9th Grade Information Packet

Also available on the Guidance website http://htownguidance.weebly.com/

Revised 9/8/2017

College Prep Timeline:

All year long:

- Keep your grades up.
- Check the Guidance Website and your Office 365 e-mail account for important information http://htownguidance.weebly.com/
- Get involved!
- Take advantage of service learning opportunities
- Take a rigorous course load that you can reasonably handle.
- Build rapport with teachers and staff. You will need people to write you letters of recommendation when it comes time to apply to college. Having a good rapport with your teachers will help them write you strong letters of recommendation.

Fall of Freshman year:

- Take the PSAT in mid-October
  - The Khan Academy has teamed up with Collegeboard to create some great SAT preparation. Check out the link: https://www.khanacademy.org/test-prep/sat

Spring/Summer:

- College visits
  - Go on tours

If you need a transcript when you go on campus tours and meet with admissions counselors, or for any other reason, you need to fill out a Transcript Request form and have your parent/guardian sign it. You can get one from the Guidance office. On the next page is what the Transcript Request form looks like.

NOTE: The Guidance website and blog are regularly updated with information about most of these items. Please refer to them if you have questions about upcoming dates and deadlines. Also, make sure your Parent/Guardian e-mail and phone numbers are updated in HAC in order to receive regular updates about upcoming school information.

CAREER AND TECHNOLOGY ACADEMY

If CTA is a potential option for your pathway, it is important that you take graduation requirements (PE/Health, Fine Art, Tech Ed, Financial Literacy) during your freshman and sophomore years so you have room in your schedule with CTA. Students interested in attending the Career Technology Academy (CTA), there are some important things to know:

- You can only attend CTA in 11th and 12th grade
- In 11th grade, you will have English at CTA (unless you are a part of the Cosmetology program. In that case, you will have English at Huntingtown). In 12th grade, English will be at HHS.
- It takes up half the day.
- There are 2 runs to CTA—morning and afternoon. The morning run takes up periods 1-4 at HHS. The afternoon run takes most of lunch and periods 6-8. We have no control over which run you get so you cannot request a specific run. CTA has to schedule students from 4 different high schools so we have to accommodate their schedule.

Clubs/Sports/Organizations: A list of all the clubs and sports available at Huntingtown High School along with the contact person is included in this packet. Get involved! It makes your high school experience a much more pleasant one, and it makes you a well-rounded student, which is what most colleges are looking for. Once you're in a sport/club/organization, look for opportunities to lead. You don't have to be president of a club or team captain, just take responsibility willingly and head a few things up.

School e-mail: Every student has been given an Office 365 e-mail account. Check it regularly and frequently! Your counselor is forwarding you scholarships, opportunities, job openings, etc. regularly, and you want to make sure you're getting this information. Also, your counselor will be using this as a major form of communication during your senior year, which time is crucial to maintain open communication with your counselor!

- How to access your school Office 365 Outlook account:
  - Calvert County Public Schools website
    - Click on Students tab
    - At the bottom, in the box that says Internet Resources, click on Office 365
    - Click login at top right (it's a blue box)
    - Your login is the letter 's' followed by your student ID
    - Your password is your full birthdate (MMDDYYYY)

HAC: It is important that you are checking your grades and keeping up with them just as much as your parents. See the Signing into HAC document included in this packet for information on how to sign in to your HAC account. If you're still having difficulty, come by the guidance office during lunch for help.

***Please note that your login and password will stay the same and follow you through 12th grade.**

REMIND: Join your graduating class's Remind group to get vital communication from your counselor or administrator.

Signing into HAC

I've logged in successfully in the past

(this means you have set security questions)

