

Surrattsville High School

Parent & Student Handbook

2008-2009

Principal's Corner

Dear Parents,

Let me be the first to welcome what promises to be an exciting and productive 2008-2009 school year here at Surrattsville High School! The administration and support staff have spent the summer planning and preparing for what we expect to be an academically challenging and rewarding experience for all of our students. As our school year commences, we are excited about the implementation of the following programs at Surrattsville High School: College Summit, AVID, America's Choice, Bridge to Academic Validation, and READ 180. In our efforts to continue the mandatory uniform policy at Surrattsville High School we ask that parents and students become very familiar with the uniform guidelines, requirements, and consequences in order to ensure 100% compliance this year.

Additionally, the following information is provided in response to frequently asked questions:

- **First day of school:** Monday, August 25, 2008, School Hours: 7:15-2:25 p.m.
- **Advisory:** Bi-weekly (Focus on Character, Relationships, Conflict, Strategies for Success) Grades 9-12th.
- **Activity Period:** 7:20 a.m. 7:40 a.m. (Cohort Selection)
- **Bus Route Information:** Please contact 301-952-6570 or PGCPSS website at www.pgcpss.org to obtain information.
- **Mandatory Uniform Policy:** All students 9-12th grade.
- **Identification badges:** Must be worn daily as part of the student uniform.
- **Schedule changes:** Submit in writing to the Guidance Department. Schedule changes will be made based on priority and need no later than September 8, 2008.
- **Registration:** Early this summer to avoid any inconvenience that may occur on the first day of school, August 25, 2007.
- **Lunches:** Students need to bring lunch money to school and money can be placed on the students individual lunch account (pin numbers will be provided by the Shirley, Brown, Cafeteria Manager) Parents must apply for free and reduced lunch yearly and the forms can be obtained through the main office and forwarded to Mrs. Shirley Brown.
- **Student lockers and textbooks:** Will be assigned to the students within the first two weeks of school. Students are not permitted to share lockers.
- **"No Coat and No Back Pack Policy"** will be in effect for the academic school year. Please reinforce that all students will be held accountable for any lost, defaced, or stolen textbooks.
- **Cellular phones:** In accordance with the **Code of Student Conduct for PGCPSS, 10101** students may bring cellular phones to school, however the phones must be turned off at all times during the school day and must be kept out of plain view. The school is not responsible for investigating lost, defaced, or stolen cellular phones.
- **Electronic devices:** Are not permitted at anytime.

- **Extended Learning Opportunities & Tutorials:** Assistance will be made available to all students who require additional assistance in all classes and remediation for the High School Assessment courses in addition to high stakes classes.
- **Attendance Center:** Is located in conference room 100 and all parents are encouraged to make sure that their child gets to school on time. Please refer to the **Attendance Handbook, PGCPS** and make sure that documentation is provided to the school to excuse any tardiness or absenteeism to school. **Please refrain from dropping your child off at school without documentation or walking your child into school.**
- **Progress Reports & Report Cards:** Please access the school and county calendar to obtain the dates of distribution for your child's progress throughout the school year. If you have any questions or concerns, please seek assistance from the guidance department regarding parent/teacher conferences.
- **In-School Suspension, Peer Mediation & Conflict Resolution:** Will be made available to all students for the 2008-2009 academic school year.
- **Freshmen & New Student Orientation:** August 21, 2008 from 7:15-11:15 a.m.
- **The first PTSA meeting:** Tuesday, August 26, 2007 at 7:00 p.m. in the Multi-Purpose Room.
- **Band Camp:** August 18-22, 2008 from 3-5:00 p.m.
- **Back to School Night:** Tuesday, September 23, 2008 at 7:00 p.m.
- **Homecoming Weekend:** October 11, 2008, Surrattsville High School vs. Douglas High School, Game @ 2:00 p.m.

We look forward to educating and articulating with all students and parents the vision of Surrattsville High School for 2008-2009 academic school year. If additional information is needed, please feel free to call 301-599-2453.

Educationally Yours,

Mrs. Swift-Howard
Principal

CC:

Mrs. Monica Goldson, Assistant Superintendent, High School Consortium

Mr. Williams Barnes, Executive Director, High School Consortium
Administration

Mr. Carroll, Building Service Supervisor

Mr. Ross, PTSA President

Academically Speaking . . .

High academic performance is the priority at Surrattsville High School. Programs and courses are in place to promote academic excellence, achievement, and to meet the needs of all students. These courses and programs address students various learning styles through a variety of methods including technology. Incorporated in the course offerings are rigorous College Board courses: Advanced Placement English, Calculus, History, Biology, Psychology, and Human Geography, Honors courses are also offered. Surrattsville High School boasts its READ 180, America's Choice, AVID, College Summit, and Bridge to Academic Validation courses.

The MSDE Core Learning Goals for the High School Assessments are taught daily in English, Algebra, Biology, and Government. Skills for Success are implemented in all classes. The SAT Word-of-the-Day Program helps students with test taking strategies and is used to

increase their scores. The summer reading lists and the reading strategies that are taught daily help students to foster critical reading skills, high order thinking skills and these programs help students improve their SAT verbal scores.

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Mission Statement and School wide Goals

Working as partners with parents and the community, the faculty and staff of Surrattsville High School will help students acquire the essential life skills and core knowledge necessary to succeed in a rapidly changing and increasingly complex technology-driven society.

- Provide a safe and orderly environment for student achievement and personal development as responsible citizens who exhibit respect for all members of our pluralistic society.
- Promote wellness and develop the basic communication/computation skills required to improve student performance and achievement.
- Extend and enrich a core of knowledge within curricular and extra-curricular activities that promote student achievement in a wide variety of technical, occupational, creative and aesthetic interests.
- Promote academic excellence with high expectations for all students and instruction which recognizes and incorporates higher level -thinking skills in all aspects of learning.
- Cultivate and appreciate a multicultural climate that values the diversity and contributions of all cultures and integrates multicultural experiences into all phases of the instructional program and school activities.
- Encourage active parent and community involvement in school-based decision making and active participation and support in -achieving school goals.

Surrattsville High School PTSA

The Surrattsville High School Parent Teacher Student Association welcomes you to what promises to be another very successful school year. A school year where the main goal is achieving academic excellence in our school with a major focus on ensuring that all students reach their maximum potential.

