

RESERVOIR HIGH SCHOOL



STUDENT/FAMILY HANDBOOK

11550 Scaggsville Road
Fulton, MD 20759
(410)888-8850

<http://www.rhsgators.com>

Administration

Mr. Patrick Saunderson, Principal
Mr. Adam Downes, Assistant Principal (A-D)
Mr. Michael Babe, Assistant Principal (E-Le)
Dr. Mathias Bama, Assistant Principal (Lf-Ro)
Ms. Sherri Levy, Assistant Principal (Rp-Z)
Mr. Josh Sullivan, Athletics and Activities Manager

School Counselors

Ms. Linda Packman (A-Cg)
Ms. Stephanie Thurmon (Ch-Gl)
Mr. Brian Drnec (Gm-K)
Ms. Lindsay Beil (L-O)
Ms. Jill Altshuler (P-Sm)
Mr. Frank White (Sn-Z)

MISSION STATEMENT

RESERVOIR HIGH SCHOOL IS A COMMUNITY OF LEARNERS WHO EMBRACE THE VALUE OF LIFELONG LEARNING AND THE POWER OF KNOWLEDGE. OUR OVERALL MISSION IS TO DEVELOP EACH STUDENT'S INTERESTS, STRENGTHS, AND POTENTIAL. THEREFORE, WE EXPECT EVERYONE IN THE SCHOOL COMMUNITY TO WELCOME AND RESPECT THE DIVERSITY OF BACKGROUNDS, PERSPECTIVES, AND EXPERIENCES EACH PERSON BRINGS TO RESERVOIR HIGH SCHOOL.

**WHERE A QUALITY EDUCATION IS FIRST AND
FOREMOST...
LEARN, ACHIEVE, SUCCEED!
GO GATORS!**

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Reservoir High School

2016-2017 Staff

ADMINISTRATION

Pat Saunderson – Principal
Michael Babe – Assistant Principal
Mathias Bama – Assistant Principal
Adam Downes – Assistant Principal
Sherri Levy – Assistant Principal
Josh Sullivan – Activities & Athletics Manager

TEACHER & ADMIN SUPPORT TEAM

Barb Mueller – Administrative Secretary
RuShell Allen- Front Office/ Teacher Secretary
Kim Athey- Bookkeeper
Vacancy- Testing Assistant
Jackie Malette – Attendance Secretary
Lindsey Miles – Data Clerk
Jan Roth – Front Office/ Teacher Secretary
Gina Wilson - Front Office/ Teacher Secretary

CAREER & TECHNOLOGY EDUCATION

Debra Dear – Instructional Team Leader
David Burke
Bryan Cole
Angela Johnson
Linda Pchelka
Brian Roache
Dan Rosewag
Thomas Roberts
David Walley

CAFETERIA

Heidi Warthen - Manager
Rosalie Coon
Medina Dulic
Michele Rosenbaum
Linda Szalkowski
Yeymi Vargas Cossio

CUSTODIANS

Monroe Graham- Day Supervisor
Rosalind Johnson- Night Supervisor
Ivy Bonsu
Sharnell Burtwell
Derrick Marshall
Tina Matthews
Leon McIntosh
Senora Merritt
Sharon Stanley
Hap Wagoner

ALTERNATIVE EDUCATION

Kelly Thompson – Lead Teacher
Holly Gillum – School Social Worker/Transition Room Coordinator
Jonathan Bannister – Paraeducator
Ian Pope – Paraeducator
Bill Bellamy – Paraeducator

ENGLISH

Lauren Grant – Instructional Team Leader
Sylvia Bennett
Faheem Chishty
Janice Halter
Grace Lin
Jennifer Majewski
Lisa Mariner
Maria Morrison
Bailey Shagogue
Kim Simmons
Barbara Straffin
Kelley Thomas
Matty Valvano

FINE ARTS

Keedra Brown- Instructional Team Leader
David Bacon
Jessica Binder
William Borja
Greg English
Danielle Klim
Greg Knauf
Christine Long
Colin O'Bryan