I don't know my user name

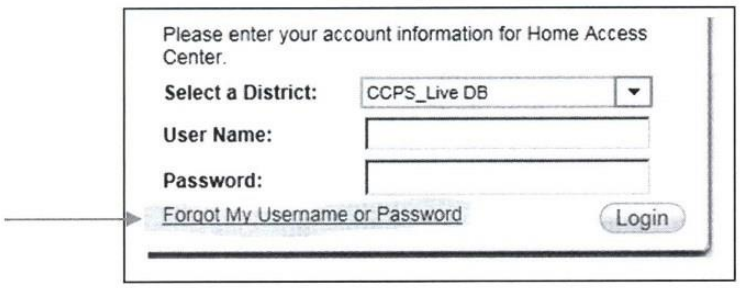
I don't know my password

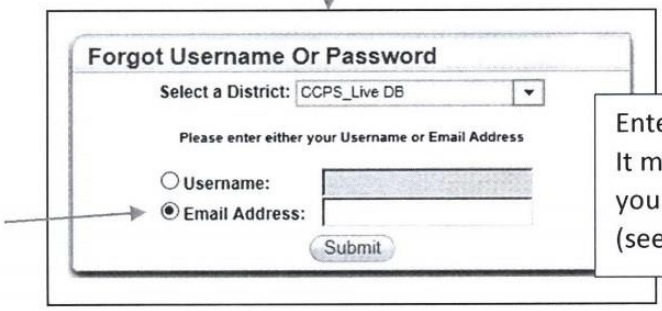
I've never logged in

(this means you have not set security questions)

You must use the letter you received or visit the HHS Guidance office for your credentials

Click on the "Forgot Username or Password" as shown below





Enter the e-mail connected to your HAC account. It may be your personal e-mail if you added it to your account. If not, your Office 365 school e-mail (see below) was added for you.

Office 365 school e-mail address:

Logins are in the format of your student ID preceded with the letter 's'. Passwords are the student's full birthdate. (unless you've previously changed it)

Sample username: s12345@calvertnet.k12.md.us

Sample password: 01152003 (birthdate January 15, 2003)

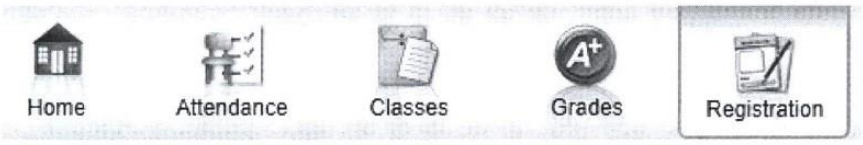
Check your e-mail account for an e-mail from eschool@calvertnet.k12.md.us and follow the directions provided to access your account.

Home Access Center (HAC) Tips

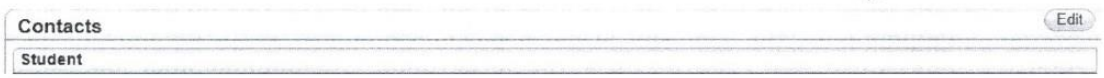
- HAC user names and passwords are "case-sensitive." Pay close attention to upper case vs. lower case, and the letter O vs. a number 0.
- Keep your HAC user name, password, and email address because it will remain the same as long as you are a student at Huntingtown High School.
- Once you access HAC, please make sure you have established an email address in your HAC account that you will remember. This important step will enable you to retrieve your password if you lose it. See below.

How to Update Your Email Address in HAC:

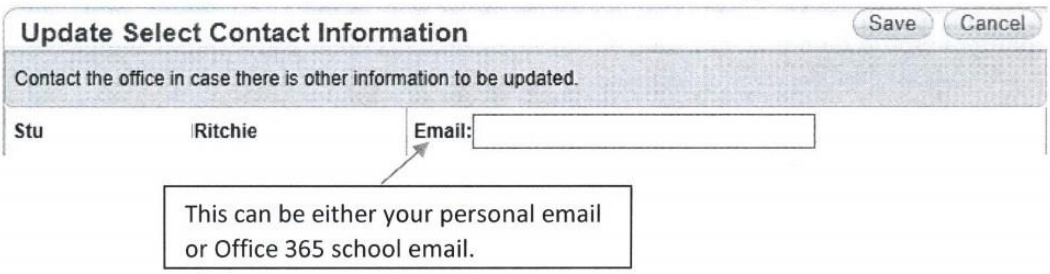
1. Log in to your HAC account and click on the Registration button.



2. Scroll down to Contacts and click Edit.



3. Enter your email address and click Save.



remind

Class of 2018

Text the message @9hh3bb4 to the number 81010. If you're having trouble with 81010, try texting @9hh3bb4 to (443) 991-7520

Class of 2019

Text the message @b36efe to the number 81010. If you're having trouble with 81010, try texting @b36efe to (443) 991-7520

Class of 2020

Text the message @d36da7 to the number 81010. If you're having trouble with 81010, try texting @d36da7 to (443) 991-7520

Class of 2021

Text the message @99f42ef to the number 81010. If you're having trouble with 81010, try texting @99f42ef to (443) 991-7520

Follow us on Twitter!