We ask that you join us in reaching that goal for our school. We need you and above all your student needs you to get involved. Our PTSA meets the 3rd Tuesday of every month. Let us work together as a team to continue to raise the bar of academic standards for our students. We can accomplish this and many other goals if we make it our priority. The Mission of the National PTSA is three-fold:

- To support and speak on behalf of children and youth in the schools, in the community and before governmental bodies and other organizations that make decisions affecting children.
- To assist parents in developing the skills they need to raise and protect their children.
- To encourage parent and public involvement in the public schools of this nation.

Dr. John Deasy, CEO

PRINCIPAL

MRS. ALICE SWIFT-HOWARD

ASSISTANT PRINCIPALS

Wheeler – 9th Graders & 11th Graders K. Adams- M. Ford

Dr. Summey – 10th Graders & 11th Graders B. Forest- D. Moss

Parris- 12th Graders & 11th Graders D. Moss- T. Young

STAFF

Parent Liaison

Mrs. Wright

Guidance

Ms. Robinson, DC

Athletic Director

Mr. Moore

Curriculum Coordinator

Mrs. Pritchett

AFJROTC

Lt. Col. Umstead, DC

Art

Mrs. Rusinko, DC

Business Education

Mr. Tyson, DC

English

Mrs. Anderson, TC

Foreign Language

Mrs. Leslie, DC

Health Education

Mr. Hensel, DC

AVID

Mr. Hensel

Reading Specialist

Mrs. Matthews

READ 180

Mrs Matthews

America's Choice

Dr. Mendoza

College Summit

Mr. Lewis

Testing Coordinator

Mrs. Peterson

Family & Consumer Science

Mrs. Headley, DC

Mathematics

Mrs. Newman, TC

Mrs. Gaines, DC

Pupil Personnel Worker

Mrs. Tinner

Media

Ms Ostovany

Music

Mrs. Dent, DC

Physical Education

Mr. Newman, DC

Science

Ms Smith, TC

Mrs. Akinmolayan, DC

Peer Mediation Coordinator

Mr. Harris

Social Studies

Mr. Wilson, TC

Mr. Lewis, DC

Tech. Education

Mr. Butz, DC

Special Education

Dr. Dyson, DC

Scheduler

Ms Taylor

Support Staff

Mr. Young, Lead Investigative Counselor

Mrs. Maddox, Secretary

Mrs. Eldredge, Front Office Secretary
Ms Coverson, Guidance Secretary
Ms. Faison, Data Processing
Mrs. L. Williams, Account Manager
Ms Watson, Registrar
Mrs. Ballou, Nurse
Mrs. Brown, Cafeteria Manager
Mr. Carroll, Building Supervisor
Deputy Via, School Resource Deputy
Ms Justice, Probation Officer

Important Numbers and Information

School Address: 6101 Garden Drive
Clinton, Maryland 20735
School Phones: *Main Office* - 599-2453
Guidance - 599-2465
FAX Line - 599-2476
Technology - 599-2520
Website: www.pgcps.org/~surratts

Crisis Intervention:

Youth Crisis Hotline 1-800-422-0009
Suicide Prevention..... 1-800-784-2433
Emergency Psychiatric Services 301-322-2606
PG County Sexual Assault Center 301-618-3154
Hotline for the Homeless 301-909-6362
..... 1-888-731-0999
National Runaway Switchboard..... 1-800-621-4000

Community Resources:

Community Counseling and Mentoring 301-383-0001
Department of Social Services 301-209-5000
Family Crisis Centers ..301-731-1203 (24-hr. hotline)
Mental Health Partners..... 1-800-888-1965
Baraka Pastoral Counseling 301-324-2392
Department of Juvenile Services..... 301-952-2580

Drug and Alcohol Counseling:

Alanon/Alateen 202-882-1334
Alcoholics Anonymous 202-966-9115
PG County Addiction Counseling 301-870-7775
Second Genesis 301-568-4822
Narcotics Anonymous..... 202-399-5316
Dyer Regional Health Ctr (Drug Counseling)301-856-9400

Other:

Hospice of Prince George's County 301-731-4900

Food Stamps 301-209-5000
Oxon Hill Wellness/Pediatric Center.... 301-749-5241
Emergency Food Bank 301-909-6343

Locker Locations

First Floor

1-146 English Hallway
1367-1510 English and Social Studies Hallway
1578-1628 Music Wing
534-657 ROTC, Family & Consumer Wing, Art Tech ED
147-312 TDC and Math Hallway
1511-1541 TDC and Math Hallway
1542-1577 Math Hallway
658-716 ROTC Area
313-533 Science Hallway
1562-1599 Center Hallway, Near A-1

Second Floor

991-1108 Social Studies Wing
1339-1366 Social Studies Wing
1629-1633 Social Studies Wing
1634-1688 Parking Lot Side of the Building
1267-1299 Parking Lot Side of Building
1300-1338 Parking Lot Side of Building
1109-1266 Business and Foreign Language Wing

Bell Schedule (Please note that there is a ten-minute interval between second and third lunch)

REGULAR SCHEDULE

Warning Bell: 7:40
Warning Bell: 7:44
Mod 1: 7:45- 9:12
Warning Bell: 9:17
Mod 2: 9:18-10:43
Warning Bell: 10:48
Mod 3: 10:49-12:54 **Mod 3 Class Time**
First Lunch: 10:43-11:14 11:14-12:54
Second Lunch: 11:14-11:44 10:49-11:14 & 11:44-12:54
Third Lunch: 11:54-12:24 10:49-11:54 & 12:24-12:54
Fourth Lunch: 12:24-12:54 10:40-12:24
Warning Bell: 12:59
Mod 4: 1:00- 2:25

ONE HOUR DELAY

Warning Bell: 8:40
Warning Bell: 8:44
Mod 1: 8:45- 9:52
Warning Bell: 9:57
Mod 2: 9:58-11:03
Warning Bell: 11:08
Mod 3: 11:09- 1:14 **Mod 3 Class Time**
First Lunch: 11:03-11:34 11:34-1:14
Second Lunch: 11:34-12:04 10:09-11:34 & 12:04-1:14
Third Lunch: 12:14-12:44 10:09-12:14 & 12:44-1:14
Fourth Lunch: 12:44- 1:14 11:09-12:44
Warning Bell: 1:19
Mod 4: 1:20- 2:25

TWO HOUR DELAY

Warning Bell: 9:40
Warning Bell: 9:44
Mod 1: 9:45-10:32
Warning Bell: 11:37
Mod 2: 11:38-11:23
Warning Bell: 11:28
Mod 3: 11:29- 1:34 **Mod 3 Class Time**
First Lunch: 11:23-11:54 11:54-1:14
Second Lunch: 11:54-12:24 11:29-11:54 & 12:24-1:34
Third Lunch: 12:34- 1:04 11:29-12:34 & 1:04-1:34
Fourth Lunch: 1:04- 1:44 11:29-1:04
Warning Bell: 1:39
Mod 4: 1:40- 2:25

Surrattsville High

School Wide Discipline Policy Addendum

Mission Statement:

** The school wide discipline policy will promote consistency among teachers and administration to establish and maintain a safe and orderly environment in which teachers and parents are committed to their students.

