

Marriotts Ridge *High School*



INFORMATION GUIDE FOR STUDENTS AND FAMILIES

12100 Woodford Drive
Marriottsville, MD 21104
(410)313-5568
<http://www.marriottsridge.net>

Administration

Mr. Patrick Saunderson, Principal
Mrs. Rosalie Bowen, Assistant Principal (A-F)
Ms. Cara Moulds, Assistant Principal (G-M)
Mr. James LeMon, Assistant Principal (N-Z)
Mr. Gene Brown, Athletics and Activities Manager

School Counselors

Mrs. Farah Evans (A-E)
Mrs. Jodi Dubbs (F-K)
Mrs. Marjorie Ford (L-R)
Mr. Will Schwarz (S-Z)

MISSION STATEMENT

In a safe and nurturing environment, we, the students, staff, families, and community of Marriotts Ridge High School will act with honor to achieve educational excellence and lifelong learning.

*Instilling Honor and Excellence
In All That We Do*

GO MUSTANGS!

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Marriotts Ridge High School

2009-2010 Staff

ADMINISTRATION

Patrick Saunderson – Principal
Rosalie Bowen – Assistant Principal
James LeMon – Assistant Principal
Cara Moulds – Assistant Principal
Gene Brown – Athletics & Activities Manager
Gay Burdick – Administrative Secretary
Eileen Reardon – Front Office Teachers' Secretary
Delores Romero – Front Office Teachers' Secretary
Carol Serio – Teacher's Secretary
Sheila Stiles – Bookkeeper
Susan Fugate – Data Clerk
Maria Gorman – Testing Assistant
Bruce Burdick – Security Assistant
MaryAnn Levant – AP Coordinator
Randi Hulse – Cluster Nurse
Keri Vakoutis – Health Assistant

CAREER & TECHNOLOGY EDUCATION

Reg Hahne – Instructional Team Leader
Evelyn Bradley
Lorene Cannella
Robert Fleming
Sarah Palm
Roy Rosnik

ENGLISH

Nancy Czarnecki – Instructional Team Leader
Elvira Brown
Paul Courtney
Bill Frank
Toni Ireland
Amanda Olsen
Tracey Rizzo
Meg Roberts
Kevin Shea
Jennifer Skahill
April Valdesuso
Lauren Vint

WORLD LANGUAGES

Stacie Gado – Instructional Team Leader
Tekyia Brower
Marc Fisher
Andrew Gnagey
Erika Rhodesside
Aaron Sorokin
Jim Ventosa

MATHEMATICS

Eric Ebersole - Instructional Team Leader
Melissa Barbieri
Cindy Bonus
Jennifer Clarkin
Kevin Flynn
Caryn Hawkins
Stacy Jett
Patricia Michael
Don Storr
Mariah Zielenski
Kelly Zilliox

FINE ARTS

Terry Eberhardt – Instructional Team Leader
Jaye Ayres
Jocelyn Bocchino
Terri Bocklund
Nick Ellis
Rosemary Lather
Sally Livingston
Laverne Miers-Bond
Trish Spruill

SCIENCE

Dan Sageman – Instructional Team Leader
Bernadette Allman
Jennifer Cooper
Linda Davis
Stephanie Doodigian
Patricia Laun
Michael Prada
Karen Schneider
Robert Siskind
Bryan Stuller
Amy Harich – Instructional Assistant

SOCIAL STUDIES

Mark Dubbs – Instructional Team Leader
Brent Ault
Tom Brandel
Tom Browne
Paul Higdon
Ken Hovet
Tony Incontrera
Richard Malt - 9th Grade Team Leader
Renard Parson
Christine Potocki
Elizabeth Witanowski