MATHEMATICS

Valerie McBee- Instructional Team Leader
Robin White - MIST
Lisa Berzenski
Jamie Bullock
Shelly Disotelle
Kyle Jacobs
Jill Kneisl
Deborah Lehair
Rona Li
Jennifer McBeth
Phil Rogers
Jennifer Theimer
Barbara Thiergart
Leslie Thomas

MEDIA AND GT RESEARCH

Binki McKenna – Team Leader
Lisa Tipton
Janine Kucik

PE/HEALTH

Adam Leader – Team Leader
Travis Cross
Jason Conley
Troy Diehl
Carole Ferrante

SCHOOL RESOURCE OFFICER AND SECURITY

Jason Hall
Kevin McDuffie- Security Assistant

SCIENCE

Rita Park- Instructional Team Leader/HCC Liaison
Denette Affinito
Marie Anantua
Kamilah Bruce
Andree Cates
Stephanie Doodigian
Rob Dudley
Suzanne Hughes
Jessica Kohout
Paul Lee
James Mackin
Kevin Miller
Katherine Yienger
Karla Dwyer - Science Assistant

SOCIAL STUDIES

Jan Edlowitz- Instructional Team Leader
Andre Beaudoin
Jennifer Coker – Ninth Grade Team Leader
Julie Frisvold
Matthew Gresick – Towson PDS Liaison
PJ Harrison
Deanna Lee
Andrew McIntyre
Scott Morton
Sandy Myers
Lauren Roberts
Kathy Schloss

SPECIAL EDUCATION

Katie Keating- Instructional Team Leader
Dave Boteler
Melissa Burton
Dion Chapman
Victoria Daugherty
Loretta Dospil-Farley
Patrick Fischetti
Eunice French
Mike Jones - ED Program Lead Teacher
John Perfetto
Jon Phillips
Sarah Ragusa
Gina Richeson
Zach Richeson
Greg Solomon
Denise Thomas

SPECIAL EDUCATION (continued)

Alicia Cohen – Speech-Language Pathologist
Grace Dellinger – Work Study Coordinator/School Improvement Team Leader
Erin Abram- Paraeducator
Lauren Alexander – Paraeducator
Vanessa Clack - Paraeducator
Renee Dawkins – Paraeducator
Debbie Gross - Paraeducator
Sean Jones- Paraeducator
Carol Messerly- Paraeducator
Shari Meyer – Paraeducator
Linda Nachenberg- Student Assistant
Karen Moser- Paraeducator
Doug Odom – Paraeducator
Marinda Williams -Paraeducator
Shante Young – Paraeducator

STUDENT SERVICES

Jill Altshuler – Team Leader
Lindsay Beil
Brian Drnec
Linda Packman
Stephanie Thurmon
Frank White
Charlie Engelkemier- Guidance Secretary
Monique Finch- Pupil Personnel Worker
Harriet Lee – BSAP Achievement Liaison
Emily Mandile- Registrar
Kim Masters- Registrar
Vanessa Morales – Hispanic Achievement Liaison
Alyson Quick- School Psychologist
Victoria Rayo – ESOL Support Counselor
Kelly Thompson – Alt. Ed Teacher/Coordinator
Russ Wentworth – AP Testing Coordinator
Michelle Wilder – Health Assistant
Robin Schwartz- Cluster Nurse

WORLD LANGUAGES & ESOL

Michelle Hyde – Instructional Team Leader
Ruth Ann Besse
Lisa Carl
Kosta Charalampous – ESOL Lead Teacher
Beth Demers
Greg Dubicki
Aimee Dvorkin
Matthew Harper
Reyna Jarocki
Mariela Rodriguez
Marisa Willman
Vacancy- ESOL Paraeducator

ATHLETIC TRAINER

Jessica Simeone

Student Services Counselor Responsibilities 2016-2017

Mrs. Linda Packman A-Cg

Grade 9 Classroom Lessons
Middle School Liaison
Middle School Visits (December)

- Middle School Visits (December)
- Articulation

New Student Parent Orientation (August)
Gator Guides

Mrs. Stephanie Thurmon Ch-Gl

Grade 11 Classroom Lessons
PSAT Day-Senior Activities
College Week-Amazing Race
Service Learning
Crisis Team Liaison
Senior Awards Ceremony

