u>Number of Colleges/Scholarships</u> | <u>Cost</u> | |
|--|-------------|---------------------|
| 1 - 3 | | FREE |
| 4 & more | | \$3.00* per request |

*Payment is due when the request is made.

PLANNING CHECKLIST FOR SENIORS

- ___ 1. JULY - SEPTEMBER Look for college applications online. Register for October SAT/ACT Subject Tests and/or October ACT. Register for November SAT/ACT Subject Tests. Review credits necessary for graduation with your parents and counselor. Athletes register for the NCAA Clearinghouse.
- ___ 2. SEPTEMBER-DECEMBER Meet with college representatives when they visit the College/Career Center. Arrange to tour college campuses you are seriously considering. (Prior approval is required for college visits.) Take further career interest surveys. Complete all forms in the senior packet and return them to the Counseling Department.
- ___ 3. OCTOBER NOVEMBER Complete college applications. Request teacher recommendations if colleges require them. Provide stamped, addressed envelopes for each recommendation. The registrar will need at least three weeks notice before the application deadline. Sign up for the December SAT/ACT Subject Tests. Prepare a resume
- ___ 4. DECEMBER Make sure your parents know about the Financial Aid Workshop on December 3rd. Register for the January SAT/ACT Subject Tests.
- ___ 5. DECEMBER-JUNE Begin job hunting or researching vocational/technical schools if you do not plan to enter college in the fall.
- ___ 6. JANUARY Study for the first semester exams. Make sure the registrar has the addresses for colleges to which you want first semester grades sent.
- ___ 7. JANUARY-MAY Apply for local scholarships.
- ___ 8. MAY Take AP exams. Complete the PBHS Graduate Profile and return it to the College/Career Information Coordinator. Give the registrar a stamped, addressed envelope to send your final transcript to the school you will be attending. FINAL GRADES DO NOT ARRIVE AT PBHS UNTIL MID-JULY. THEY WILL BE SENT OUT ASAP AFTER THIS DATE.
- ___ 9. JUNE GRADUATION (date to be announced)

GLOSSARY OF COLLEGE APPLICATION PROCESS TERMS

Academic Common Market - A consortium of 15 southern states including Maryland that allow non-resident students to enroll in specific degree programs at in-state tuition rates if the academic programs are not offered in the home state (Maryland).

Advanced Standing - Advanced status accorded to students who score high on **Advanced Placement Tests** or who have taken “advanced” or “college level” courses in high school. If qualified, a student may gain credit for a semester or a full year of collegiate study, or certain introductory and general education required courses might be waived.

Bachelor’s Degree - The degree awarded upon successful completion of a three to five-year liberal arts and sciences, professional, or pre-professional program.

Candidate Notification Date or Common Reply Date - The date by which a student must notify the college of his/her enrollment intentions. Failure to reply means acceptance will be withdrawn by the college. (The reply deadline is usually **May 1st**.)

College - An institution of higher learning not divided, like a university, into distinct schools and faculties, and affording a general or liberal education.

Cooperative Education - A combination of classroom study and work experience directly related to the classroom study.

Core Program - A part of the requirement for degree completion stipulating that students must take a specified number of courses or receive credits in various areas of study, such as social sciences, life sciences, and physical sciences.

Cumulative Grade Point Average (GPA) - The score calculated from the grades a student has earned in all courses beginning with the 9th grade and continuing through the end of the senior year. Weighted GPA scores have added points based on having credit in honors or advanced placement courses.

Deadline - Date by which certain material is due. Some deadlines are determined by postmark, others are determined by when the material is received. Be sure to check to determine which deadline applies. It is recommended that material be sent well in advance of any deadline (Scholarship, College Application, Requests for Transcripts)

Deferral - A term used by the college to handle early-decision candidates who were not accepted in December but will still be considered for regular admissions in April.

Deferment - A policy by which a college allows a student to defer enrollment for one year, if notification is given, a space is reserved with a tuition deposit, and the year is not used for academic study elsewhere.

Early Action/Early Notification - A plan in which applicants must file their papers by December 1 in order to receive an admission decision by February 1. This differs from early decision in that students are not required to accept admission or withdraw applications from other schools if accepted. Students may usually make application to more than one early action program.

Early Admission - A program in which a college allows high school students to enroll before they graduate from high school. Admissions standards are more stringent for early admissions.

Early Decision - A plan in which students submit a college application early (usually November) and get an admission decision well in advance of the usual notification date (usually by January). If admitted, the students **MUST** withdraw their other applications and accept the school's offer. You may only apply for early decision to one school; therefore, it is recommended that this plan be used only if you have no doubts about where you want to attend college.

Financial Aid – A combination of funds to be used by a student for college tuition, room and board, books and other college related expenses. This aid can be in the form of a grant, scholarship, loan and/or work-study. The sources of the funds are governmental, institutional, and private. Various stipulations govern their accessibility with the **majority being based on financial need**.

Financial Need - The difference between the annual cost of attending a given educational institution (tuition, fees, room and board, and other expenses) and the amount the student and his/her parents can afford to pay. The figure is determined by a “need analysis” based on information supplied in the financial aid application process.