INFORMATION SERVICES

L:ynn Rashid – Media Specialist/ITL

John McDonald – Media Specialist

Kathleen Hurwitz – Media Secretary

SPECIAL EDUCATION

Christine Schmidt - Instructional Team Leader

Mary Breton

Ernie Burkhart

Laurie Daman

Michelle Flynn

Leah Myers

Kristina Norris

Kimberly Sharpmack

Kerri Wells

Jane Antico – Instructional Assistant

Jan Carbary – Instructional Assistant

MaryAnne Flannery – Instructional Assistant

George Hruneni – Instructional Assistant

Marie Jones – Instructional Assistant

Sheila Jones – Instructional Assistant

John Miles – Instructional Assistant

Ian Pope – Instructional Assistant

Elizabeth Ericson – Student Assistant

Sheila Taylor – Speech Lang. Pathologist

Cynthia Gibson– Work Study Coordinator

PE/HEALTH

Jason Conley – Instructional Team Leader

Natalie Gaieski

Marcus Lewis

Kelly O'Brien

Fred Talentino

CAFETERIA

Barbara Patrick - Manager

Donna Disilvio

Hoa Dowpiallo

Terri Dunsmore

Penny Mack

Cheryl Wingate

SCHOOL RESOURCE OFFICER

Darryl Thompson

GIFTED & TALENTED

Paul Eckert

STUDENT SERVICES

Marjorie Ford – Counselor/ Team Leader

Jodi Dubbs – Guidance Counselor

Farah Evans – Guidance Counselor

Will Schwarz – Guidance Counselor

Jeff Leard – Psychologist

Heather Graham – PPW

Angie Lee – Bilingual Community Liaison

Harriet Lee – BSAP Assistant

Jean Evansmore – Council of Elders

Lisa Beschner – Guidance Secretary

Joni Deison – Registrar

CUSTODIANS

Woody Nicholson – Day Supervisor

Kevin Grant - Night Supervisor

Elijah Abdullah

Rusty Beatty

Irma Brito

Keisha Hopkins

May Lunn

Thomas Moore

Linda Ridgely

Cynthia Wiggins

James Williams

Marriotts Ridge High
Administrative Team
Areas of Responsibility for 2009-10

Pat Saunderson	→	Rosalie Bowen	→	Cara Moulds	→	James LeMon	→	Gene Brown
School/Home/Community/ Public Relations	→	A-F Student Management A-F 504/IEP Case Management	→	G-M Student Management G-M 504/IEP Case Management	→	N-Z Student Management N-Z 504/IEP Case Management	→	Activities and Athletics Management
→	→	Second Floor Administrator	→	First Floor Administrator	→	Third Floor Administrator	→	Athletic Areas Administrator
→	→	"C" Lunch Supervision	→	"B" Lunch Supervision	→	"A" Lunch Supervision	→	"D" Lunch Supervision
→	→	Assessments	→	→	→	→	→	→
Financial Management	→	Building and Grounds Management (PSAT/AP/HSA/Quartiles/.....(Maintenance/Improvements))	→	→	→	Student and Teaching Schedules (Assemblies/Pep Rallies)	→	School/Community Calendars (Fundraising Approval/Schedule)
→	→	→	→	→	→	→	→	→
→	→	Teacher Substitutes	→	Field Trip Application Process	→	Interims and Report Cards	→	Athletics Scheduling/Finances Eligibility/Transportation
→	→	→	→	→	→	→	→	→
→	→	Detention and → Extended School Schedules	→	Staff and Student Parking	→	Feeder School Articulation	→	Athletic and Auditorium Events Personnel
→	→	→	→	→	→	→	→	→
→	→	Bus Transportation	→	Staff and Student Pictures	→	New Student Orientations	→	→
→	→	→	→	→	→	→	→	→
School Leadership Team Chair	→	School Leadership Team	→	School Leadership Team	→	School Leadership Team	→	School Leadership Team
→	→	→	→	→	→	→	→	→
Crisis Team Coordinator	→	Crisis Team	→	Crisis Team	→	Crisis Team	→	Crisis Team
→	→	→	→	→	→	→	→	→
Student Support Team	→	Student Support Team	→	Student Support Team	→	Student Support Team	→	Student Support Team
→	→	→	→	→	→	→	→	→
Liaison to the following:	→	Liaison to the following:	→	Liaison to the following:	→	Liaison to the following:	→	Liaison to the following:
Student Services	→	GT Research	→	Career and Tech Ed (CTE)	→	Science	→	Coaching Staff
Admin Support Staff	→	Math	→	Fine Arts	→	Social Studies	→	Athletic Trainer
Media	→	PE/Health	→	Special Education	→	Student Programs Cohort	→	County/State Athletic Associations
SRO/Security Assistant	→	World Languages	→	English	→	Ninth Grade Team	→	→
Cluster Nurse/Health Assistant	→	Testing Assistants	→	Custodial Staff	→	Leadership Academy	→	→
Graduation Coordinator	→	Assessments and Data Cohort	→	Staff Programs Cohort	→	Mentoring Program	→	→
National Honor Society	→	→	→	Non-Tenured Staff Support	→	MRHS Scholars	→	→
Family and Community	→	→	→	Professional Development	→	Alpha Achievers	→	→
Programs Cohort	→	→	→	Staff Wellness/Recognition	→	Attendance Team	→	→
→	→	→	→	Emergency Preparedness	→	BSAP Rising Scholars	→	→
→	→	→	→	"Green School" Team	→	Peer Mediation Program	→	→
→	→	→	→	Tech Support Team	→	Homework Help Team	→	→
→	→	→	→	→	→	→	→	→
PTSA	→	→	→	Music Foundation/Drama Support	→	SGA/Class Councils	→	Boosters
→	→	→	→	→	→	→	→	→
Monday Night Administrator	→	Tuesday Night Administrator	→	Thursday Night Administrator	→	Wednesday Night Administrator	→	Athletic Events Administrator