Mr. Brian Drnec Gm-K

Grade 12 Classroom Lessons
Webmaster
Counselor Newsletter
Naviance
World of Work
Career Academies

Mrs. Lindsay Beil L-O

- Grade 10 Classroom Lessons
- PSAT Testing Liaison
- Middle School Activities Day
- NCAA
- School Profile
- Laptop Manager
- Teachers for Tomorrow Liaison

Ms. Jill Altshuler P-Sm

Instructional Team Leader
Grade 12 Classroom Lessons
SIT Team Liaison
AP Liaison
SAT/ACT Liaison
Naviance Maintenance
Naviance emails about upcoming events
Child Abuse Liaison
SAT After School Class
College Night
Scheduling Liaison
Course Registration Scheduler/Coordinator
College Essay Workshop
Senior Parent Night at Back to School Night
Post High School Planning Initiative

Mr. Frank White Sn-Z

Grade 9 Classroom Lessons
Incoming Parent Night (January)
Student Aides
College Week Activities
Social Media
Senior Awards Ceremony
Alumni Relations

Student Organizations 2016-2017

Student Government Association (SGA)	Julie Frisvold/Dave Burke
Alpha Achievers	Frank White
American Red Cross Club	Deanna Lee
Asian Student Union (ASU)	Rona Li
Bethel Christian Fellowship (BCF)	Grace Lin
Best Buddies	Alicia Cohen
Black/African Leadership Union (BALU)	Marie Anantua/Kamilah Bruce
Chess Club	Kate Yienger
Class of 2017	Paul Lee/Kevin Miller
Class of 2018	Danielle Klim/Christine Long
Class of 2019	Rob Dudley/Zach Richeson
Class of 2020	Erin Abram/Lauren Alexander
Culture Club	Faheem Chishty
DECA	Debra Dear/Linda Pchelka
Delta Scholars	Denise Thomas/Sylvia Bennett
Educators Rising /FEA (Future Educators of America)	Linda Pchelka
Environmental Club (SAVE)	Stephanie Doodigian/Suzanne Hughes
Fellowship of Christian Athletes (FCA)	James Mackin
Film Club	Binki McKenna
French National Honor Society	Beth Demers
Gator Gaming Club	Debbie Gross
Gator Guides	Linda Packman
Gay-Straight Alliance (GSA)	Suzanne Hughes
Global Equality Now (School Girls Unite)	Janine Kucik
Horizon Club	Lisa Tipton/Barb Mueller
Ice Hockey Club	Matty Valvano/John Perfetto
Improvisation Club	Jessica Binder
It's Academic	Jan Edlowitz/Jenn Coker
Jazz Band	David Bacon
Journalism/Newspaper/Yearbook	Kelley Thomas
Le Cercle Francais	Greg Dubicki
Los Gators Latinos	Vanessa Morales/Reyna Jarocki
Lunch Choir/Concert Choir	Greg Knauf
Marching Band	David Bacon
Math National Honor Society	Jen Theimer/Jen McBeth
Math Team	Jen Theimer/Jen McBeth
Math/Engineering/Science Achievement (MESA)	Linda Pchelka
Model UN	Lauren Roberts
National Art Honor Society (NAHS)	Greg English/William Borja/ Christine Long/Danielle Klim
National Honor Society (NHS)	Beth Demers/Greg Dubicki
National Latin Honor Society (NLHS)	Ruth Ann Besse
National Technical Honor Society (NTHS)	Debra Dear
Orchestra	Colin O'Bryan
Photography Club	Andree Cates
Reservoir Scholars	PJ Harrison/Mike Jones
Robotics	Dave Walley/Brian Roache
Science National Honor Society (SNHS)	Jessica Kohout/Paul Lee/Rita Park
Science Olympiad	Stephanie Doodigian/Brian Roache
Spanish National Honor Society	Michelle Hyde/Marisa Willman
Speech and Debate	Emily Mandile
Step Team	Marinda Williams
Swim Club	Kevin Miller/Kate Yienger
Table Tennis Club	Jonathan Bannister
Tea and Conversation Club	Ruth Ann Besse
Theatre Productions	Jessica Binder/Greg Knauf
Tri-M Music National Honor Society	David Bacon/Greg Knauf/Colin O'Bryan
Women's Choir/Men's Choir	Greg Knauf