- Teachers will be on duty before school and during the change of classes to assist with ushering students to class on time.
- School wide expectations are as follows:
 - Limit Attendance/Tardiness/Loitering/Cutting
 - Provide Positive rewards will go to students with perfect attendance (no tardies or absences).

Note: Teachers may not give permission for students to miss another teacher's class.

Student Expectations:

- Attend class every day
- Be in class on time and in uniform
- Wear ID daily
- Be prepared with the materials needed to complete all class assignments
- Be respectful of self and others
- Use the break between classes to attend to personal needs
- Do not wear hats, bandanas, colors or offensive clothing to school
- Do not bring food, drink, cards, dice, or electronic devices to school or to class

Daily Attendance

Any student, who is absent 3 or more consecutive days due to illness, is required to bring in a doctor's note as well as the parent/guardian note.

Tardy to School

Each student is responsible for reporting to school and to class on time. When tardy to school, a parent should accompany a student, or the parent should send a note. When tardy to class, the student must submit a written excuse from a teacher or from an administrator.

The only excused tardies to school are: Medical, Court, Failure of school provided transportation

Students who are tardy to school (arrive after 7:45 A.M.) must report directly to the attendance suite room 100. Students who are tardy to school (7:45 A.M.) must obtain a tardy slip from the security desk before being admitted to class. Any student arriving after 8:30 a.m. must report directly to their grade level administrator.

Tardy/Attendance - Consequences:

- 1st offense – warning, students signs in on tardy log
- 2nd – teacher contacts parent and documents on parent contact log
- 3rd - teacher issues a PS 74 to the grade level administrator.
- 4th - and every offense thereafter issue a PS 74 to administrator.

* Chronic Absenteeism is referred to the Pupil Personnel Worker, Parent Liaison, and the Professional School Counselor for review.

Field Trips

Students will be denied the right to participate in a field trip if they are not in good academic or

behavioral standing.

Classroom Disruption

Strategies:

- Parents shadow their children
- • Refer student to guidance counselor
- Temporary removal from class.

*Refer the student to the Pupil Personnel Worker and grade level administrator

Consequences

- 1st offense - warning
- 2nd offense - parent contact
- 3rd offense – parent shadowing
- 4th offense and every offense thereafter issue a PS 74 to administrator.

Code of Student Conduct will apply to Level Offenses

Tobacco Policy

It is a violation of the Code of Student Conduct for students to use or possess any tobacco products on school property.

The following is a summary of the consequences for violating this section of the Code of Students Conduct:

First Offense

- A conference is scheduled.
- An appropriate tobacco education program to be completed no later than four (4) weeks from the date of the Code violation.
- Non compliance will result in a two (2) day suspension.

Second Offense

- Student is placed on suspension for two (2) days.
- An appropriate tobacco education program to be completed no later than four (4) weeks from the date of the Code violation.
- Student and parent/guardian will sign a contract stating there will be no further violation of the Code.

Third Offense

- Student is placed on suspension for five (5) days.
- A conference is scheduled.
- An appropriate tobacco cessation program to be completed no later than eight (8) weeks from the date of the students' readmission to school.
- Student must complete a work program at the school in conjunction with the American Heart Association, the American Cancer Society, or the American Lung Association regarding tobacco use.

Continuing Offenses

Thereafter, the sanctions set forth in the Code of Student Conduct for students repeatedly violating any of the provisions of said Code shall be fully applicable.

Securing a Safer School...

Surrattsville High School is only responsible for -student supervision from 7:15 a.m. to 3:00 p.m. daily except for scheduled approved school activities with approved sponsors. Please make sure your child is picked up on time after scheduled activities.

Health Room

Student will not be admitted to the health room unless they have an identification badge and a pass. Emergencies will be a priority and will not require the pass/identification badge.

- Care for student until sent home or returned to class.
- Send the student home with his or her parent or by himself with parents' permission and knowledge including the mode of transportation and time.
- Provide minor first aid for emergency first aid.
- Call an ambulance upon notification/approval of administration.

The nurse arranges for:

- Hearing screening
- Vision screening
- TB testing
- Diabetes screening
- Programs implemented from the Health Department or the Board of Education. (Blood Drives)

Course Policies:

1. Students may be enrolled in no more than eight courses at any time. This may be a combination of day and evening/Saturday Schools.
2. If it becomes necessary to assign a percentage of numerical value to a letter grade, the letter grades shall have the following values: A = 100-90; B = 89-80; C = 79-70; D = 69-60; E = Below 60.
3. In computing numerical averages from letter grades, the following equivalents will be used:
A = 4 B = 3 C = 2 D = 1 E = 0
When letter grades are averaged, the following will be used:
4.0 = A 3.0 = B 2.0 = C 1.0 = D .0 = E
4. Each teacher will issue a course syllabi and grading factors that the teacher intends to use in determining grades at the beginning of the semester or school year for each course.

Make Up Work Policy

1. Arrangements for make up work should be made by the student as soon as possible
2. The student has a time frame equal to the consecutive days missed. An exception to this would be a long-term absence which would be arranged by the administrator, pupil personnel worker, and counselor.
3. A student absent from school with a legal excuse or due to membership on a school athletic team, field trip, or any other school business is allowed to make up work or tests missed.
4. Students entitled to make up privileges are to take the initiative in the matter. It should be the pupil who makes arrangements with the teacher for making up the work missed.
5. The grade level administrator is responsible for requesting make-up assignments for days of suspension.

Late Work:

1. Any arrangement for late work should be made previous to the day on which the assignment is due; it is the responsibility of the parent and student to make these arrangements through the teacher.

County Grading Procedures

1/2 Credit Courses:

The final semester grade is the average of all work in the grading cycle. Students will receive two (2) Interim Reports prior to the semester report card.