Extracurricular Activities 2009-2010

Alpha Achievers	Terry Eberhardt
American Red Cross Club of MRHS	Jennifer Cooper
Art Club/National Art Honor Society	Laverne Miers-Bond, Jaye Ayres
Band, Color Guard	Nick Ellis
Book Club	Lynn Rashid
Buddy Program	Kristina Norris
Chem Team	Jennifer Cooper, Karen Schneider
Chess Club	Bob Siskind
Class of 2010	Richard Malt, Bernadette Allman
Class of 2011	Sarah Palm, Mariah Zielinski
Class of 2012	Toni Ireland, Meg Roberts
Class of 2013	Brent Ault, Liz Witanowski
Debate Club	Christine Potocki
Environmental Club	Stacie Gado, Melissa Barbieri
Fantasy Sports Club	Tony Incontrera, Thomas Browne
Fashion Club	Cindy Bonus
Fellowship of Christian Athletes	Tony Incontrera
Film Club	John McDonald
French Club	Tekyia Brower, Andrew Gnagey
Future Business Leaders of America	Reg Hahne, Lorene Cannella
Future Educators Association	Paul Eckert
GSA	Andrew Gnagey
German Club	Marc Fisher
Habitat for Humanity	Farah Evans
Ice Hockey	Tom Brandel
It's Academic	Jennifer Skahill, Andrea Orndorff
Jewelry Design Club	Jennifer Clarkin
Knitting Club	Laverne Miers-Bond, Jaye Ayres
Latin Club	Marc Fisher
MAAAC (African American Awareness Club)	Farah Evans, Jean Evansmore
Math Team	Melissa Barbieri, Eric Ebersole
MESA	Stephanie Doodigian
Model UN Club	Renard Parson
MRHS Scholars	Jennifer Cooper
Multicultural Club	Tekyia Brower, Kerri Wells
Mustang Mentors	Jodi Dubbs
National Honor Society	Tracey Rizzo, Lynn Rashid
Peer Mediators	Farah Evans
POMS/Drill Team	Caryn Hawkins
Science National Honor Society	Patricia Laun
Science Olympiad Team	Roy Rosnik
Sign Language Club	Laurie Daman
South Asian Culture Club	Cindy Bonus
Spanish Club	Jim Ventosa
STEM	Roy Rosnik
Student Government Association	Jennifer Skahill
Support Our Troops	Christine Potocki
Swim Club	Reg Hahne
Table Tennis	Reg Hahne
Tech Clubs	Reg Hahne
Ultimate Frisbee Club	Richard Malt
Varsity Club	Ken Hovet
Vegetarian Club	Michael Prada
Young Democrats Club	Mariah Zielinski

**Marriotts Ridge High School
Athletics 2009-2010**

Athletics and Activities Manager	Gene Brown
V Cheerleading	Kelly O'Brien
JV Cheerleading	LaShanda Edmond
Cross Country	Rich Malt, Jason Conley
Varsity Field Hockey	Stacie Gado,
JV Field Hockey	Lauren Vint
Varsity Football	Ken Hovet, Marcus Lewis
JV Football	Thomas Browne
Golf	Mark Dubbs
Varsity Boys Soccer	Kevin Flynn
JV Boys Soccer	Paul Courtney
Varsity Girls Soccer	Robin Grey
JV Girls Soccer	Sarah Palm
Varsity Volleyball	Amanda Olsen
JV Volleyball	Mark Hahn
Freshmen Volleyball	Brent Ault
Varsity Boys Basketball	Marcus Lewis, Ken Hovet
JV Boys Basketball	Thomas Browne
Varsity Girls Basketball	Darryl Thompson
JV Girls Basketball	Tom Brandel
Indoor Track	Rich Malt, Sarah Palm
Wrestling	Jason Conley
JV Wrestling	Felix Smith
Varsity Baseball	Paul Eckert
JV Baseball	Craig Blum
Varsity Boys Lacrosse	Dan Sageman, Tony Incontrera, Tom Brandel
JV Boys Lacrosse	Will Schwarz, Marc Fisher
Varsity Girls Lacrosse	Natalie Gaieski, Amanda Tack
JV Girls Lacrosse	Kelsey Reed
Outdoor Track	Mark Dubbs, Stacie Gado, Rich Malt, Kelly Zilliox, Sarah Palm
Varsity Softball	Jodi Dubbs, Renard Parson
JV Softball	Brent Ault, Bernadette Allman
Tennis	Scott Dingman, Aaron Sorkin

WHO's WHO at MRHS

Front Office	410-313-5568	Guidance	410-313-5546
Athletics/Activities Manager	410-313-5421	Health Room	410-313-5419
Fax	410-313-5574	Attendance	410-313-5437

If you have questions about.....?

Attendance	Eileen Reardon
Black Student Achievement Program (BSAP)	Harriet Lee
Bookkeeper	Sheila Stiles
Building Use by Public	Gene Brown
Buses	Rosalie Bowen
Class Assignment	Classroom Teacher
Counseling/Scheduling (A-E Last Name)	Farah Evans
Counseling/Scheduling (F-K Last Name)	Jodi Dubbs
Counseling/Scheduling (L-R Last Name)	Marjorie Ford
Counseling/Scheduling (S-Z Last Name)	Will Schwarz
Early Dismissals	Eileen Reardon
Extracurricular Activities/Athletics	Gene Brown
Health Room	Keri Vakoutis
Homework Request (absent 3 or more days)	Lisa Beschner
Insurance and School Forms	Dolly Romero
Late Arrivals	Eileen Reardon
Lost and Found	Dolly Romero
Media Center	Lynn Rashid
National Honor Society	Tracey Rizzo
Psychologist	Jeff Leard
Pupil Personnel Worker	Heather Graham
Registration/Withdrawal	Joni Deison
Scholars Program	Jennifer Cooper
Website	Reg Hahne
Boosters	Mrs. Tompkins, Gene Brown
Music Foundation	Mrs. Romano, Cara Moulds
PTSA	Mrs. Bademosi, Pat Saunderson