Reservoir High School Athletics 2016-17

Athletics and Activities Manager	Josh Sullivan
Assistant AAM	Mike Jones
Allied Soccer	Stephanie Doodigian
Allied Bowling	Barb Mueller
Allied Softball	Suzanne Hughes
Varsity Cheerleading	Janel Thomas
JV Cheerleading	RuShell Allen
Cross Country	Phil Rogers/Bobby Gessler
Varsity Field Hockey	Lindsay Beil
JV Field Hockey	PJ Harrison
Varsity Football	Bryan Cole
JV Football	Adam Parker/Andy McIntyre
Golf	Sarah Ragusa
Varsity Boys Soccer	Jason Hall
JV Boys Soccer	Dave Freeman
Varsity Girls Soccer	Phil Ranker
JV Girls Soccer	Wendell Thomas
Varsity Volleyball	Jamie Bullock
JV Volleyball	Julie Poston
Freshmen Volleyball	Rachel Lowe
Varsity Boys Basketball	Michael Coughlan
JV Boys Basketball	Ian Pope
Varsity Girls Basketball	Deb Taylor
JV Girls Basketball	James Mackin/Brian Drnec
Indoor Track	Phil Rogers/Bobby Gessler
Outdoor Track	Phil Rogers/Bobby Gessler
Varsity Wrestling	Andrew McIntyre
JV Wrestling	Jessie Moore
Varsity Baseball	Adam Leader
JV Baseball	Zack Nunn
Varsity Boys Lacrosse	Bryan Cole
JV Boys Lacrosse	Robert While/Andrew McIntyre
Varsity Girls Lacrosse	PJ Harrison
JV Girls Lacrosse	Wendell Thomas
Varsity Softball	Julie Frisvold
JV Softball	Kyle Jacobs
Tennis	Jonathan Bannister

WHO TO CONTACT

Front Office 410-888-8850 **Guidance** 410-888-8860
Athletics/Activities Manager 410-888-8853 **Health Room** 410-888-8870
Fax 410-888-8849 **Attendance** rhsattendance@hcpss.org

If you have questions about.....?

An assignment or your child's progress	Classroom Teacher
AP Testing	Mr. Wentworth
Attendance	Ms. Malette
Buses	Dr. Bama
Bookkeeper	Ms. Athey
Club Gator Afterschool Enrichment	Ms. Thomas
Counseling/Scheduling (A-CI Last Name)	Ms. Packman
Counseling/Scheduling (Co-Gray Last Name)	Ms. Thurmon
Counseling/Scheduling (Green-K Last Name)	Mr. Drnec
Counseling/Scheduling (L-Og Last Name)	Ms. Beil
Counseling/Scheduling (Oh-Sh Last Name)	Ms. Altshuler
Counseling/Scheduling (Si-Z Last Name)	Mr. White
Extracurricular Activities	Mr. Sullivan/Ms. Demers
Graduation	Ms. Berzenski
G/T Research and Intern/Mentor Program	Ms. Kucik
Health	Ms. Wilder/Ms. Schwartz
Homework Request when absent more than 3 days	Ms. Wilson
Insurance and School Forms	Ms. Wilson
Late Arrivals and Early Dismissals	Ms. Malette
Lost and Found	Ms. Wilson
Media Center	Ms. McKenna/Ms. Tipton
Pupil Personnel Worker	Ms. Finch
Registration and Withdrawal	Ms. Mandile/Ms. Masters
RHS Scholars Program	Ms. Harrison/Mr. Jones
RHS Website	Ms. Pchelka
School Psychologist	Ms. Quick
SAT/ACT Testing	Mr. Jacobs
Use of building by community	Mr. Sullivan

Team Leaders

Fine Arts	Ms. Brown
Career and Technology Education	Ms. Dear
Social Studies	Mr. Edlowitz
English	Ms. Grant
World Languages	Ms. Hyde
Special Education	Ms. Keating
PE/Health	Mr. Leader
Mathematics	Ms. McBee
Media Services & GT Resource	Ms. McKenna
Science	Ms. Park
Ninth Grade	Ms. Coker/Ms. Farro
Student Services	Ms. Altshuler
School Improvement	Ms. Dellinger