Independent Student – This term is used in connection with financial aid applications. It means an individual who is one of the following:

- 1) 24 years of age by a certain time
- 2) an orphan or a ward of the court
- 3) a veteran of US Armed Forces
- 4) a graduate or professional
- 5) a married student not claimed on a parental tax return
- 6) a student for whom a financial aid administrator makes a documented determination of independence by reason of other unusual circumstances; or
- 7) a person who has a legal dependent other than a spouse.

Mid-year Admission - An option some colleges offer to certain candidates, allowing them to start classes in the second semester rather than in the fall.

Open Admission - A policy adopted by a number of institutions that accepts virtually all applicants.

Pre-college Requirements - These are the high school courses that a college requires for admission to a college or admission to a specific major in a college.

Rolling Admission - A program in which the admissions committee evaluates a student's application as soon as it is received. The student is then notified of the school's decision.

Secondary School Report - This is a college form that requests official information about the student. This information can include a checklist, request for an official transcript, counselor recommendation, and attendance information.

Transcript, High School - A record of high school grades, courses, grade point average and other information required for graduation. An **official** transcript is usually required as part of the admission materials for college.

Tuition - The academic fee to cover the cost of an education at a college/university. The total costs associated with attending college cover more than tuition. There is a residency component attached to the amount of the tuition. **Students who (along with their parents) are permanent residents of the state in which the student will attend college pay in-state tuition.**

Out-of-state tuition is paid by students attending college in a state other than where they are permanent residents. It is recommended that students contact the individual university for specific residency requirements.

University - An institution which offers undergraduate work plus graduate degrees through the doctorate in more than two academic and/or professional fields.

GENERAL INFORMATION

AGE OF MAJORITY

Before the end of the school year, many members of the senior class may reach their eighteenth birthdays and will attain legal majority, according to Maryland Law H.B. 299 (5/23/72). This means that an eighteen year old may assume the rights and obligations of an adult.

A student who chooses to exercise majority rights while still enrolled in a county school must request this privilege from the principal in writing. At that time, adjustments and notations will be made on the student's records. Age of Majority forms are available in the counseling office.

The school shall then honor the student's signature on absence notes and any forms that previously required a parent's signature. The student is also allowed to decide who will have access to his or her student records. In cases where school attendance or deportment is at issue, the school will deal directly with the student. In cases that involve suspension, parents will be informed by the school.

ALCOHOL USE OUTSIDE OF SCHOOL

Alcohol use by teenagers has been increasing. Large parties with plenty of alcohol and no supervision are a concern in the community. The largest parties often involve students from a number of area schools, including Paint Branch, and some erupt in violence. The legal drinking age in Maryland, Virginia, and the District of Columbia is 21 years of age. All three jurisdictions also have beer keg registration laws requiring the purchaser to be responsible for its use. This allows police to trace kegs found at parties where under-age drinking is an issue. Parents and students should know the legal penalties in Maryland for under-age alcohol use:

- Any minor caught drinking is given a civil citation (up to \$1,000 fine and/or six months in jail)
- Eighteen-year-olds will be charged with drunkenness and have a police record that must be reported on both college and job applications; and
- Adults can be charged if alcohol is served to minors in their home.
- Students involved in school-sponsored sports must remember that use of alcohol will jeopardize their eligibility to play.

Parents have the right to know about any party. Don't hesitate to ask questions of your teen or of the parents of the party giver. **It is your right and responsibility as a parent to say "NO" to your teen attending these unsupervised parties.** Make it clear that it is the teen's responsibility not to go to such events.

ATTENDANCE

Students are expected to be in school daily and on time to all classes. Classes begin at 7:45 AM. The following procedures will be implemented for the 2018-2019 school year:

- Students with five unlawful absences in a class will automatically be required to submit an appeal of the recording of their absences if they or their parents/guardians believe any absence was recorded incorrectly, and develop an attendance intervention plan with their counselors/administrators. Initiation of an appeal and/or attendance intervention plan may be initiated by the student, parent/guardian, or counselor/administrative team. The counselor/administrative team will consult with the teacher regarding requirements for make-up work and will communicate the information to the student and student's parent/guardian. Attendance appeal and intervention plan forms will be available at the counseling and administrative offices and on the school's website. An administrator will review and sign off on the intervention plan.
- If a student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student will be considered to be in danger of receiving a failing grade in that course.

- Students with three unlawful absences in a class will be warned of the possibility of failure and referred to their counselor and administrator. The counselor will consult with the student and the parents/guardians, verify reasons for the absences, and determine the appropriate interventions.
- Unexcused tardies will be recorded and three unexcused tardies will equal one unexcused/unlawful absence. A tardy is defined as “late to class.”
- A **new attendance program** will be part of the current grade book program (Pinnacle) and will—
 - automatically generate a warning letter or an electronic communication to the parents/guardians of students with three unlawful absences;
 - automatically generate a letter or electronic communication to parents/guardians of students with five unlawful absences informing them that their child will fail the class unless an appeal or an attendance intervention plan is completed;
 - automatically send an email to counselors and administrators when notices are generated;
 - identify students who are in danger of failing to assist counselors and administrators in the development of attendance intervention plans;
 - provide period-by-period attendance reports accessible by teachers, counselors, and administrators;
 - provide daily attendance reports sorted by counselor and available on the dashboard; and
 - provide an automatic notice to administrators of teachers not taking attendance.