1 Credit Courses:

If an "E" is given for the second semester of a 1 credit course, the final grade of "E" will be given regardless of the first semester grade. The most weight will be given to the second semester grade when there is no clear cut grade average.

Grade Appeals

If a student wishes to appeal a grade, he/she may do so through the guidance department.

Procedure:

1. The student is to schedule a conference with the appropriate teacher.
2. If there is no error and the grade is not changed after the student-teacher conference, the student may appeal by scheduling a conference with the appropriate counselor and teacher. The student's parent(s) may also attend.
3. If a student's request is denied at the student-teacher-counselor conference, the student may request a conference with the assistant principal.
4. The student, teacher, counselor, and assistant principal will then confer.
5. The principal will be informed of all facts from the assistant principal and the principal will make a decision.

Homework Policy

Homework is a lesson to be done or studied outside of the classroom. IT IS NOT BUSY WORK! Homework is an extension of the class work. It is interesting, motivating, and creates an opportunity for time management.

The time for homework per mod should be a minimum of one hour per week. Homework is to be included in the grading factors. It should be designated in the grade book.

Students should receive their homework assignments in the spirit in which they are given and make every effort to complete them on time. Students who fail to get assignments in on time will be dealt with individually by their teachers.

The teacher can:

- Accept work late with a reduced grade except if lateness is due to unexcused absence. The grade is based on quality of work done.
- Hold parent conferences (See "Teacher Responsibilities and Expectations") Students who do not make an effort to complete assigned work:
 - The teacher will make contact with the parent.
 - The student is referred to guidance.

- Student conference
- Parent conference

The school nurse is notified of the absence of a student due to illness immediately for an extended time. If the nurse is notified of the student's absence due to a serious illness or hospitalization, we will attempt to secure the services of a home teacher. The teacher will be notified by guidance on either a request for homework assignments or request for home teaching assignment sheet. The assistant principal will monitor.

GENERAL REGULATIONS

1. **All employees, students and visitors on Prince George's County Public School property must properly wear an ID at all times. This applies to all school events as well.**
2. Students shall not loiter in the halls, stairways, bathrooms, or parking lot, or outside of the building at any time.
3. Students are not to leave school grounds at any time.
4. Students will not be called from class to the telephone or to talk to another student/parent on the telephone.
5. Students may be kept after school (detention, makeup work, meetings, etc.) as long as they and their parents have been notified of such 24 hours in advance.
6. No smoking is allowed on school property at anytime.
7. Students will refrain from inappropriate dress, language and displays of affection.
8. Water guns, walkman (radio/tape players/CD player with headphones), cell phones, psp, game boys, pagers (beepers) and other audio devices are not permitted in school. If a student is found with any of these in his/her possession, it will be confiscated and returned to the student's parents. If a disruption occurs as a result of the possession of any of these items during class or a school-sponsored activity, the student may be suspended.
9. The unauthorized sale of items or distribution of materials is strictly prohibited.
10. Students are not allowed to wear hats, head covering, sunglasses, bandanas, sweatbands, or any gang-related paraphernalia in the building at anytime.
11. Students should read and adhere to the Student Code of Conduct as established by the Board of Education. Each student receives a copy of this document.
12. No student should be in the halls during class without a visible **GREEN** hall pass with the student's name, destination, time, date, and teacher signature.
13. Students are not to make any unnecessary or unreasonable noise in the classrooms, halls, or cafeteria.
14. Parents should not call students on their cellular phone during the school day.

MISCELLANEOUS INFORMATION

Accident Insurance

School insurance information will be distributed in the beginning of the school year in homeroom.

Athletic Tryouts

Surrattsville has a variety of athletic teams which compete for League, Regional, and State Championships. Practice for the fall season begins 21 days before the first game. At this time

parental permission forms must be signed and returned to the coach. Physical examination forms are required to be signed by a physician before any practice begins. Sign up for any team begins no later than one week before practice begins. Please review the 2.0 minimum requirements and the "No E" Rule for eligibility.

Automobile and Parking Regulations:

1. Everyone driving to school and using the school parking lot must apply for and be granted a permit. Use of the school parking lot is a privilege not a right. Students not following school regulations may lose this privilege. Student parking is limited to seniors who maintain a 2.5 grade point average. The parking permits are available with security.
2. Vehicle registration will be provided at a \$20.00 nonrefundable deposit fee with student parking spaces individually assigned.
3. Parking stickers are to be displayed in the lower left corner of the front windshield.
4. Staff and students are to park in their individually assigned parking spaces only. No parking around the circle except by assigned personnel. Students are limited to parking in the large side lot.
5. Illegally parked vehicles will be TOWED.
6. Speed limit on campus is 10 miles per hour.
7. Racing, dragging, or hot rodding of any sort is strictly prohibited.
8. Busses leave the area at 2:45 and have the right of way on the campus.
9. Cars should be locked upon arrival. Students are not allowed to return to them anytime during the school day including lunch.
10. Student vehicles and the inside contents are parked at student risk.

Cafeteria Regulations

1. Each student is expected to clean his eating area and empty the trash.
2. No food or drink may be taken out of the cafeteria.
3. Noise should be kept low when coming into or leaving the cafeteria.
4. A regular food line and a snack bar are available to students with proper identification. Remember prices are set by the county.
5. No student is allowed to leave school grounds during lunch.
6. Food eaten in the cafeteria must be purchased in the cafeteria. If a student forgets his/her lunch, it may be brought into the office in the morning by a parent.
7. Students are to report directly to the cafeteria. Loitering and/or hall walking is not permitted during lunch. Students are to remain seated at all times.
8. Parents please do not bring to go, carry out, or take out food to your child during lunch hours. If you are returning your child back to school post an appointment please ensure your child has eaten before they return to school.

Change of Address

If an address or phone number is changed during the school year, it is imperative that the information be given to the guidance counselor or the secretary in charge of data processing immediately. Please make sure all information is correct because emergencies do arise, and parents might need to be contacted. Verification of the new address is required for enrollment.

Lockers

If a student has a problem with his/her locker, he should see the administrator in charge of lockers. No student should give their locker combination to any other student. Students are prohibited from sharing lockers.

Library Media Center

The LMC is open from 7:20 AM to 2:45 PM for student use.

School Closings

In case it becomes necessary to delay the opening or to close school early due to inclement weather or emergency conditions, an announcement will be broadcast over the following stations: WEAM, WGAY, WMAL, WOL, WPGC, WRG, WTOP as well as the local TV stations.