Instructional Team Leaders

Career & Technology Education	Reg Hahne
English	Nancy Czarnecki
Mathematics	Eric Ebersole
9 th Grade	Richard Malt
PE/Health	Jason Conley
Fine Arts	Terry Eberhardt
Science	Dan Sageman
School Improvement	Michelle Flynn
Social Studies	Mark Dubbs
Special Education	Christine Schmidt
World Languages	Stacie Gado

Marriotts Ridge High School Student Code of Honor and Integrity

Marriotts Ridge High School is a safe and nurturing learning community based on the core values of honesty, respect, excellence, accountability, and consideration. We hold our students to the highest standards of performance and integrity and expect them to maintain these principles while striving for continuous improvement. Therefore, we expect Marriotts Ridge students to take personal responsibility for their actions in order to maintain an honorable environment.

As a result, we must also illustrate the types of actions that would negatively impact the core values of our community.

TYPES OF VIOLATIONS

Cheating:	Possessing, using, or attempting to use unauthorized materials, information, or study aids in any academic exercise.
Facilitation:	Helping/attempting to assist another student or contributing to an environment in a manner that violates any provision in this school policy
Falsification:	Making up information/data or a citation in any academic exercise.
Lying:	Knowingly making a false statement.
Plagiarism:	Representing the words or ideas of another as one's own in any academic exercise without acknowledging its source.
Stealing:	Taking, obtaining, or using others' property without the express permission of the owner.

EXAMPLES OF VIOLATIONS

- Possession/copying another student's homework, class work, or ideas without the instructor's permission. (**cheating/plagiarism**)
- Allowing another student to copy homework or class work without the instructor's permission. (**facilitation**)
- Not acknowledging another writer's ideas or direct words within a given assignment. A list of resources alone is not sufficient. (**plagiarism**)
- Copying or paraphrasing an excerpt from the Internet or any other resources without citing the source. (**plagiarism**)
- Cheating on exams, tests, or quizzes, including failure to follow behavioral and procedural guidelines before, during, and after testing situations. (**cheating**)
- Copying or buying an essay, lab report, or project and submitting it as one's own. (**cheating/plagiarism**)
- Using an assignment from a student who previously took the class and submitting it as one's own (**cheating**). Providing that assignment to a current student. (**facilitation**)
- Using a computer translator in a World Language class without the teacher's permission. (**cheating**)
- Obtaining information about the content of an exam, test, or quiz from a student who has already taken the exam/quiz. (**cheating**)
- Providing information about the content of an exam, test, or quiz to a student who has not yet taken the exam/quiz. (**facilitation**)
- Making up a source to use as a citation in an assignment. (**falsification**)
- Any academic integrity violation not listed.

CONSEQUENCES FOR VIOLATIONS

1st offense:

- Teacher confers with student and notifies parent
- 0 on assignment
- Disciplinary referral to and conference with administrator or other discipline under the HCPSS student code of conduct

2nd (or subsequent) offenses:

- Teacher confers with student and notifies parent
- 0 on assignment
- Disciplinary referral to administrator for assignment to Extended Day, Suspension, or other discipline under the HCPSS student code of conduct

Offenses are cumulative throughout a student's career at Marriotts Ridge High School.

A student's disciplinary record is considered during the application process for all Honor Societies.

In addition, a violation of the Student Code of Honor and Integrity policy may impact a teacher's choice to complete recommendation letters for colleges, scholarships, and other programs.

I have read and agree to abide by the Marriotts Ridge High School Student Code of Honor and Integrity.

Student Name

Student Signature

Date

I support and agree to abide by the Marriotts Ridge High School Student Code of Honor and Integrity.

Parent/Guardian Signature

Date

Parts of this policy are adapted from Dr. Andrea Goodwin, Associate Director, Office of Student Conduct, Univ. of Maryland presentation and the UM Code of Academic Integrity (instituted 1990-91) the River Hill High School Academic Integrity Policy & Honor Pledge, and the Atholton High School Academic Integrity Policy.

Marriotts Ridge High School

2009-2010 Bell Schedules

Regular Bell Schedule

7:25 am – 8:15 am	Period 1
8:20 am – 9:15 am	Period 2
9:15 am – 10:10 am	Period 3
10:14 am – 12:20 pm	Period 4
10:15 – 10:45	A Lunch
10:45 – 11:15	B Lunch
11:20 – 11:50	C Lunch
11:50 – 12:20	D Lunch
12:25 pm – 1:15 pm	Period 5
1:20 pm – 2:10 pm	Period 6

Break Bell Schedule

7:25 am – 8:15 am	Period 1
8:20 am – 9:10 am	Period 2
9:15 am – 9:35 am	Break
9:40 am – 10:25 am	Period 3
10:30 am – 12:30 pm	Period 4
10:30 – 11:00	A Lunch
11:00 – 11:30	B Lunch
11:30 – 12:00	C Lunch
12:00 – 12:30	D Lunch
12:35 pm – 1:20 pm	Period 5
1:25 pm – 2:10 pm	Period 6