CAFETERIA

Students may purchase hot lunches as well as sandwiches, salads, desserts, soups, juice, and milk. From 7:20 – 7:35 AM, students may purchase a full breakfast. Prices for all foods are posted at the cashier’s station and at the food-serving lines.

Materials such as glass, aluminum, and plastics are collected for recycling. Students are asked to place their trash in the proper receptacles. Lunch policies are further explained in this chapter.

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.

CELL PHONE POLICY AND CONTRACT

Maintaining the integrity of the learning environment at Paint Branch High School is the top priority:

- Students will be permitted to have cell phones in their possession throughout the school day. However, cell phone use will be permitted during Lunch Activity Period (LAP) only and after 2:30 pm.
- Students should have ear buds out of sight during the school day.
- Students may not use their cell phones to record or photograph other students and staff without permission. Additionally, students may not post fights or other untoward activities and video detrimental to staff, students or Paint Branch on live and on **YouTube**. Violation of this policy will result in confiscation of the phone.
- Students MUST have their cell phones turned off and out of sight during the school day and cell phones shall cause no disruption.

- During **LAP** when cell phones are allowed to be on and in use, students are encouraged to keep their phone on a “silent” mode.
- Cell phones are not to be visible during the school day.

Should a student be observed using a cell phone, or a cell phone rings during the instructional school day, disciplinary action may include, but is not limited to, an administrator’s referral and confiscation of the phone.

- Student cell phones ringing in class will result in confiscation of the phone and disciplinary action.
- Should confiscation occur, the cell phone will only be returned to a parent or guardian. Parents may retrieve cell phones only on Fridays from 2:30 PM to 3:30 PM.

During times of testing and other student evaluations, teachers may request that students remove their cell phones from their possession reducing the possibility of compromised test security.

STUDENT CONTRACT

I, _____ (print student’s name), have read the cell phone policy and I agree to follow the rules. I understand that possession of a cellular telephone on school campus is a privilege and it may be revoked at any time by the administration for violating the above school policy. Furthermore, I understand that the school and its employees are in no way responsible for any theft or damage of my cellular phone while on school grounds. The school is not obligated to investigate the loss or damage of any phone.

Student signature: _____ Date: _____

Cell phone information: _____
Make Model Phone Number

DETENTION

Detention may be assigned by individual teachers for infractions in their classes. Administrative detention may be assigned for students who violate school policies and procedures. Administrative detention is also held during the LAP (lunch) period for 35 minutes. At least one day’s notice will be issued. Students who are assigned Administrative detention must follow these rules:

1. Students must report on time.
2. Failure to report will result in double detention.
3. Silence is to be maintained.
4. Students must read or study (no sleeping is permitted).
5. Students must remain in the room and seated.
6. Students must sign in.
7. No food is permitted in the room.

Arrangements can be made with grade level assistant principals for morning detention, as a special exception. Students who fail to report to the re-assigned detentions without a legitimate excuse may be suspended for one day.

DRESS CODE

Students are to come to school properly attired so as not to distract themselves or others. No clothing that exposes body parts and with messages that endorse illegal activities or advertise alcoholic beverages or drugs are permitted. Shoes must be worn at all times.

DRUGS, ALCOHOL, PORTABLE PHONES, AND SIMILAR POSSESSIONS

Possession or use of drugs and alcohol on school property is illegal and will not be tolerated. The penalties, set out in MCPS policy, are very severe and include police referral, suspension, and recommendation for expulsion.

The 1979 Montgomery County Public Schools legal opinion allows for a search of student lockers or of cars parked on the school grounds when a school official believes that illegal substances are being concealed or used. Furthermore, students involved in the distribution of drugs or alcohol within 500 feet of school boundaries are subject to arrest and expulsion from Montgomery County Public Schools.

EARLY RELEASE DAYS

Several days during the school year are designated as early release days for students. Students are dismissed at 12:00 PM so teachers may participate in staff development programs and prepare report cards. All classes meet on early release days but are shortened to approximately 27 minutes. School buses run on the early release schedule for these days.

EXTRACURRICULAR ACTIVITIES

Eligibility for extracurricular activities includes meeting academic requirements and being clear of all obligations.

- **Academic** - Students who have a 2.0 Grade Point Average (GPA) with no more than one "E" (failure) in the previous marking period (not the semester) will automatically be eligible to participate or practice in an extra-curricular activity during the next marking period. The 2.0 GPA is the minimum grade average for all classes in which the student is scheduled during the previous grading period. It is NOT the student's overall GPA. A grade of E3 is considered failing.
- **Obligations** - All obligations **must** be cleared in order to participate in athletics or other extracurricular activities.