Investigative Counselors & Security Assistants

Investigative counselors and Security Assistants are assigned to the school on a full time basis. Investigative Counselors will investigate all criminal incidents, prepare incident reports, and advise teachers, staff, parents, and students on security matters. If a student has any type of security problem, he/she should report the incident immediately to a security counselor/assistant. (Including theft)

Messages

Students may use the office telephones before and after school. They must seek permission from the administration. The Main Office will not accept nor deliver messages to students during the school day. Cellular Phones must be turned off at all times.

Visitors

No visitors will be allowed in the school without a visitor's ID card from the security desk. This card will only be issued to parents or adults who are here on official business. All visitors must report immediately to the Security Desk. The ID should be returned to the Security Desk when leaving.

Technology Notes

The Technology Development Center of Surrattsville High School is committed to broadening student skill knowledge and interest in technology by providing the following technology tools to accomplish all academic tasks:

Business Lab	Mini-classroom labs (3-4 student workstations)
Polycom	Math Labs
LCD's	Smart Boards
Classroom Internet and e-mail access	Desktop publishing software
Office 97/2000	Scanners
Video projectors	Digital Cameras
Gateway lab	Student Mobil Labs (Laptops)

Student Privileges and Responsibilities

Internet access is a privilege offered each academic year to middle and upper school students and Surrattsville High School teachers, administrators, and staff. While on-line, each user is expected to act in a responsible, ethical, and legal manner according to the guidelines listed below:

1. Uses the Internet for legitimate school-related information gathering and communication, including email to classmates and faculty. It is important for students and faculty to bear in mind that electronic mail cannot necessarily be considered private communication.
2. Maintain the integrity of the school's computer software, hardware, and electronic mail system. Deliberate introduction of viruses into the system, hacking, vandalism, and commercial use of the system is strictly prohibited.

3. Maintain their own and others' confidentiality by not posting personal information such as name, address, my space, you tube or phone number over the Internet or any other on-line service.
4. Honor the copyrights of those who have posted material on the Internet. Copyrighted material is not to be used and distributed freely without the consent of the author. All information accessible via the network should be assumed to be intellectual property of the creator and requires appropriate citing.

Violating this code of conduct will result in the loss of access privileges and will be treated as a disciplinary matter per the Code of Student Conduct.

School Responsibilities

Surrattsville High School will monitor and encourage effective, responsible telecommunications use that supports our curricular goals and our students' information needs. Inherent in the school's instruction are critical thinking and information literacy skills which include:

- Developing information search strategies
- Assessing acquired information for its appropriateness, authority, and relevancy
- Organizing and applying information
- Evaluating the research process for effectiveness and efficiency
- Acknowledging copyright and intellectual property.

Guidance Information and Services

Guidance services are available to all students. The -program is designed to facilitate the personal and academic growth of all students, to ensure the development of educational and career decision making, and to develop interpersonal skills among all students.

The counselors are primarily responsible for the guidance program; however the total staff is involved as a team in providing complete services to our students. Students are made aware of the many services provided through classroom orientations early in the school year.

Beyond the normal college/career counseling, the Guidance Department provides personal counseling as well as ways of developing decision making skills and problem solving skills. The school is also served by a school psychologist and other outside sources for the best service possible for teens in trouble.

Making an appointment:

Students may make their own appointments before and after school as well as during their lunch break. Counselors may also send for students who have been referred by teachers, administrators, or parents. If a **parent** wishes to speak to a counselor, he/she should phone **599-2465** from 8:00 AM to 2:30 PM. A secretary will direct your call or perhaps answer questions you may have.

Career and College Planning:

The Guidance Department has many sources to aid -students in developing their career and college goals. Both students and parents may take advantage of these offerings.

- **Senior Parent Information Night** – Meetings held monthly, meetings provide information to help students and parents with the application process to college and other career options. -Graduation requirements will also be discussed.
- **College Information Meetings** - College -representatives visit the school to provide specific information about local and out-of-state colleges. These are held throughout the school year and are available to all students through PA announcements.
- **Testing** - The Guidance Department provides -testing for the ASVAB (Armed Services -Vocational Aptitude Battery) and PGCC Testing to discover student interests and aptitudes.

Graduation Requirements

In Prince George's County, the following must be earned:

Earn a minimum of 21 credits which include

- 4 English
- 3 Mathematics (must include algebra & geometry)
- 3 Social Studies
- 3 Science (must include Biology)
- 1 Fine Arts
- 1 Technology Education
- 1/2 Physical Education
- 1/2 Health

Plus

- 2 Foreign Language
Or 2 Advanced Technology
Or complete a state-approved
Career Technology Program
- Attend high school for a minimum
of 4 years, unless on approved option
- Complete 36 hours of Service Learning
Or complete a locally-developed program
approved by State Superintendent of Schools

Promotion

1. From grade nine to ten, a student must have a total of five units of credit, including one credit of English.
2. From grade ten to eleven, a student must have a total of ten units of credit, including two credits of English, one credit of mathematics, one credit of science, and one credit of social studies.

3. From grade eleven to twelve, student must have a total of fourteen units of credits, including three credits of English, two credits of mathematics, one credit of science, one credit of social studies and be able to fulfill all requirements not to exceed **nine** credits per year, for a Maryland High School diploma in June.

Honor Roll Assemblies:

4th Quarter of June 2008- September 18, 2008

First Quarter - November 21, 2008

Second Quarter - February 19, 2008

Third Quarter - April 30, 2009

EDUCATIONAL

OPTIONS

In recognition of the fact that graduation requirements identified may not serve the best interest of some students, Prince George's County Public Schools provide several options. Additional information on these may be obtained through the Guidance Office or found in the PGCCPS Course Offerings Booklet

1. **Concurrent Enrollment:** A student may fulfill graduation requirements by being currently enrolled in two different educational programs such as Evening High School or a college/university. High school credit may be applied toward graduation requirements; post-secondary credit may be applied toward elective graduation requirements. Students must meet the college entrance requirements for concurrent enrollment in post-secondary schools. PGCC is offering college credit courses which are taught during the school day at Surrattsville. Contact your counselor.
2. **Early Admission:** This option exists for the exceptionally talented student who desires early admission to college. Please make an appointment with your counselor for more details.
3. **Additional Options:** A high school diploma may be earned
 - By attending Evening High School.
 - Through successful completion of the General Education Development Tests (GED) after age 16.
 - Through the External Diploma Program after the age of 18.