@HtownHSCCPS

Tutoring options: If you're struggling in a class, make sure you go to your teacher during lunch when they are available and talk to your teacher! It is important that you show your teacher that you care about your grade and that you are willing to make an effort to improve your grade.

- As a rule all teachers from their department are available on these days:
  - Monday—Social Studies
  - Tuesday—Math
  - Wednesday—Science
  - Thursday—English
  - Friday—Miscellaneous/electives
- Students can attend Saturday School when it's offered to come to get help or catch up on missing work. The hours are 8:00-11.
- There is after school tutoring available Tuesdays from 2:30-4 in the Media Center. Students MUST have transportation if they decide to stay after school for tutoring.
- Transitioning Into Excellence (TIE) offers peer tutoring every Thursday A Lunch in room M319.

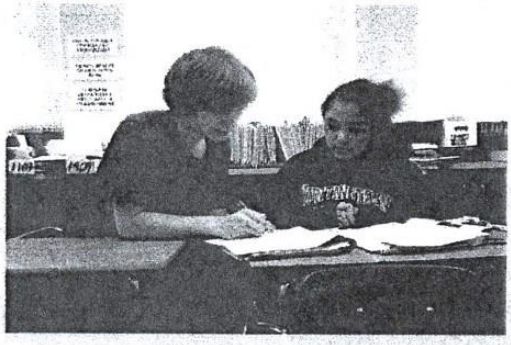
HHS T.I.E. Club

Transitioning into Excellence

Need Academic Guidance?

- Academic help on various subjects from peers
- Essay help
- College Resume help
- Mentors
- SAT/ACT Prep
- Study and Outlining Skills
- Support

PROUD, PROFOUND, PREPARED: You and your mindset after your session with one of our mentors.



WE ARE AVAILABLE EVERY THURSDAY A AND B LUNCH IN **M319**. BUSY? COME SET UP A PERSONAL SCHEDULE.

*A **Stress Free Zone** for students by students*

Cut and return this slip to the folder outside M319, or stop by any Thursday during FLEX lunch.

Print Name _____ **Year level** ____ **Today's date** ____

How can we help you?

_____

When is the best time? Lunch? After School? Days of week?

_____

We can come to your teacher's classroom: Name of teacher/subject

_____

ALL contact information: phone #s, text, email

_____

HHS Tuesday After School Help

Teachers from a variety of subjects areas will be available every Tuesday after school from 2:40 – 3:40 to help students in the Media Center.

Transitioning Into Excellence (T.I.E.)

Thursdays, A & B Lunch
In M-319

FEATURING:

- Personalized **Peer** Academic Counseling
- College Search, Resume Planning, etc.
- Personalized **Peer** tutoring for the subject you need
- Study Skills, Homework Help
- Upperclass Mentorship and Friendship
- MONTHLY FUN ACTIVITIES

Finally a club that meets your needs....SO YOU CAN HAVE A LIFE, AGAIN!!!

Math Club Tutoring

Mu Alpha Theta students are available for math tutoring.
Tuesday – Friday
A&B Lunch in K-203 & K-204

Ms. Martin is available per student request for additional tutoring Tuesdays and Thursdays in K-203 from 2:30-3:30

National Honors Society Tutoring Media Center

Available Upon Request
See Mrs. Wilkosz in Room E-111

For the students, by the students

ARE YOU…

OVERWHELMED???

STRUGGLING WITH HOMEWORK?

NEEDING SOME ONE-ON-ONE ATTENTION?

Huntingtown High School

Tutoring/Homework Help

Service Learning: If you have service learning hours that still need to be completed before graduation, get them done as soon as possible! Summer is the perfect time to get them done. Come by Guidance to pick up the verification form that needs to be signed by whoever supervised you and also for a list of Calvert County Public Schools service learning partnerships. If you want to complete your hours with an organization that is not on the list, you must submit a pre-approval form to Mrs. Allen, the Guidance Secretary and Service Learning Coordinator for approval. Once it is approved, you will be able to complete your hours. Don't forget to turn your Verification Form in!

There are A LOT of scholarships that require community service so it is a good idea to go above the required 75 hours. Plus, it looks good on a resumé and college application.