EXTRACURRICULAR ACTIVITY SPONSORS 2018 – 2019

| ACTIVITY | SPONSOR |
|-----------------------------|--------------------|
| Allied Softball | Daphne Hardin |
| Anime Club | TBD |
| Band (Marching) | G.Casement |
| Baseball, J.V. | Noah Walker |
| Baseball, Varsity | Casey Jensen |
| Basketball J.V. (Boys) | Clyde Lawrence |
| Basketball J.V. (Girls) | Ashleigh Council |
| Basketball, Varsity (Girls) | Ravilia McMiller |
| Basketball, Varsity(Boys) | Christopher Bohlen |
| Best Buddies | TBD |
| Cheerleaders, J.V. | Tracy Powell |
| Cheerleaders, Varsity | Alexandra Saunders |

| | |
|------------------------------------|---|
| | Antoinette Saunders |
| Class Sponsor – Gr 9 | TBD |
| Class Sponsor - Gr 10 | TBD |
| Class Sponsor - Gr 11 | Ms. Tarah Massey |
| Class Sponsor - Gr 12 | Ms. Janae Valle |
| Cross Country (Co-Ed) | Asst-Dessalyn Dillard Head-Mark Anderson |
| Debate Coach | TBD |
| Drama / Stage Manager | TBD |
| Environment Club | TBD |
| Field Hockey, J.V. | Jenna Devilbiss |
| Field Hockey, V. | Cassandra Smink |
| Flags and Majorette | TBD |
| Football, JV | Ron Jeffries |
| Football, Varsity | Mike Nesmith |
| Forensics Coach | TBD |
| French Club | TBD |
| Golf (Co-Ed) | Joe DeCavage |
| Gay & Straight Alliance | Leslie Miller |
| Hispanic Awareness/Spanish Club | TBD |
| Indoor Track (Co-Ed) | Dessalyn Dillard |
| It's Academic Team | David Fantergrossi |
| Jazz Singers | Chris Mitchell |
| Key Club | TBD |

| ACTIVITY | SPONSOR |
|----------------------------|---------------------|
| K-Pop Club | Shanika Rawlings |
| Lacrosse, V / JV (Boys) | Greg Jolles/ TBD |
| Lacrosse, V / JV (Girls) | TBD/Nicole Williams |
| Literary Magazine | TBD |
| Mathletes | TBD |
| Mock Trial Program | TBD |
| Model UN | TBD |
| Muslim Student Association | TBD |
| National Honor Society | TBD |
| Newspaper (Mainstream) | TBD |
| NJROTC | Joseph DeCavage |
| Panther Web | Samantha Candia |
| Photography Club | TBD |
| Psychology Club | TBD |
| SGA Sponsor | TBD |
| Soccer J.V. (Girls) | George Keagle |
| Soccer, J.V. (Boys) | Michael Schiller |
| Soccer, Varsity (Boys) | Noah Wallace |
| Soccer, Varsity (Girls) | Jeanette Smith |
| Softball, J.V. (Girls) | Alison Krizmanich |

| | |
|----------------------------|---------------------------------------|
| Softball, Varsity (Girls) | Gary Fookes |
| Swimming & Diving | Samantha Millman Giancarlo Ramirez |
| Team Handball | TBD |
| Tennis (Boys) | Stephan Mulrain |
| Tennis (Girls) | Judy Rothstein |
| Track and Field (Co-Ed) | Dessalyn Dillard |
| Unified Bocce | Kieran Lally/Ani Aghguiguan |
| Volleyball Varsity (Girls) | Noelee Wishart |
| Volleyball, (Co-Ed) | Ani Aghguiguan |
| Volleyball, J.V. (Girls) | Ani Aghguiguan |
| Volleyball, Varsity (Boys) | Noelle Wishart |
| Weight Training (Co-Ed) | Tommy Rey-Fred Boddie |
| Wrestling, J.V. | Will Levy |
| Wrestling, Varsity | Rick Smith |
| Yearbook Advisor | Shelby Flippen |

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 Assistant. All checks for fees should be made payable to Paint Branch High School.

FINANCIAL OBLIGATIONS

Students owning a monetary obligation (i.e. book, lab fee, lock) to the school will be subject to:

- ✓ Non-participation in sports, or other extra-curricular activities
- ✓ Holding of report card
- ✓ Official Maryland High School Diploma withheld

Student obligation lists will be posted near the Financial Assistant's office. Clearance of obligations may be made at the Financial Assistant's office during lunch.

GRADUATION

Graduation will be held at DAR Constitution Hall. The date will be announced when it is determined.

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.

LUNCH (LAP)

- Paint Branch will have one lunch/activity period (LAP) of 45 minutes. Students will be able to eat lunch in the cafeteria, bistro, and exterior terrace tables. Students can also eat in Thurgood Marshall Hall, Isaiah Leggett Hall, and in Dr. Martin Luther King, Jr. Hall as far as the Grand Stairway. Juniors can eat in the specified Junior Courtyard off of Dr. Martin Luther King, Jr. Hall.
- Students are also allowed to eat in teachers' classrooms with both the permission and presence of said teacher
- **Seniors** who have signed permission from their parent/guardian, will be able to leave the campus.
- Underclassmen are not allowed to leave the school campus during lunch.
- Students will not be allowed to place individual lunch delivery orders from area vendors.
- *Students who violate this rule will be subject to suspension, an Alternative Lunch placement, and/or loss of parking permit privileges for a period of time as determined by the administrator.*

LOCKERS

Students are provided lockers. It is recommended that lock combinations be kept confidential, and that students not share lockers. Valuables should not be stored in the lockers. Students may not vandalize, damage, or write on the interior or exterior of the locker. The Paint Branch administration is not liable for items lost or stolen from students. Locker problems should be reported to the business manager in room 1018C. School officials may conduct locker searches when there is probable cause. The cost to repair damage to a locker is the responsibility of the student to whom the locker is assigned. The cost of a new locker door is \$100.00.