3 Hour Early Dismissal Schedule

7:25 am – 8:00 am	Period 1
8:05 am – 8:35 am	Period 2
8:40 am – 9:10 am	Period 3
9:10 am – 9:25 am	Brunch
9:30 am – 10:00 am	Period 4
10:05 am – 10:35 am	Period 5
10:40 am – 11:10 am	Period 6

2 Hour Delayed Opening Schedule

9:25 am – 9:55 am	Period 1
10:00 am – 10:30 am	Period 2
10:35 am – 11:05 am	Period 3
11:10 am – 1:10 pm	Period 4
11:10 – 11:40	A Lunch
11:40 – 12:10	B Lunch
12:10 – 12:40	C Lunch
12:40 – 1:10	D Lunch
1:15 pm – 1:40 pm	Period 5
1:45 pm – 2:10 pm	Period 6

A Lunch

Social Studies
CTE

B Lunch

Math
Fine Arts
GT

C Lunch

English
Science
Special Ed.

D Lunch

PE/Health
World Language

Important Information

School-Home Communication

Effective and timely communication between the school and our families is integral to the success of our community.

Marriotts Ridge High's Website is www.marriottsridge.net. Our website will provide current school information and provide links to many school-related resources, including teachers' email addresses and webpages.

Teachers' Web Pages are regularly maintained sources of information regarding teacher expectations, assignments, grades, and other announcements.

Email is another effective form of communication with the staff at MRHS. You may email any staff member by typing in the person's first name, underscore, and then last name followed by hcpss.org as shown below. For example, Mr. Saunderson can be contacted at patrick_saunderson@hcpss.org.

HCPSSnews.com is a list server that allows us to distribute school information and important notices in a very timely fashion. We ask that you sign up for this service as soon as possible as it is a wonderfully effective means of communication. HCPSS News is a school system group messaging service – email addresses are kept confidential. You will only receive messages from the Marriotts Ridge Administration. This service is truly the fastest and most direct way to receive information from the school. *To sign up for HCPSS News*, go to our school website and follow the directions to hcpssnews.com.

Parents are encouraged to register at **SchoolsOut.com** to receive email and text messages about school emergencies. Every school in the HCPSS has an approved Emergency Operations Plan and schedules ongoing training for all staff. In the event of a school emergency, MRHS staff will follow the established county procedures to ensure the safety of all students and will involve central office staff as needed to communicate with parents.

Parent visits to classrooms may be scheduled with an administrator 24 hours in advance. According to county procedures due to safety issues, unannounced visits are not permitted.

All parents/visitors must sign-in at the Front Office upon arrival and obtain a visitor's pass. Please sign out upon departure. No parent or visitor is permitted in classroom areas unless accompanied by an administrator or designated staff member.

Front Office phones are not for student use to make calls home for forgotten items. Calls home will be for emergencies only as approved by the administration. In addition, Front Office personnel will do their best to communicate with students regarding messages called in by families, but there should be no expectation that they can do so in every instance. Finally, Front Office staff members are not responsible for locating students when items (homework, textbooks, lunches, etc.) are dropped off in the Front Office ... we will do our best, but we cannot serve as a message/delivery service and effectively complete professional responsibilities.

Attendance

There is a direct relationship between academic achievement and regular school attendance. The classroom lectures that are missed and the discussions and activities in which students are not able to participate cannot truly be replaced by makeup work. Grades are an important part of the academic process, but they do not encompass everything that goes on in a classroom.

Lawful Absence

Students are lawfully absent from school for the following reasons:

1. Death of immediate family
2. Illness of student
3. Court summons
4. Hazardous weather conditions
5. Work
6. Observance of a religious holiday
7. State of emergency
8. Suspension
9. Lack of authorized transportation (when the bus does not come)

10. Other emergency circumstances
11. Prearranged absences approved by principal (3 days per year as designated by family)

Unlawful Absence

The only lawful absences are those listed above. All other absences are unlawful and, therefore, will be considered unexcused.

Absence, Tardiness and Early Dismissal Procedures: By state law, school attendance is compulsory for students, ages 5 through 16. A student arriving late to school is considered tardy. A student is counted present for a full day if the student is in attendance four hours or more of the school day. A student is counted present for a half day if in attendance for at least two hours of the school day but less than four hours.

Attendance: Please call the Attendance Office, 410-313-5437, as soon as possible to leave a message to report your child's absence. Please leave the student's name, grade, and a short message about the absence. When the child returns from a legal absence, a written note from the parent/guardian is required within two school days, or the absence will be counted as unlawful (unexcused). These notes are to be turned into first period teachers.

Any high school student with unlawful absences constituting 5 percent of a semester or a yearlong course will have his/her name submitted to the principal by the teacher for consideration of denial of credit. A teacher also may submit the name of a student for whom lawful and/or unlawful absences constitute 5 percent of a semester or yearlong course if the student has not made up missed work or is not meeting expected levels of performance.