Many colleges require that applicants take one or more entrance tests as part of the admissions process. Check with the college to see what testing is required and be sure to take the tests early enough so that application deadlines can be met. It often takes six or more weeks for the test results to be sent to the college.

COLLEGE TESTING INFORMATION

The School Code to be used for all tests is **210405**.

Preliminary Scholastic Aptitude Test (PSAT)

The PSAT was designed to provide a practice test for underclassmen in the fall as a warm-up for the SAT. It is a two-hour test administered once a year in October. Scores are reported in the range of 20 (low) to 80 (high). The results are not used by colleges as admissions criteria, but the results are used for some scholarships and the military academies. Registration is done directly through the Surrattsville Guidance Office. Please sign up in September for October's test. There is a nominal fee for the test for ninth graders. All underclass students are encouraged to take the PSAT.

Scholastic Aptitude Test (SAT)

The SAT is administered by the College Entrance Examination Board and is a standardized test that measures verbal and mathematical reasoning. It is a three-hour test given on Saturday mornings. Scores range from 1200 (low) to 2400 (high). You must register for the SAT directly with the College Board in Princeton, New Jersey. The registration forms and information are available in the Guidance Office. The test dates for 2008-2009 is as follows:

TESTS

SAT TESTS

2008-09 SAT Test Dates and Registration Deadlines

October 4, 2008	SAT & Subject Tests	September 9, 2008	September 16, 2008
November 1, 2008	SAT & Subject Tests	September 26, 2008	October 10, 2008
December 6, 2008	SAT & Subject Tests	November 5, 2008	November 18, 2008
January 24, 2009	SAT & Subject Tests	December 26, 2008	January 6, 2009
March 14, 2009	SAT only	February 10, 2009	February 24, 2009
May 2, 2009	SAT & Subject Tests	March 31, 2009	April 9, 2009
June 6, 2009	SAT & Subject Tests	May 5, 2009	May 15, 2009

(www.collegeboard.com)

AP EXAMS

2008-2009 Exam Schedules

2009 Exam Calendar - Week 1		
	Morning - 8 a.m.*	Afternoon - 12 noon*
Monday, May 4	Government and Politics: United States	Government and Politics: Comparative** French Language**
Tuesday, May 5	Computer Science A** Computer Science AB** Spanish Language**	Statistics
Wednesday, May 6	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 7	English Literature** German Language**	Japanese Language and Culture** French Literature**
Friday, May 8	United States History	European History Studio Art (portfolios due)

2009 Exam Calendar - Week 2			
	Morning - 8 a.m.*	Afternoon - 12 noon*	Afternoon - 2 p.m.
Monday, May 11	Biology** Music Theory**	Physics B** Physics C: Mechanics**	Physics C: Electricity and Magnetism†
Tuesday, May 12	Environmental Science** Chemistry**	Psychology	
Wednesday, May 13	Italian Language and Culture** English Language**	Art History	
Thursday, May 14	Macroeconomics** World History**	Microeconomics	
Friday, May 15	Human Geography** Spanish Literature**	Latin Literature** Latin: Vergil**	

* U.S. dates are postmark dates; International dates are receipt dates.

Clubs, Activities, and Athletics

2.0 Requirement

In order to be eligible to participate in extracurricular activities, students in grades 9-12 must maintain a grade point average of 2.0 for each grading quarter preceding the start or continuation of their participation in the activities. Without a 2.0 participation is prohibited the day the new report card is issued. The exclusion remains in effect until the student attains the required 2.0. Extracurricular activities are defined as all activities except those for which student participation is necessary to receive a grade in a specific course in which the student is currently enrolled.

See the sponsor(s) listed by each club/organization for further information.

CLUB/ORGANIZATION	SPONSOR
AFJROTC Drill Teams	SMA Dickerson
Future Teachers of Maryland	Mr. Tyson
National Honor Society	Mrs. Oliver
Surrattsville Live	Mr. Roberts
Yearbook	Ms. Vaughan
Academic Coach	Mrs. Newman
Band	Mrs. Dent
School Web Site	Mr. Butz
Science Fair Coordinator	Ms Smith
Foreign Language Society	Mrs. Leslie
ELO	Mrs. Oliver
GEMS	Mrs. Larue-Robinson
Alpha Omega Club	Mrs. Zellers
Senior Class Sponsor	Mrs. Headley
Junior Class Sponsor	Mrs. Gaines
Sophomore Class Sponsor	TBD
Freshman Class Sponsor	Jubria Lewis
School Newspaper	Mrs. Erwin
SGA Sponsor	Ms Weingarten

Peer Mediation Team

The Surrattsville High School Peer Mediation Team is a group of trained volunteer students who help peers with their conflicts. The students and teachers divide into teams of two students and one teacher to mediate a dispute. In mediation, disputing students meet with conflict managers and follow a process which normally resolves problems quickly, collaboratively, and peacefully. A mediation is not a controlled argument. Disputants do not speak with each other until the managers give them permission. Instead, the student managers control the session according to strict rules. The idea of the team is to prove that young people can resolve their own problems and help their peers do the same without adult intervention. Using the mediation process teaches students to take more responsibility for their actions and to use a variety of non-violent methods to solve problems.

What is a conflict?

A conflict is a dispute or a misunderstanding that may occur with two or more students. Typical conflicts involve “he said/she said” arguing, rumor spreading, threats of fighting, name-calling, boyfriend/girlfriend quarreling, mocking others, and accidental bumping. The Peer Mediation team only solves conflicts among peers; they do not help solve conflicts that students have with adults. Once a conflict turns into an actual fight, school administrators must work with the students.

Can I trust another student with my problems?

Members of the Peer Mediation Team are sworn to secrecy. They share the nature of the dispute with other team members, but the names of the disputants are never revealed. Even the disputants themselves must make a verbal agreement to keep their problems “within the room” before the mediation session begins.

Does mediation work?

Statistics show that the Peer Mediation Team is a success. To date, no conflicts that have been resolved have ever resulted in a fight or in a repeat resolution. Some disputants have brought other conflicts to the team because they were satisfied with their first resolution.

How does a student schedule a conflict mediation?

Peer Mediations are usually performed immediately following a referral. If a student needs help solving a conflict with his/her peers, or if a student knows of friends who are having trouble, the student can contact the team in two ways:

- Tell a teacher that Peer Mediation is needed.
- Tell any student or staff member of the team.