MEDIA CENTER

Paint Branch High School's media center is an integral part of the instructional program. We have over 26,000 books, magazines and 66 computers with 40 instructional databases for staff and student to use. The media specialist works with all classes to develop research skills, and all media staff provides individual assistance to students. Instruction focuses on the research process; specific basic reference books and numerous Internet online subscriptions, many available only on school computers, are highlighted. Our many online subscription services provide free access to major academic reference books, journals, newspapers, primary sources and photos. A television studio is available for class projects requiring video and multimedia instruction or assistance.

The media center is open to classes and to students with signed passes during instructional hours and during LAP; passes are not required before or after school. Hours are weekdays from 7:15 AM – 3:00 PM.

NATIONAL HONOR SOCIETY

In order to be considered for membership in the National Honor Society at PBHS, a junior or senior must have a 3.5 grade point average (weighted or unweighted) in all subjects. In addition to the GPA, leadership, service and character must be demonstrated. Further, there must be no evidence of loss of credit, suspension, or discipline referrals. Students will need teacher/sponsor recommendations in regard to leadership and character qualifications. Service qualifications will be documented by recommendations from community and non-profit

organizations. An essay testifying to the reasons for seeking NHS membership is also required. In October, juniors and seniors with the qualifying GPA will be notified that application forms are available. Completed and returned forms are read by the Paint Branch High School National Honor Society Faculty Committee. The Committee determines the final membership list. Students invited to become NHS members will be identified before winter break. For further information, contact the NHS sponsor.

NEWS AND INFORMATION

During the school year, one of the better ways to inform parents of news and information is through the PTSA newsletter, *The Panther Press*. Please watch this publication for information such as college and career presentations, financial aid meetings and other programs. Students are also reminded to check in the College and Career Center for the latest issue of the newsletter, *Around the Center*, for current listings of college visits, scholarships and other items of interest.

Visit the Paint Branch Web Site: www.meps.k12.md.us/schools/paintbranchhs for information about our school.

At times, individual communication is also necessary. If a student moves during the school year, please provide the new emergency contact information such as your new address and phone number. The registrar will need to see a copy of your new lease or closing papers to verify your change of address. Also, if a parent changes jobs during the school year, the new emergency contact phone number should be provided to the secretary in the Counseling Services Department and the school nurse as soon as possible.

PANTHER ASSIST

The goal of Panther Assist is to identify and assist students whose behavior, attendance, or grades indicate that they have problems related to alcohol and/or other drug use. The Panther Assist Team is made up of the school nurse, an assistant principal, a counselor, teachers, and other staff members. The team model follows several steps: Identification, Data Collection, Intervention, Referral, and Follow-up.

Any individual (school staff member, parent, community member, or student) can submit a concern form to Panther Assist about his/her concern for a student. Students may refer themselves. Once Panther Assist receives a written concern, the team begins the data collection process. Based on the data that have been collected, the team decides whether to go to a parent intervention.

Forms are located in the Counseling Services Office, Health Room, Media Center, and Main Office. A 'drop box' is located in the Counseling Services Office. Staff may also place a referral in Mr. Steve Washington mailbox (he is the Panther Assist Team Leader).

Once a concern form is received, the Panther Assist team leader will acknowledge receipt of the form if it is signed. All individuals who have contact with the student will be asked to complete an observation checklist to the best of their ability. All observation checklists should be returned to the team leader by the requested due date. All forms are kept confidential, and specific information about the student cannot be released.

School staff is immune from civil liability for making a report to the appropriate school official if he/she has reasonable grounds to suspect that a student is under the influence or in possession of a controlled dangerous substance. (An excerpt from 6-109 Annotated Code of Maryland)

PARENT ORGANIZATIONS

PTSA (Parent Teacher Student Association) – It is the Paint Branch PTSA’s objective to assist and work with those who have an interest in our school – students, parents, teachers, PB administration and support staff, facilities and transportation personnel, local community, and MCPS – as we work *together*, as stakeholders, to improve the educational experience and opportunities for *all*. PTSA meetings will be held at 7:00 p.m. in the Paint Branch Media Center - on the 3rd Tuesday of the month, from October 2018 thru May 2019. For more information, contact PTSA President Anthony Brown at anthonywilsonbrown@gmail.com.

The Paint Branch Athletic Association – The Paint Branch Athletic Association is comprised of families of current and former Paint Branch student-athletes who work with the Athletic Director and the school administration to support the Paint Branch Athletic program in various ways. The Club holds meetings monthly to discuss ways to support the athletic program. Parents and families are encouraged to join the PBAA and volunteer to help. All interested should contact Heather Podosek, Athletic Director at Heather_A_Podosek@mcpsmd.org. for more information visit our website at <https://paintbranchathletics.org/information/>

The Instrumental Music Boosters – The Paint Branch Instrumental Music Boosters is comprised of parents and guardians of current Paint Branch instrumental music program students. The Boosters work with the band and orchestra director to raise funds that support the instrumental music program. Meetings are held on the first Tuesday of every month at 7pm in room C105. Parents who are interested in joining the Instrumental Music Boosters should contact the president, Linda Lee at olidren@gmail.com

PTSA Officers, Representatives, and Committees

Officers:

President – Presides at PTSA and Executive Board meetings and coordinates the work of the offices and committees.