Early Dismissal: Before 7:20 AM, your child should bring a note to the Attendance Office with the student's name, grade, reason, and time of dismissal. Your child will be given an early dismissal pass to leave class and should bring that to the Front Office at his/her dismissal time. **All students must sign out in the Front Office before leaving the building.**

Tardiness to School: School begins at 7:25 AM. Please call the Attendance Office to leave a message if your child will be late to school. Your child may be assigned detention for each unexcused lateness after the **second** time. If your child is tardy **four or more** times, your child may be assigned Extended School or other consequences. According to state policy, any lateness to first period beyond **7:45 AM** is considered an absence.

Pre-Arranged Absences: Families are allowed to designate three discretionary days per year that will be excused. Parents wishing to use their three excused discretionary days must request permission from the principal at least two weeks in advance of the trip for the absences to be considered excused and for their students to be allowed to make up the work they have missed. Pre-arranged absence forms are available in the Front Office. As stated earlier, attendance is essential even if academic grades are not affected. Grades are an important part of the academic process, but they do not encompass everything that goes on in a classroom. The lectures that are missed and the discussions and activities in which students are not able to participate cannot truly be replaced by make-up work. Please consider this when making these decisions.

Make-up Work: It is the student's/parent's responsibility to ask for make-up work from the school or teacher. When returning to school, students have the same number of days to complete missed work as the number of days they were legally absent. If the work is turned in after the agreed upon date, there may be a penalty for late work or it may not be accepted. In case of serious illness, a student/parent may speak to the teacher(s) to make special arrangements for completing missed work. There will be no credit given for assignments not completed within the time allowed by this policy. A student with an excused lateness to class or school will be given the same chance to make up work. When absent from school for 3 or more days, please call the Guidance Office to request the student's work. The teachers' websites can also be used to learn about missed assignments.

School - Sponsored Activities: When a student is participating in an approved school activity during the school day, such as a field trip, the student is counted "present" for the day and will be allowed to make-up missed work.

Behavioral Expectations

As stated earlier in our Student Code of Honor and Integrity, we base our behavioral expectations on a belief that every student should be allowed to come to school for the purpose of learning in a safe environment where honor, respect, and integrity are valued. Behavior that negatively impacts our school culture will be addressed through the Howard County Public Schools Code of Conduct.

Howard County Public Schools Code of Conduct

The purpose of the Howard County Public School System's Code of Conduct is to provide a uniform set of behavioral standards in all schools at all levels. The Expected Student Behaviors listed below are fundamental to success in school, at work, and in society. In order to meet these expectations, students need the consistent support of their families and all school system personnel.

The Student Code of Conduct and all other school policies will be enforced not only during the school day, but also at all school - sponsored activities.

Expected Student Behaviors

We will consistently implement the Howard County Public School System's Code of Conduct. MRHS classroom discipline policies are aligned with this Code of Conduct.

Students must:

- Engage in learning activities and take work seriously
- Take responsibility for their own behavior
- Be courteous
- Respect the personal, civil and property rights of others
- Attend school regularly, on time and prepared to learn
- Speak appropriately
- Dress appropriately
- Exhibit self-control
- Seek alternatives to verbal or physical conflicts
- Behave ethically

Sequence of Consequences for Student Misbehavior Including Lateness to School/Class

1 st Offense	Staff member/student conference
2 nd Offense	Parent contact
3 rd Offense	Parent contact (oral or written) and before/after school detention
4 th Offense	Administrative Team action that could result in more serious consequences such as Extended School, In-School Suspension, Suspension.

Sequence of Consequences for Cutting Class, Leaving School Grounds Without Permission, and Truancy

1 st Offense	Parent contact and Extended School
2 nd Offense	Parent contact and Extended School
3 rd Offense	In-school Suspension/ Suspension

Excessive tardiness/truancy will result in an administrative/guidance/parent conference with a referral to the pupil personnel worker.

Steps may be eliminated and a student may be given a Disciplinary Referral or removed from a classroom immediately if there is no other possible recourse to the situation, the infraction is deemed of a more serious nature, or there is potential for physical harm.

School-wide detention will be scheduled for Wednesday mornings (6:45 – 7:15 AM) and Tuesday and Thursday afternoons (2:15 – 2:45 PM). Extended School will be scheduled Thursday and Friday afternoons from 2:15 – 5:15 PM.

Alcohol, Other Drugs, Non-Controlled Substances, and Inhalants

The presence and use of alcoholic beverages, any drug, non-controlled substance that is represented as a controlled dangerous substance, or inhalants in the Howard County Public School System poses a serious threat to the health, safety, and well-being of students and staff. The Howard County Public School System is committed to promoting and providing a drug-free academic environment for all students. Therefore, alcoholic beverages, other drugs, non-controlled substances that are presented as controlled dangerous substances, or inhalants are prohibited by the Howard County School System on school premises or at school-related activities in which a student participates (e.g. athletic event, dance, field trip, prom, graduation activities, commencement, etc.) or in which the student does not directly participate but represents the school or student body simply by being there (e.g. spectator at athletic event).

Periodic drug scans will be conducted on school premises by K-9 teams from the Howard County Department of Police. This action is being taken to protect you and to work towards a drug-free school environment. You are being given prior notice of this program pursuant to school system policy.