RESERVOIR HIGH SCHOOL

2016- 2017 FAMILY ORGANIZATIONS

2016-2017 PTSA Executive Board Members

President: Christine Bulbul – cbulbul@verizon.net

1st VP: Nicola Kennedy – nkennpeo@gmail.com

2nd VP: Tomica Phillips – tdnewman1002@yahoo.com

Recording Secretary: Sondra Ailinger- ksbh_ailinger@verizon.net

Corresponding Secretary/Publicity: Kim Griffith – kimfg2@gmail.com

Treasurer: Dawn White – dawnwhitedc@gmail.com

2016- 2017 Booster Officers

President: Kathy Dudzinski- kathdud@gmail.com

President: Rachel Janush- rgjanush@gmail.com

Treasurer: Kristen Welch – kristen4welch@gmail.com

Recording Secretary: Erin Geraghty - eringeraghty1969@gmail.com

Membership: Jennifer Crockett and Ken Romaine - kromaine7@gmail.com

Spirit Wear: Nina Tiller- tiller4@comcast.net

Sponsorship: Liz Krutz - etkrutz@comcast.net

2016- 2017 Music Booster Officers

President: Robb Maruschak - robbschak@gmail.com

1st VP: Maria Diggins - mspezio@yahoo.com

2nd VP: Tina Sauer - tinajsauer@yahoo.com

Treasurer: Karen Waters- RHSmusic_Treasurer@yahoo.com

Recording Secretary: Debbie Meyers - debbie.meyers@gmail.com

More information about these groups and how you can get involved can be found at:

PTSA – reservoirptsa.wikispaces.com

Boosters – rhsboosters.com

BELL SCHEDULES

Regular Bell Schedule

Warning Bell 7:20
Warning Bell 7:24
Period 1 7:25- 8:14
Period 2 8:19-9:14
Period 3 9:19-10:09
Period 4 10:14-12:20
1st Lunch 10:14-10:44
2nd Lunch 10:46-11:16
3rd Lunch 11:18-11:48
4th Lunch 11:50-12:20
Period 5 12:25-1:15
Period 6 1:20-2:10

Weekly Break Schedule

Warning Bell 7:20
Warning Bell 7:24
Period 1 7:25-8:10
Period 2 8:15-9:05
Morning Break 9:05-9:25
Period 3 9:30-10:20
Period 4 10:25-12:25
1stLunch 10:25-10:55
2ndLunch 10:55-11:25
3rdLunch 11:25-11:55
4thLunch 11:55-12:25
Period 5 12:30-1:17
Period 6 1:22-2:10

2 Hour Late Opening

Warning Bell 9:20
Warning Bell 9:24
Period 1 9:25-9:57
Period 2 10:02-10:29
Period 3 10:34-11:01
Period 4 11:06-1:06
1st Lunch 11:06-11:36
2nd Lunch 11:36-12:06
3rdLunch 12:06-12:36
4th Lunch 12:36-1:06
Period 5 1:11-1:38
Period 6 1:43-2:10

3 Hour Early Dismissal

Warning Bell 7:20
Warning Bell 7:24
Period 1 7:25-8:00
Period 2 8:05-8:35
Period 3 8:40-9:10
Break 9:10-9:25
Period 4 9:30-10:00
Period 5 10:05-10:35
Period 6 10:40-11:10

1st Lunch
English, Fine Arts

2nd Lunch
Math, Social Studies

3rd Lunch
ESOL, CTE,

4th Lunch
PE, Health, Dance

Important Information

School-Home Communication

Effective and timely communication between the school and our families is integral to the success of our community. If you do not receive a response to your inquiry after 48 hours, please contact the related Team Leader or Administrator.

Reservoir High's Website address is www.rhsgators.com. Our website will provide current school information and provide links to many school-related resources, including teachers' email addresses and webpages, PTSA, Boosters, and Music Boosters.