Calvert County Public Schools
Student Service Learning

Verification of Hours Form

Student Name: _____ **Grade:** _____

Agency: _____

Directions: *Complete the information each time a service is performed. When the project is completed, have the site supervisor complete the bottom section of the form. Return the completed form to the service-learning coordinator.*

Date	Hours Worked	Brief Description of Service	Signature of Site Supervisor

Total Hours: _____

Site Supervisor Signature: _____ ***Ending Date:*** _____

Comments:

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
  1305 Dares Beach Road
  Prince Frederick, MD 20678
  410-535-1700

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: http://ocrcas.ed.gov or call 1-800-421-3481.

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Anti-sexual, Anti-racial and Anti-disability Harassment Statement
Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Ms. Kimberly Roof
Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

June 2014

Calvert County Public Schools
Independent Student Service-Learning Project
Reflection Form
(to be complete after project is completed)

Student Name _____ **Grade** _____

Agency Name _____ **Date** _____

Directions: Answer the following questions.

1) Name the community need focused on during this project.

2) Compare your "before service" and "after service" impressions of the community problem.

3) What did you learn about yourself from this service to others?

4) In what ways do you feel you have helped your community through this service?

5) How could you have improved upon this project or what more needs to be done about this community problem?

6) In what ways did your project help you to become a better citizen?

Agency	Contact	Email	Physical Address	Mail Address	Address 2	Phone	Fax	Age
Adult Day Care	Debra Plumley, Exec Dir and Twanda Jones, Activities/Volunteer Coordinator	director@adcofcalvertcounty.org	975 Solomons Island Road	P.O. Box 1659	Prince Frederick, MD 20678	410-535-0133	410-535-4094	
American Chestnut Land Trust	Pam Shilling	volunteer@acltweb.org		P.O. Box 2363	Prince Frederick, MD 20678	410-414-3400		12 generally, but some special projects for students 11 and under
American Red Cross of the Chesapeake Region	Hannah Gibson	hannah.gibson@redcross.org	4800 Mt. Hope Dr.		Baltimore, MD 21215	410-624-2013		Prefered Age 13
Annmarie Sculpture Garden & Arts Center	Robyn Strayer	studioschool@annmariegarden.org	13480 Dowell Rd Dowell MD 20629	POBox 99 Dowell MD 20629		410-326-4640		Entering grades 10-12
Asbury Solomons Nursing Home/Assisted Living	Dennis Poremski	dporemski@asbury.org	11100 Asbury Circle		Solomons, MD 20688	410-394-3077		16
Boys and Girls Club of Southern Maryland	Christine Michelsen	cmichelsen@bgcsm.net	9021 Dayton Ave.	P.O. Box 413	North Beach, MD 20714	410-257-0007 410-286-9880		16
Calvert Alliance Against Substance Abuse	Candice D'Agostino	dagostcm@co.cal.md.us		P.O. Box 2104	Prince Frederick, MD 20678	410-535-3733		15
Calvert Collaborative for Children & Youth	Guffrie Smith	calvertkids@outlook.com		P.O. Box 7	Barstow, MD 20610	410-414-8300		None
Calvert County Health Dept. Crisis Intervention Center	Corrita Myers	corrita.myers@maryland.gov		P.O. Box 980	Prince Frederick, MD 20678	410-535-5400 x398		None
Calvert County Historical Society	Leila Boyer, Director	cchsadmin@calverthistory.org	70 Church St.	P.O. Box 358	Prince Frederick, MD 20678	410-535-2452		None
Calvert County Republican Central Committee	Ella Ennis Sharon Burcham	**eee437@comcast.net spburcham1@aol.com**	424 Solomons Island Rd.		Prince Frederick, MD 20678	410-535-9100		MS & HS Students
Calvert Marine Museum	Sherry Reid	reidsd@co.cal.md.us		P.O. Box 97	Solomons, MD 20688	410-326-2042 x19	410-326-8217	Must be in HS
Chespax	Tom Harten		King's Landing Park		Huntington, MD 20639	443-550-8079		
Christmas in April, Calvert County	Bill Lloyd	blloyd2@comcast.net		P.O. Box 2761	Prince Frederick, MD 20678	410-535-9044		