Search by School Officials

Students are protected against unreasonable search and seizure by school officials by the Fourth Amendment. T.L.O. vs. New Jersey 105SC733 However, school officials do not need a warrant to conduct a search of a student, and the level of suspicion required to justify a search is not “probable cause” – as it is in most circumstances – but rather a standard of “reasonable belief.” Both the inception of the search and its scope must be justified by this standard, and the privacy interests of the students may be invaded “no more than is necessary to achieve the legitimate end of preserving order in the schools.”

A principal, assistant principal, or designated staff member may make a reasonable search of a student on school premises, upon reasonable belief that the student is in criminal possession of an item, the possession of which is a criminal offense under Maryland law. A third party will be present during the search. (Education Article §7-207[a]). The same school officials may also search the school’s physical premises, including appurtenances such as lockers. (Education Article §7-307[b]).

Internet Use

Internet services are to be used in a responsible, efficient, ethical, and legal manner. Students are required to sign the Internet Use Permission Form acknowledging their understanding of the guidelines as a condition for independent use of the Internet. Use of the Internet is a privilege, not a right. Failure to adhere to these guidelines may result in suspension or revocation of Internet access.

Electronic Devices (Cell phones, iPods, Gameboys, etc) and other non-school related belongings (hats, large amounts of money, etc)

Students are expected to leave any unnecessary items at home. Any items that are brought to school must be put away (electronic devices turned off) at 7:20 AM and not be used again until after 2:10 PM. If unnecessary items are left at home, we will avoid issues related to loss, theft, or possible confrontation regarding school rules. Everyone's cooperation is expected as these items distract from the learning environment.

Even though staff members will do everything that we can to ensure student safety and security, Marriotts Ridge will not be responsible for loss or theft. In addition, failure to follow these simple guidelines may result in confiscation/other disciplinary action.

Sequence of Consequences for the Use of an Electronic Device during the School Day

First Offense:

Electronic device will be confiscated and may be picked up by student at the end of the school day.

Second Offense:

Electronic device will be confiscated. Detention will be assigned. Device will be returned after Detention is served.

Third Offense:

Electronic device will be confiscated. Extended School will be assigned. Device will be returned after Extended School is served.

Further violations will result in more serious consequences.

Special Note: Our expectation is that parents will not call or text message their sons/daughters during the instructional day as that might result in a violation of this policy.

Buses

In accordance with Howard County Public Schools' procedures, students may not ride other students' buses except for supervision emergencies. If a student must ride home with another student on a different bus, he/she is required to submit a note to the Front Office before school from his/her parent/guardian and a note from the other child's parent/guardian.

Students and families are reminded that buses and bus stops are considered extensions of school and, therefore, all county and school rules are in effect.

The HCPSS Pupil Transportation Office requests that we publish the following information: A bus video surveillance system may be in operation to help monitor student behavior on Howard County Public School buses. Bus safety is a top priority and bus drivers cannot watch the road and closely monitor students at the same time. The surveillance system will help monitor student behavior and permit the bus driver to concentrate on safe driving.

Dances

All students wishing to attend a dance must purchase a ticket prior to the dance. According to county procedure, tickets may not be sold at the door. To be admitted, students must present their ID card with their ticket. Tickets are non-transferable and there are no refunds. Dances begin at 8:00 PM and end at 11:00 PM. No students will be admitted to the dance after 9:00 PM except by prior approval with the administration. All HCPSS policies and Marriotts Ridge High School rules are in effect for all dances. Even though staff understands that dances are not school day activities, students are still expected to dress appropriately for these events. Any student who participates in inappropriate dancing, as deemed by school staff, may be asked to leave the dance. Parents will be contacted.

Student Appearance Guidelines

Marriotts Ridge High School will maintain standards of dress and appearance that reflect that the school is a safe and respectful place to learn. Please use the following as guidelines.

In accordance with Howard County Policy as stated in the Secondary School Handbook, any type of apparel that is considered to be disruptive, dangerous, or provocative shall not be permitted to be worn during school hours and school activities. The dress code will present no difficulty if students remember to avoid extremes of dress. Exceptions will be made for religious and medical reasons.

- Dress and grooming must meet health and sanitary standards.
- Shorts and skirts must be appropriate for a professional environment.
- Tank tops, crop tops, halter tops, and muscle shirts cannot be worn. Bra straps should not be exposed.
- Headwear and sunglasses cannot be worn in the building.
- Clothing with inappropriate exposure or with excessive rips, tears, or holes cannot be worn.
- Pants should not be long enough to drag on the floor or low enough on the waist to show underwear.
- Hair style/color must be appropriate for a professional environment.
- Tee shirts and jewelry that display images, messages and/or slogans that may be offensive cannot be worn in school or during school activities. These include any shirt or jewelry that has reference to violence, drugs, alcohol, tobacco, or sex. If you do not follow these guidelines, you will be asked to change into something more suitable and a parent will be contacted.

If any member of the staff feels a student is in violation of the Dress Code Policy, the student will be sent to an administrator who will determine if a violation has occurred.

If an administrator determines that the student is in violation of the Dress Code Policy, the student will be allowed to change clothing and other apparel. If the student does not do what an administrator asks, the parent/guardian will be contacted before any disciplinary action is taken.