Reservoir High School also has a twitter address, [hcpss_rhs](https://twitter.com/hcpss_rhs). Please follow us to get the latest news about school activities and achievements.

HCPSS Connect is the new Family Portal for Howard County. Please go to www.hcpss.org/connect to log in. HCPSS Connect replaces Aspen and will be the new source for accessing information related to grades, schedules, attendance, medical information, etc.

Email is another effective form of communication with the staff at RHS. 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 Reservoir 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 rhsgators.com 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, RHS 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.

Front Office phones are not for student use to make calls home for forgotten items. Calls home will be for emergencies as determined by staff. 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. We appreciate your understanding and support.

Attendance

There is a direct relationship between academic achievement and regular school attendance. The classroom lectures that are missed and the discussions and activities that are missed when a student is absent 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, 410-888-8850, 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. An email with the same information can also be sent to RHSAttendance@hcpss.org. When the student 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). Notes are to be turned into Ms. Malette, Attendance Secretary, in the Front Office before 7:20 AM.

Any high school student with unlawful absences constituting 5 percent of a semester or a yearlong course may 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 from that class.

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 makeup 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 should contact the teacher(s) to make special arrangements for completing missed work. Credit may not be 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 Front Office to request the student's work. Aspen or the teachers' individual 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.

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. Failing both the third and fourth quarters means that the student will automatically fail the course.

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 Reservoir 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” grade, no “D” or “E” grades, and achieve the quarterly GPA listed below.

Principal's Honor Roll	Straight A's
Gold Honor Roll	3.4 weighted GPA or higher
Silver Honor Roll	3.0 - 3.39 weighted 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 more than one “E” grade 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

Reservoir High School Honor Code

Reservoir High School is a safe and nurturing learning community based on the core values of honesty, integrity, respect, responsibility, kindness, and consideration. We hold our students to the highest standards of performance and integrity and expect students and staff members to maintain these principles while striving for continuous improvement.

One of the most important goals at Reservoir High is to help our students develop positive character traits and to take personal responsibility for their choices, decisions, and actions in order to maintain a positive, honorable environment. Our Honor Code is designed to ensure that our students reach that goal.

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 violate any provision in the Honor Code
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
Computer/ Electronic Communication Misuse	Unauthorized use of a computer, software, internet, network or other technology; accessing inappropriate websites; misuse of account credentials; disrupting the normal operation of a technology system

EXAMPLES OF VIOLATIONS

- Possessing or 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)** and/or 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)**
- Writing/Signing a false note for late arrival, early dismissal, or unexcused absence. **(falsification)**
- Visiting inappropriate websites (social networking, gaming, plagiarism, etc.) **(computer misuse)**
- Any academic integrity violation not listed.

Students who have questions about something that might be a violation of the Honor Code should consult with a teacher, counselor, administrator, or other staff member beforehand to try to avoid such a violation.

When a staff member believes that a student has committed a violation of the Honor Code, the staff member will confer with the student, notify a parent, and give the student the opportunity to request a due process meeting.

CONSEQUENCES FOR VIOLATIONS

1st offense:

- 0 on assignment
- Disciplinary referral to administrator for conference and possible assignment to In-School Intervention/Suspension or other discipline under the HCPSS Student Code of Conduct

2nd (or subsequent) offenses:

- 0 on assignment
- Disciplinary referral to administrator for conference and assignment to In-School Intervention/Suspension or other discipline under the HCPSS Student Code of Conduct

Theft that is verified will automatically result in suspension.

Offenses are cumulative and consequences increase for each offense committed throughout a student's career at Reservoir High School.

A student's disciplinary record is considered during the application process for all Honor Societies. A violation of the Honor Code may also impact a student's continued participation in any Honor Society. In addition, a violation of the Honor Code may impact a teacher's choice to complete recommendation letters for colleges, scholarships, and other programs. Information about violations may be shared with coaches and advisors of extracurricular activities upon request.

It is much easier to explain a poor grade to your parents, a college, or a potential employer than to explain a violation of the Honor Code.