UNIFORM POLICY
SURRATTSVILLE HIGH SCHOOL
2008-2009
MANDATORY DRESS CODE POLICY

MANDATORY ITEMS: The following items are required as the daily dress code for ALL students attending Surrattsville High School: Each student is required to wear the assigned student identification badge appended to a break-away chain which is to hang around the student's neck. Students are informed about the need to wear identification badges through a variety of orientation and notification procedures, including student handbooks, parent newsletters, posted warning signs, etc. A student's failure to wear the student identification badge will result in the following disciplinary action.

Girls:

- Gray slacks, skirts and capri's. (Capri's may only be worn from **May 1st until September 30th**)
- No thermal wear, sweat pants, pajamas, or pants are permitted underneath skirts.
- No cargo pants.

Boys:

- Gray slacks/shorts (gray shorts may only be worn **May 1st until September 30th**)
- No thermal wear, sweat pants, or pajamas
- No cargo pants.

Girls and Boys Shirts:

- White or Green shirts, white, green or yellow polo shirts

Socks/Leggings that can be visibly seen:

- Green, White, black socks or tights, **flesh colored panty hose**
- Any combination of these colors may be worn but must not have any vulgar symbols or wording. No fishnet or designer hose.

Shoes: black, white, gray or green or any combination of these colors

- Tennis shoes and boots permitted. No shoe heel to exceed 2 inches

OPTIONAL ITEMS: The following items may be worn in addition to NOT in place of mandatory items

Belts: Solid black, brown, green or white

- Buckles must not have any derogatory symbols or wording
Belts are to be worn in belt loops on slacks only

Ties:

- Black, white, green or gray or any combination of these colors to be worn with shirts only

Sweaters/Vests (includes cardigans, v-necks, and pull-overs)

- Green, Gray, White

Jackets

- Green, Gray, White

Blazer

- Green, Gray, White

RESTRICTIONS:

- Slacks must be appropriately sized and worn at the natural waist to eliminate bagging or sagging.
- Skirts must be appropriately sized in length (at least knee length).
- Head Coverings are only permitted for religious and health reasons, as stated in the PGCPs System-Wide Dress Code for Students.
- No hooded items
- No jeans or denim material
- No cargo/painter pants
- No cropped shirts

- No slippers or flip-flops
- No stretch or form fitting clothing

EXEMPTIONS:

Religious Beliefs

Parents or legal guardians who choose not to comply with the mandatory policy based on religious beliefs must present a signed statement explaining the circumstances to the principal.

Financial Hardships

Assistance will be provided for students identified by the county/school with financial hardships. The nature of the assistance will be determined by the principal and uniform committee.

New Students

Students new to the district or transferred into Surrattsville High School will be allowed a grace period in order to comply with the School Uniform Policy.

VIOLATIONS AND CONSEQUENCES ADMINISTRATIVE PROCEDURES PERSISTANT

DISOBEDIENCE:

- 1- Verbal warning to students and parents with documentation.
- 2- Verbal warning and parent conference with administrator.
- 3- Parent contact for request for parent shadowing.
- 4- (2) Days of In-School Suspension and parent conference with administrator.
- 5- Conference with the pupil personnel worker, administrator, parent, and student.
- 6- Suspension (3) days to be served out of the building.

BACKPACK POLICY

Backpacks and coats must be placed into lockers upon arrival to school. No student will be allowed to enter a classroom with a coat or backpack.

Identification Badge Overview & Policy

All students and staff are required to wear their identification badge everyday. Failure to do so is a violation of security and jeopardizes the school community. Any student not wearing their Identification Badge will be denied services and may be suspended for repeat offenses. After using the three temporary Identification Badges and parent contact, students will be charged \$5.00 to replace lost or defaced Identification Badge. In addition to helping to provide a safe environment for the Surrattsville Community, the Identification Badges are used for entering the building and classrooms, checking out library books, gaining admission to school events, school lunches, and to leave a classroom. The Prince George's County Student Code of Conduct, 10101 states that all students enrolled in high schools in Prince George's County Public Schools grades 9-12 are required to wear a student identification badge, appended to a break-away chain, which is to hang from the student's neck. Students are initially provided with a photo Identification Badges and break-away chain at no cost. Identification Badges are a critical part of Surrattsville's efforts to provide all students with a safe, caring, and orderly environment for learning.

There are no exceptions. This policy is non-negotiable.

Student identification badges are required for the following purposes:

- To obtain a hall pass
- To identify oneself in the halls
- To identify oneself for lunch programs
- To check out library materials
- To check in tardy to school
- To purchase tickets for any school function or activity
- To attend field trips
- To depart school for early release, work release, or CVE

- To participate in Saturday/weekend activities
- To participate in any and all school activities set-aside exclusively for SHS students

Administrative Procedures for Issuing Temporary Identification Badges

These are the procedures regarding student identification badges daily:

The appropriate administrator will provide the students with the TEMPORARY identification badges, document those students who need the temporary, and send the student(s) back to class.

1. All students will be admitted to A/B day Module I Class.
2. During Homeroom each teacher will check to see if all students have their identification badges for the day.
3. If it is determined that any student in your class does not have an identification badge, during each module the teachers will check to see if all students have their identification badges for the day.

If it is determined that any student in your class does not have an identification badge, the student should be sent immediately to their grade-level administrators.

Document in your attendance book in addition as back up for your records.

IF IT IS DETERMINED THAT A STUDENT NEEDS A PICTURE THAT STUDENT WILL BE CONTACTED BY HIS GRADE LEVEL ADMINISTRATOR and forwarded to Mr. Butz.