Vice-President – Performs the president’s duties in his/her absence and other duties as assigned.

Treasurer – Maintains all financial records and accounts of the PTSA.

Recording Secretary – Records meeting minutes and keeps PTSA records.

Corresponding Secretary – Conducts and maintains all PTSA correspondence.

Representatives:

Cluster/Consortium Representative – Represents PBHS at monthly Northeast Consortium meetings, reporting back to the PTSA.

Cluster Coordinators – Represent the PB Cluster of schools at meetings, ensuring that the PTSA voice is heard in such forums as the School Board and County Council. **Also** work together with the Blake and Springbrook Cluster coordinators to run the NE consortium meetings and to coordinate testimony.

MCCPTA Delegates – Represent PBHS at the MCPTA (County PTSA) Delegates assembly.

NAACP Parents’ Council Representatives – Represent PBHS at the Council, created to empower African American and other minority parents to take a more proactive role in the education of their children.

PARENT VISITATION

Columbus Day, October 8, 2018, is an open visiting day for parents. Parents may also visit the school at other times and are asked to check in with the main office on those days as well as Columbus Day.

SCHOOL STORE

The school store is open daily before school and during LAP. School supplies and other related items are sold. Any profit goes to the school's general program fund administered by the principal and the athletic budget.

SECURITY CAMERAS

There are 107 security cameras placed throughout Paint Branch High School and on the exterior. These cameras are used for security reasons. They enable the administration to review a tape of events should an incident occur in the building that warrants such review.

STUDENT PARKING

Student parking is available on a limited basis. Students who have valid driver's licenses may apply for permission to park on school grounds during the school day. Permits are issued for a semester (\$37.50). Students parking permits will be issued based on the following criteria;

- Physically disabled student (with a valid note from their physician)
- Students participating in instructional programs outside of PBHS where transportation is not provided (i.e., CWE/OJT, Internships, Career Development programs)
- Students participating in multiple extracurricular activities, or an athletic team
- Seniors will have priority parking privileges.

SUMMER SCHOOL AND NIGHT SCHOOL

Summer School and High School Plus give students the opportunity to make up failed courses and to get additional credits. Sign up for courses in the Counseling Services Office. Not all courses are available during summer school, and students who fail English may not take two English classes concurrently without prior approval of the English resource teacher and the principal.

DISCIPLINARY POLICY

The Discipline Policy describes infractions (behavior), a definition of the behavior, and the consequences. The consequences describe a range of actions that may be taken by an administrator, not necessarily in the order listed.

Bomb/Bomb Threats

This infraction is defined as bringing a bomb or threatening to bomb the school. The consequences are suspension, police referral, and a recommendation for expulsion.

Destruction of Public Property (Vandalism)

The minimum action is a one-day suspension, parent conference, and repayment for the damaged property. The police will be contacted in cases where equipment with a model or serial number is stolen and the school has not been paid for the damaged property.

Distribution of Intoxicants (Drugs, Alcohol)

Intoxicants are defined as alcohol or controlled substances not authorized by a physician's prescription. Students found to be in possession of intoxicants with the intent to sell or distribute them or who are engaged in the sale or distribution of intoxicants on MCPS property will be recommended for expulsion.

Extortion

Extortion is the process of obtaining property from another, with or without the person's consent, by use of force, fear, or threat. The consequences are suspension and a parent conference.

Physical Attack on a Staff Member or Student

This infraction is defined as an unprovoked physical attack on a staff member or a student. Consequences are suspension, police referral and a recommendation for expulsion.

Plagiarism

Plagiarism is defined as taking someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to the source. The minimum action is a student conference, and the maximum is suspension.

Possession or Use of Intoxicants (Drugs, Alcohol)

The minimum action for possession or use of intoxicants is a parent conference, police notification, and suspension.

Sexual Harassment

It is against MCPS policy and unlawful for MCPS employees to commit acts of sexual harassment. Sexual harassment committed by students against students or staff violates MCPS policy and is inappropriate behavior. Consequences are parent notification and suspension.

Sexual Offenses

This infraction refers to physical sexual attacks; inappropriate behavior of a sexual nature, including indecent exposure; consensual sex; and other sexual activity not identified as sexual harassment. Consequences are suspension, parent notification, police referral, and possible recommendation for expulsion.

Use of Tobacco

State law prohibits the use of tobacco in school, on school grounds, or at school-sponsored events. The minimum action is a student conference and notification of the student's parents. The maximum action is a three-day suspension. Students will be required to attend anti-smoking classes, sponsored by the National Lung Association, given at Paint Branch High School.

Verbal Abuse

Verbal abuse is defined as cursing, intimidating, insulting or in any other manner verbally abusing a member of the school staff. Consequences are parent conferences and suspension.

Weapons on MCPS Property

Unauthorized storage, possession, or carrying of firearms, knives, or any other implement used as a weapon, including explosives, requires a ten day suspension and a recommendation by the principal for expulsion. Police referral is also required.