Parts of this policy are adapted from Dr. Andrea Goodwin, Associate Director of Student Conduct, University of Maryland presentation and the UM Code of Academic Integrity (instituted 1990-91), the Hammond High School Honor Code, the Glenelg High School Honor Code, the Marriotts Ridge High School Student Code of Honor and Integrity, the River Hill High School Academic Integrity Policy and Honor Pledge, the Wilde Lake High School Academic Honor Code, and the Virginia Tech Honor Code.

Reservoir High School Behavioral Expectations

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

Howard County Public Schools Code of Conduct

The purpose of the Howard County Public School System's Code of Conduct is to provide a consistent 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.

Students must:

- Engage in learning activities and take work
- 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 the behaviors listed below

- Inappropriate language
- Contestant lack of preparation
- Minor class disruptions
- Refusal to participate in class activities
- Tardiness to class/school
- Disruptive clothing/appearance
- Inappropriate electronic devices
- Disrespect

1 st Offense	Staff member/student conference
2 nd Offense	Parent contact – SIR (Student Incident Report)
3 rd Offense	Parent contact (oral or written) and before/after lunch detention – SIR
4 th Offense	Disciplinary Office Referral that could result in more serious consequences such as Extended School, In-School Intervention, Suspension

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

1 st Offense	Disciplinary Office Referral – Parent contact and Extended School
2 nd Offense	Disciplinary Office Referral – Parent contact and Extended School
3 rd Offense	Disciplinary Office Referral – In-School Intervention/Suspension

*****At any time, the steps listed above 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 harm.**

*****In addition to the behaviors listed above, students will automatically receive a disciplinary referral for any violation of the RHS Honor Code (academic dishonesty/theft), any kind of physical assault/fighting, any form of bullying or action that discriminates against another student, drug/alcohol use or activity, weapons, or any direct insubordination/profanity towards a staff member.**

New HCPSS Personal Communication/Electronic Device Guidelines

Howard County now allows students to use cell phones and other personal electronic devices when students are not in class or during class activities as approved by the classroom teacher.

- 1) Students may not use their cell phones, iPods, etc. in bathrooms or locker rooms.
- 2) Electronic devices must always be switched to “silent mode” so that they do not ring or vibrate, possibly causing a disruption.
- 3) Electronic devices may not be used to make personal phone calls or send/respond to personal texts or email during instructional time.
- 4) If a student is using an iPod, etc. to listen to music when they are not in class, the student may not put ear buds in both ears due to the need to be able to listen for bells, staff member directions, emergency alarms, etc. Music must be quiet enough not to disturb others.
- 5) Students must obtain consent from staff and participants regarding taking, uploading or sharing photos, recording audio, or capturing video during school hours/activities.
- 6) The Howard County Public School is not responsible for any lost, stolen, or damaged personal electronic devices.

Sequence of Consequences for Inappropriate Use of Electronic Device

If a cell phone or other non-instructional electronic device is being used inappropriately during class time and therefore is confiscated, the following steps will be taken:

- | | |
|-------------------------|---|
| 1 st Offense | Electronic device will be confiscated and may be picked up by the student at the end of the school day in the Front Office. |
| 2 nd Offense | Electronic device will be confiscated. Detention will be assigned. Device will be returned after Detention is served. |
| 3 rd Offense | Electronic device will be confiscated. Extended School will be assigned. Device will be returned after Extended School is served. |

Continued violations will result in more serious consequences.

In addition, the use of an electronic device in a disruptive manner (loud ringing, loud music) or a manner that violates school system rules (videotaping, taking pictures of a test or quiz) will result in a serious disciplinary consequence.

Special Note: Our expectation is that parents will not call or text their sons/daughters during class time. Your understanding and cooperation are greatly appreciated.

*****At any time, the steps listed above 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 harm.**

Student Appearance Guidelines

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

In accordance with Howard County Policy as stated in the Secondary Student 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. Midriffs cannot be exposed. Bra straps should not be exposed.
- Headgear and sunglasses cannot be worn in the building.
- Clothing with inappropriate exposure or with excessive rips, tear, 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 with a reference to violence, drugs, alcohol, tobacco, or sex.

If a student does not follow these guidelines, he/she may be asked to change into something more suitable by any staff member.