Grading Policies and Procedures

Quarterly Grades

We will adhere to the following county guidelines in terms of grade breakdown:

89.5 – 100%	A
79.5 – 89.4%	B
69.5 - 79.4%	C
59.5 – 69.4%	D
Below 59.5%	E

Final Grades

Even though our computerized system figures out final course grades at the end of the year, we often get questions about how these grades are calculated, especially when we get closer to the end of the year and some students are in jeopardy of not passing for the year.

In order to pass a class, a student must earn at least .75 points for the year. To calculate this figure, you add all of the quarters up, using the county assigned numbers below, multiply that number by 2, add the two exam grades, and then divide by 10.

A = 4	B = 3	C = 2	D = 1	E = 0		
	1 st Q	2 nd Q	3 rd Q	4 th Q	Midterm	Final
Example--	D	C	D	A	C	C
	2	4	2	8	2	2
						Total = 20/10 = 2.0 Passing

In addition – the student must pass at least one quarter in the first semester and one in the second semester OR the student must pass both of the last two quarters of the year. In other words, failing both the third and fourth quarters automatically is failing the course, and it follows that failing three quarters is an automatic failure.

Promotions

- To be promoted to grade 10, students must have five credits including one English
- To be promoted to grade 11, students must have ten credits including two English
- To be promoted to grade 12, students must have fourteen credits including two English

Academic Honor Roll

In accordance with the Howard County Public School System, the Marriotts Ridge High School Academic Honor Roll recognizes strong academic success each quarter. Students will be listed on an Honor Roll if they have no more than one “C”, no grades of “D” or “E”, and achieve the quarterly GPA listed below.

Principal’s Honor Roll – A student must achieve “A” grades in all classes to earn this level.

Gold Honor Roll – A student must achieve a 3.4 – 3.99 GPA

Silver Honor Roll – A student must achieve at least a 3.0 - 3.39 GPA

Extracurricular Eligibility

In order to participate in any extracurricular club or sport, a student must maintain a 2.0 grade point average with no “E” grades during the academic quarter listed below:

- Fall Sports – 4th quarter of preceding school year (incoming 9th graders are eligible)
- Winter Sports – 1st quarter report card
- Spring Sports – 2nd quarter report card
- Other Activities – report card most immediately preceding the start of the activity

Howard County Public School Calendar 2009-2010

AUGUST 2009

- 25 School Staff Returns
- 31 First day of School for Students

SEPTEMBER 2009

- 4 Countywide Professional Development Day – Schools closed for students
- 7 Labor Day – Schools & offices closed
- 28 Yom Kippur – Schools & offices closed

OCTOBER 2009

- 9 Interim progress reports
- 16 MSTA Convention – Schools closed for students
- 22 W-Day – Beginning on this date students receive a W when dropping a class and no credit for the added class

NOVEMBER 2009

- 5 End of 1st Marking Period
- 6 Professional Development/Work Day – Schools closed for students
- 17 Report Cards issued
- 15-21 American Education Week
- 23-24 Schools Close 3 hours early for Parent/Teacher Conferences/Staff Development
- 25 Parent /Teacher Conferences – Schools closed for students
- 26-27 Thanksgiving Holiday – All schools & offices closed

DECEMBER 2009

- 18 Interim progress reports issued
- 24 Christmas Eve – Schools & offices closed
- 25 Christmas Day – Schools & offices closed
- 28-31 Winter Break – Schools closed

JANUARY 2010

- 1 New Years Day – Schools & offices closed
- 4 Schools reopen
- 18 Martin Luther King Jr's Birthday – Schools & offices closed
- 19-22 Exam Week – High schools close 3 hours early January 20,21,22.
- 22 End of Marking Period – All schools close 3 hours early
- 25 Professional Work Day – Schools closed for students

FEBRUARY 2010

- 3 Report Cards issued
- 11 Parent/Teacher Conferences/H.S. Prof. Development – Schools close 3 hours early
- 12 Parent/Teacher Conferences – Schools closed for students
- 15 Presidents' Day – Schools & offices closed

MARCH 2010

- 5 Interim progress reports issued

APRIL 2010

- 1 End of marking period – All schools close 3 hours early
- 2-9 Spring Break – Schools closed for students
- 12 Schools reopen
- 21 Report Cards issued
- 22 Professional Development Day – Schools closed for students

MAY 2010

- 13 Interim progress reports issued
- 14 Professional Work Day – Schools closed for students
- 31 Memorial Day – Schools & offices closed

JUNE 2010

- 14-16 Last Days of School – High School Exams, Schools close 3 hours early

Your signature below is an indication that you are aware of the Howard County Public School System and Marriotts Ridge High School rules and policies regarding:

- alcohol, other drugs, non-controlled substances, and inhalants
- violence and school safety
- student use and possession of tobacco products
- weapons
- student assault and/or battery on school staff
- search and seizure
- non-discriminatory practices
- trespassing
- dress code standards
- acceptable internet use
- all Howard County Public School system rules and regulations contained in the Secondary Student Handbook
- all Howard County and Marriotts Ridge High School policies as stated in the Information Guide for Students and Families.

Date: _____

Student Signature: _____

Please Print Your Full Name Here: _____

School: _____ Grade: _____

Parent Signature: _____ Date: _____