SUSPENSION OF LESS THAN TEN DAYS

The principal has the right to suspend a student for ten days or less, with proper reason. This means the student cannot go to classes or take part in school activities for a specified time, and is banned from the school grounds unless the principal gives permission.

If the student poses a danger to people or property, or constantly threatens to disrupt classes and/or school activities, he/she may be immediately removed from school, and the parents will be notified.

Right of Appeal: A student may submit a written appeal to the principal in writing, and if necessary, to the superintendent or designee.

IN SCHOOL SUSPENSION PROGRAM (I.S.I.)

The In-School Intervention Program at Paint Branch High School is designed to provide an alternative in-school educational opportunity for referred students. Students remain in school and receive another chance to resolve their off-task behavior in a mutually satisfactory manner to both student and school.

The purpose of the program is to:

1. Provide a structured program that addresses multiple issues and the opportunity to complete their school assignments while serving their consequence. (Academic)
 2. Keep students engaged, connected, build relationships, and provide “teachable moments”. (Community Service)
 3. Help students to examine and accept responsibility for the behavior(s) that led to their suspension and to consider alternative behaviors that may yield more positive results. (Counseling/Mentoring)
-

BELL SCHEDULES

MONDAY – THURSDAY BELL SCHEDULE

| PERIOD | TIME | MINUTES |
|------------------------|--|-----------------------------|
| 1 | 7:40 AM & 7:44 AM 7:45 AM – 8:31 AM | Warning Bells 46 |
| Announcements | 8:31 AM – 8:36 AM | 5 |
| 2 | 8:40 AM 8:41 AM – 9:27 AM | 1 Minute Warning Bell 46 |
| 3 | 9:31 AM 9:32 AM – 10:18 AM | 1 Minute Warning Bell 46 |
| 4 | 10:22 AM 10:23 AM – 11:09 AM | 1 Minute Warning Bell 46 |
| Lunch / Activity (LAP) | 11:09 AM – 11:54 AM | 45 |
| 5 | 11:58 AM 11:59 AM – 12:45 PM | 1 Minute Warning Bell 46 |
| 6 | 12:49 PM 12:50 PM – 1:36 PM | 1 Minute Warning Bell 46 |
| 7 | 1:40 PM 1:41 PM – 2:30 PM | 1 Minute Warning Bell 49 |

FRIDAY BELL SCHEDULE

| PERIOD | TIME | MINUTES |
|------------------------|--|-----------------------------|
| 1 | 7:40 AM & 7:44 AM 7:45 AM – 8:30 AM | Warning Bells 45 |
| Announcements | 8:30 AM – 8:42 AM | 12 |
| 2 | 8:46 AM 8:47 AM – 9:32 AM | 1 Minute Warning Bell 45 |
| 3 | 9:36 AM 9:37 AM – 10:22 AM | 1 Minute Warning Bell 45 |
| 4 | 10:26 AM 10:27 AM – 11:12 AM | 1 Minute Warning Bell 45 |
| Lunch / Activity (LAP) | 11:12 AM – 11:57 AM | 45 |
| 5 | 12:01 PM 12:02 PM – 12:47 PM | 1 Minute Warning Bell 45 |
| 6 | 12:51 PM 12:52 PM – 1:37 PM | 1 Minute Warning Bell 45 |
| 7 | 1:41 PM 1:42 PM – 2:30 PM | 1 Minute Warning Bell 48 |

2-HOUR DELAYED OPENING BELL SCHEDULE

| PERIOD | TIME | MINUTES |
|------------------------|---|-----------------------------|
| 1 | 9:40 AM & 9:44 AM 9:45 AM – 10:15 AM | Warning Bells 30 |
| Announcements | 10:15 AM – 10:20 AM | 5 |
| 2 | 10:24 AM 10:25 AM – 10:55 AM | 1 Minute Warning Bell 30 |
| 3 | 10:59 AM 11:00 AM – 11:30 AM | 1 Minute Warning Bell 30 |
| 4 | 11:34 AM 11:35 AM – 12:05 PM | 1 Minute Warning Bell 30 |
| Lunch / Activity (LAP) | 12:05 PM – 12:40 PM | 35 |
| 5 | 12:44 PM 12:45 PM – 1:15 PM | 1 Minute Warning Bell 30 |
| 6 | 1:19 PM 1:20 PM – 1:50 PM | 1 Minute Warning Bell 30 |
| 7 | 1:54 PM 1:55 PM – 2:30 PM | 1 Minute Warning Bell 35 |

ADMINISTRATIVE HOMEROOM BELL SCHEDULE

| PERIOD | TIME | MINUTES |
|------------------------|--|-----------------------------|
| 1 | 7:40 AM & 7:44 AM 7:45 AM - 8:29 AM | Warning Bells 44 |
| Announcements | 8:29 AM - 8:34 AM | 5 |
| Homeroom | 8:38 AM 8:39 AM - 8:49 AM | 1 Minute Warning Bell 10 |
| 2 | 8:53 AM 8:54 AM - 9:38 AM | 1 Minute Warning Bell 44 |
| 3 | 9:42 AM 9:43 AM - 10:27 AM | 1 Minute Warning Bell 44 |
| 4 | 10:31 AM 10:32 AM - 11:16 AM | 1 Minute Warning Bell 44 |
| Lunch / Activity (LAP) | 11:16 AM – 12:01 PM | 45 |
| 5 | 12:05 PM 12:06 PM - 12:50 PM | 1 Minute Warning Bell 44 |
| 6 | 12:54 PM 12:55 PM - 1:39 PM | 1 Minute Warning Bell 44 |
| 7 | 1:43 PM 1:44 PM - 2:30 PM | 1 Minute Warning Bell 46 |