If any member of the staff has a question about a possible violation of the Dress Code Policy, or a student will not comply with the staff member's direction, the staff member will contact an administrator.

Non-compliance when addressed or repeated infractions will result in more serious disciplinary action.

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 Howard County 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 and/or other disciplinary action.

Buses

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. In accordance with Howard County Public Schools' procedures, students may not ride other students' buses except for 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.

Additional information from the HCPSS Pupil Transportation Office: 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 unless approved by the administration. Students must arrive within one hour after the start of the dance to be admitted unless prior approval from an administrator was obtained. All HCPSS policies and Reservoir 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.

Parent/Guardian Visits

Parent/guardian visits to classrooms may be scheduled with an administrator 24 hours in advance. According to county procedures, unannounced visits are not permitted due to safety concerns. **All parents/visitors must sign-in at the Front Office** upon arrival and obtain a visitor's pass. Please sign out upon departure. For safety reasons no parent or visitor is permitted in classroom areas unless accompanied by an administrator or designated staff member.

**HOWARD COUNTY PUBLIC SCHOOLS
2016-2017 APPROVED SCHOOL CALENDAR**

July 4, 2016 Independence Day (observed)-Schools and Offices Closed***
August 22, 2016 School Staff Returns
August 24, 2016 Countywide Professional Learning Day
August 29, 2016 First Day of School for Students
September 5, 2016 Labor Day-Schools and Offices Closed***
September 12, 2016 School-based Professional Learning Day –Schools Closed for Students
October 3, 2016 Schools and Offices Closed**
October 12, 2016 Schools and Offices Closed**
October 31, 2016 School-based Professional Learning Day–Schools Closed for Students
November 4, 2016 End of marking period (45 days)
November 7, 2016 Professional Work Day –Schools Closed for Students
November 8, 2016 General Election Day –Schools and Offices Closed***
November 21, 2016 Schools Close 3hrs.early. No half day PreK/RECC.ES/
MSParent/TeacherConferences, HS Professional Learning
November 22, 2016 Schools Close 3hrs. early. No half-dayPre-K/RECC.Parent/TeacherConferences
November 23, 2016 Schools Closed for Students. Parent/Teacher Conferences
November 24-25, 2016 Thanksgiving Holiday –Schools and Offices Closed***
December 26–30, 2016 WINTER BREAK–Schools Closed***
December 26–27, 2016 Schools and Offices Closed***
December 30, 2016 Schools and Offices Closed***
January 2, 2017 Schools reopen
January 16, 2017 Martin Luther King Jr. Day–Schools and Offices Closed***
January 24–25, 2017 High Schools (only) Close 3hrs. early. No half-day Pre-K/RECC.
January 26, 2017 High Schools (only) Close 3hrs. early. No half-day Pre-K/RECC. End of marking
period (48days)
January 27, 2017 Professional Work Day –Schools Closed for Students
February 20, 2017 Presidents’ Day –Schools and Offices Closed.*** May be used as inclement weather
makeup day.
February 21, 2017 Countywide Professional Learning Day–Schools Closed for Students
March 9, 2016 Full day HS. ES and MS Close 3 hrs. early. No half-day Pre-K/RECC. Parent/Teacher
Conferences
March 10, 2017 All Schools Close 3 hrs. early. No half-day Pre-K/RECC. Parent/Teacher Conferences
April 7, 2017 Schools Close 3hrs. early. No half-day Pre-K/RECC. End of marking period(48days)
April 10–14, 2017 SPRING BREAK –Schools Closed**
April 14, 2017 Schools and Offices Closed***
April 17, 2017 Schools and Offices Closed*** Maybe used as inclement weather makeup day
May 19, 2017 Professional Learning/Articulation Day–Schools Closed for Students
May 29, 2017 Memorial Day–Schools and Offices Closed***
June 9, 2017 High Schools (only) Close 3hrs. early. No half-day Pre-K/RECC.
June 12–13, 2017 All Schools Close 3hrs. early .No half-day Pre-K/RECC.
June 13, 2017Last Day of School for Students(39Days)
June 14–16, 2017 May be used as inclement weather makeup days
June 19–20, 2017 May be used as inclement weather makeup days