Prince George's County Public Schools 2008-2009 School Calendar

2008

July 4	Friday	Holiday* – Independence Day
August 13-15	Wednesday-Friday	Professional duty days for new teachers
August 18-21	Monday-Thursday	Professional duty days for all teachers
August 25	Monday	First day of school for students
September 1	Monday	Holiday* – Labor Day
September 2	Tuesday	Ramadan**
September 26	Friday	Professional Development – Schools closed for students
September 30	Tuesday	Rosh Hashanah**
October 2	Thursday	Eid Al-Fitr**
October 9	Thursday	Holiday* – Yom Kippur**
October 17	Friday	MSTA Convention – Schools closed for students & teachers
October 30	Thursday	End of First Quarter (45 days)
October 31	Friday	Grading/Teacher Planning – Schools closed for students
November 4	Tuesday	Holiday* – Election Day
November 11	Tuesday	Parent/Teacher Conferences – Schools closed for students
November 26-28	Wednesday-Friday	Holidays* – Thanksgiving
December 9	Tuesday	Eid Al-Adha**
December 22 & 23	Monday & Tuesday	Winter Break – Schools closed for students & teachers
December 24-26	Wednesday-Friday	Holidays* – Christmas
December 29-31	Monday-Wednesday	Winter Break – Schools closed for students & teachers

2009

January 1 & 2	Thursday & Friday	Holidays* – New Year's Day
January 19	Monday	Holiday* – Martin L. King, Jr., Day
January 29	Thursday	End of Second Quarter (48 days)
January 30	Friday	Grading/Teacher Planning – Schools closed for students
February 4	Wednesday	Professional Development – Schools closed ½ day for students
February 16	Monday	Holiday* – Presidents' Day
April 6-9	Monday-Thursday	Spring Break – Schools closed for students & teachers
April 9	Thursday	Passover**
April 10 & 13	Friday & Monday	Holidays* – Easter
April 16	Thursday	End of Third Quarter (47 days)
April 17	Friday	Grading/Teacher Planning – Schools closed for students
May 25	Monday	Holiday* – Memorial Day
June 17	Wednesday	Last Day for Students – End of Fourth Quarter (42 days) ***
June 18	Thursday	Last Day for Teachers***
June 18-23	Thursday & Friday, Monday & Tuesday	Inclement weather make-up days

182 student days/192 teacher days (195 days for new teachers)/190 10-month employee days

- All schools and offices closed.
- **Holiday begins at sunset of the preceding day. PGCPs prohibits scheduling of **any** meetings or activities during or after the regular school day. (Does not apply to state or regional events.)
- *** Subject to change due to inclement weather.



HOW TO

Address Questions and Concerns

A guide for Parents and Guardians

Parents are encouraged to direct their concerns to the persons most closely involved. However, when initial contacts fail to provide resolution, a parent may file a formal complaint and seek review at a higher administrative level.

TYPE OF CONCERN	STEP 1	STEP 2	STEP 3	STEP 4
Academic Concerns	Classroom Teacher Professional School Counselor	Principal Assistant Principal	Zone Office or High School Consortium	
Administration Concerns & Policy/Procedures	School Administration & Support Team (Pupil Personnel Workers, Parent Liaisons) • Assistant Principal • Principal	Division of Student Services	Zone Office or High School Consortium • Instructional Specialist • Director • Executive Director	
Health and Medical Concerns	Professional School Nurse (School Based)	Nurse Manager of School Zone	Health Services Specialist for School Zone	Supervisor of Health Services
Special Education Concerns	Classroom Teacher	Principal Assistant Principal	Assistant Supervisor for Compliance Executive Director	Compliance Officer Director of Special Education
Guidance • College Admissions • Family Concerns • Social/Emotional Concerns • Student Transcripts	Professional School Counselor	School Administration & Support Team	Division of Student Services	Zone Office or High School Consortium
School Staff Member Concerns	School Administration & Support Team	Zone Office or High School Consortium		
Transportation	School Administration & Support Team	Transportation Office	Zone Office or High School Consortium	
LEVELS OF APPEALS				
Short Term Suspension Review	Pupil Personnel Worker			
Long Term Suspension	Principal (requests suspension over 10 days)	Pupil Personnel Worker (holds suspension conference)	Appeal to Board of Education	
Expulsions	Principal (requests expulsions)	Superintendent's Designee (holds expulsion conference)	Appeal to Board of Education	
Tuition Waivers	Office of Pupil Accounting and School Boundaries	Office of Appeals	Board of Education	State Board of Education
TRANSFERS				
Before & After Care	School Administration & Support Team	Office of Student Records and Transfers	Office of Appeals	Board of Education
General Transfer	Office of Student Records and Transfers	Office of Appeals	Board of Education	

IMPORTANT TELEPHONE NUMBERS

PRINCE GEORGE'S COUNTY BOARD OF EDUCATION Verjeana M. Jacobs, Esq., Chair Ron L. Watson, Ph.D., Vice Chair Donna Hathaway Beck Pat J. Fletcher Heather Iliff R. Owen Johnson, Jr. Rosalind A. Johnson Linda Thornton Thomas Amber P. Waller Haywood L. Perry III, Student Member John E. Deasy, Ph.D., Superintendent of Schools and Secretary/Treasurer PRINCE GEORGE'S COUNTY PUBLIC SCHOOLS 14201 School Lane Upper Marlboro, Maryland 20772	Academics	301-952-6280	Security Services	301-499-7000
	Adult Ed./Evening HS	301-985-2126	Special Education	301-817-3142
	Alternative Educational Options	301-985-2126	Student Affairs/Safe & Drug Free Schools	301-749-4426
	Appeals	301-952-6196	Student Services	301-952-6384
	Before & After School Care	301-408-5593	Student Records (Copies of diplomas, graduation verification)	301-952-6366
	Board of Education Office	301-952-6308	Student Transcripts	301-952-6024
	Bus Transportation	301-952-6570	- Currently enrolled	your school's number
	Career & Technology Education	301-749-4519	- Alumni	301-952-6024
	Child Find	301-808-2719	Student Transfers	301-952-6366
	Choice/Option Schools	301-925-2392	Summer School Programs	301-985-2126
	Council of Prince George's County PTAs	301-408-5539	Superintendent's Office	301-952-6008
	Early Childhood Support (PreK - K)	301-808-4000	Test Administration	301-430-5801
	English for Speakers of Other Languages (ESOL) Prog.	301-445-8450	TTD Services/Hearing & Speech Impaired	301-952-6068
	Enrichment & Specialty Programs	301-952-6044		
	Family & Community Outreach	301-925-2531		
	Guidance Services	301-567-8670	Executive Directors Offices	
	Head Start	301-408-7100	High School Consortium	
	Health Services	301-749-4722	(all inquiries regarding your high school)	301-583-1600
	Homeless Programs	301-925-2482	Zone 1	301-749-5238
	International Student Guidance Office	301-445-8460	Zone 2	301-618-4540
New Schools & Charter Schools	301-952-6010	Zone 3	301-618-4810	
Pupil Accounting & School Boundaries	301-952-6300	Zone 4	301-372-3431	
Pupil Personnel Services	301-567-8669	Zone 5	240-264-1700	
Psychological Services	301-431-5630	Zone 6		