EARLY RELEASE (HALF-DAY) BELL SCHEDULE

| PERIOD | TIME | MINUTES |
|--------------------------------|--|-----------------------------|
| 1 | 7:40 AM & 7:44 AM 7:45 AM – 8:13 AM | Warning Bells 28 |
| 2 | 8:17 AM 8:18 AM - 8:46AM | 1 Minute Warning Bell 28 |
| 3 | 8:50 AM 8:51 AM - 9:19 AM | 1 Minute Warning Bell 28 |
| 4 | 9:23 AM 9:24 AM - 9:52 AM | 1 Minute Warning Bell 28 |
| 5 | 9:56 AM 9:57 AM - 10:25 AM | 1 Minute Warning Bell 28 |
| 6 | 10:29 AM 10:30 AM - 10:58 AM | 1 Minute Warning Bell 28 |
| 7 | 11:02 AM 11:03 AM - 11:31 AM | 1 Minute Warning Bell 29 |
| *LUNCH (LAP): 11:31 – 12:00 PM | | |

**Students may leave at the end of 7th period or remain for lunch in the cafeteria*

ADMINISTRATIVE HOMEROOM BELL SCHEDULE

| PERIOD | TIME | MINUTES |
|------------------------|--|-----------------------------|
| 1 | 7:40 AM & 7:44 AM 7:45 AM - 8:29 AM | Warning Bells 44 |
| Announcements | 8:29 AM - 8:34 AM | 5 |
| Homeroom | 8:38 AM 8:39 AM - 8:49 AM | 1 Minute Warning Bell 10 |
| 2 | 8:53 AM 8:54 AM - 9:38 AM | 1 Minute Warning Bell 44 |
| 3 | 9:42 AM 9:43 AM - 10:27 AM | 1 Minute Warning Bell 44 |
| 4 | 10:31 AM 10:32 AM - 11:16 AM | 1 Minute Warning Bell 44 |
| Lunch / Activity (LAP) | 11:16 AM – 12:01 PM | 45 |
| 5 | 12:05 PM 12:06 PM - 12:50 PM | 1 Minute Warning Bell 44 |
| 6 | 12:54 PM 12:55 PM - 1:39 PM | 1 Minute Warning Bell 44 |
| 7 | 1:43 PM 1:44 PM - 2:30 PM | 1 Minute Warning Bell 46 |

REPORT CARD DISTRIBUTION SCHEDULE

| PERIOD | TIME | MINUTES |
|------------------------|--|-----------------------------|
| 1 | 7:40 AM & 7:44 AM 7:45 AM – 8:30 AM | Warning Bells 45 |
| Announcements | 8:30 AM – 8:35 AM | 5 |
| 2 | 8:39 AM 8:40 AM – 9:25 AM | 1 Minute Warning Bell 45 |
| 3 | 9:29 AM 9:30 AM – 10:15 AM | 1 Minute Warning Bell 45 |
| 4 | 10:19 AM 10:20 AM – 11:05 AM | 1 Minute Warning Bell 45 |
| Lunch / Activity (LAP) | 11:05 AM – 11:45 AM | 40 |
| 5 | 11:49 AM 11:50 AM – 12:35 PM | 1 Minute Warning Bell 45 |
| 6 | 12:39 PM 12:40 PM – 1:25 PM | 1 Minute Warning Bell 45 |
| 7 | 1:29 PM 1:30 PM – 2:15 PM | 1 Minute Warning Bell 45 |
| Homeroom | 2:19 PM 2:20 PM – 2:30 PM | 1 Minute Warning Bell 10 |

PANTHER BELL SCHEDULE

| PERIOD | TIME | MINUTES |
|------------------------|--|-----------------------------|
| 1 | 7:40 AM & 7:44 AM 7:45 AM – 8:30 AM | Warning Bells 45 |
| Announcements | 8:30 AM – 8:44 AM | 14 |
| 2 | 8:48 AM 8:49 AM – 9:34 AM | 1 Minute Warning Bell 45 |
| 3 | 9:38 AM 9:39 AM – 10:24 AM | 1 Minute Warning Bell 45 |
| 4 | 10:28 AM 10:29 AM – 11:14 AM | 1 Minute Warning Bell 45 |
| Lunch / Activity (LAP) | 11:14 AM – 11:59 AM | 45 |
| 5 | 12:03 PM 12:04 PM – 12:49 PM | 1 Minute Warning Bell 45 |
| 6 | 12:53 PM 12:54 PM – 1:39 PM | 1 Minute Warning Bell 45 |
| 7 | 1:43 PM 1:44 PM – 2:30 PM | 1 Minute Warning Bell 46 |