CCPS Service Learning Partnerships 6/16/2017

Freedom Hill Horse Rescue	Lori Harrington, President	freedom.hill.org@gmail.com	7940 Flint Hill Rd. Owings MD 20736	PO Box 606 Dunkirk MD 20754		301-806-1708		NHS (walking distance), middle school
Friends of the One Room Schoolhouse, The	Carol Khalili		3439 Atropa Road		Port Republic, MD 20676	410-586-0482		
LEAP Forward, Inc.	Rhonda Thomas		2290 Adelina Road	PO Box 373	Prince Frederick, MD 20678	301-509-3872		
Patuxent Habitat for Humanity	Laurie Walker	info@patuxenthabitat.org		PO Box 452	Lexington Park, MD 20653	301-863-6227		16 on building but no restriction
Project Echo, Inc.	Lori Hony	Projectecho@comcast.net	300 Main Street	PO Box 2764	Prince Frederick, MD 20678	410-535-0044		
S.M.I.L.E.	Shirley Haveklka		10290 H.G. Trueman Rd	PO Box 1725	Lusby, MD 20657	410-326-0009/410-326-		18 Years of age
Thoroughbred Placement Resources	Kimberly Clark		13130 Molly Berry Rd		Upper Marlboror, MD 20772	240-216-5197		
United Way of Calvert County	Anjelica Eitel	impact@unitedwaycalvert.org		PO Box 560	Prince Frederick, MD 20678	410-535-2000		

Learner's Permit: If you are under the age of 16, Maryland law states, you must get the MVA verification of attendance form signed by the attendance office. You can get the form from the guidance office or the attendance office. You must have the top portion filled out with the applicant's signature and the parent/guardian signature before taking it to the attendance office. From there, the attendance office fills out their portion on the bottom and places it in a sealed envelope. **DO NOT OPEN THE ENVELOPE!** The MVA will NOT accept any envelope that appears to have been opened or tampered with.

Motor Vehicle Administration
6601 Ritchie Highway, N.E.
Glen Burnie, Maryland 21062

DL-300 (09-13)

Verification of Identity and/or School Attendance

Learner's Permit Applicants: Maryland State Law requires all applicants for a learner's permit, under the age of 16, to demonstrate acceptable school attendance in the prior school semester. To verify school attendance, School Official or Home School Coordinator must **complete Sections B and D** of this form.

Verification of Identity: This form may also be used to verify the identity of an applicant named in Section A. To verify the applicant's identity, School Official or Home School Coordinator must **complete Sections C and D** of this form.

This form applies to public, private and home school students.
Section A: Must be completed by the applicant.
Sections B, C, & D: Must be completed by School Official or Home Schooling Coordinator.

Please select the requirement(s) this form is being used for:

☐ School Attendance if applying for a learner's permit.
☐ Verification of identity

Section A: Applicant

To be completed by the Applicant:

Printed Last Name of Applicant	Printed First Name of Applicant	Printed Middle Name	Date of Birth (mm-dd-yyyy)

Residence Street Address	City	State/ Zip Code

The information I have provided above on this certification is true, complete, and correct to the best of my knowledge, information and belief.

Applicant's Signature	Parent's/Guardian's Signature	Date

Section B: Certification of School Attendance (if applicant is applying for a learner's permit)

School Official/Home Schooling Coordinator must complete this section.

1. Is the applicant under the age of 16, applying for a learner's permit AND has 10 or less unexcused absences during the prior school semester?
   ☐ YES ☐ NO OR
2. Is the applicant under the age of 16, applying for a learner's permit AND is home schooled?
   ☐ YES ☐ NO

Section C: Verification of Identity

Does the information in Section A accurately identify the applicant enrolled in your school or home school program for the preceding 12 months according to official school records?

☐ YES ☐ NO

Section D: School Official/Home Schooling Coordinator

Printed Name & Title of School Official or Home Schooling Coordinator	Printed Name of School or Home School Organization	Telephone Number

Address of School/Home School Organization	City	State/Zip Code

Signature of School Official or Home Schooling Coordinator	

The applicant's information has been verified and I certify the information provided on this form is true, complete and correct to the best of my knowledge, information and belief.

This form must be placed in a sealed envelope with **OFFICIAL** school stamp or seal over flap. The applicant must present the sealed envelope to an MVA official during the time of the application process. If the seal is tampered with or broken on the envelope, this certification will be null and void. This certification and envelope must contain a school stamp or seal.

Please place **OFFICIAL** school stamp or seal in this box and across flap of envelope.

Official School Stamp or Seal Only

For more information, please call: **410-768-7000** (to speak with a customer agent).
TTY for the hearing impaired: **1-800-492-4575**. Visit our website at: **www.MVA.Maryland.gov**

STATE OF MARYLAND

DLLR

DEPARTMENT OF LABOR, LICENSING AND REGULATION

SIMPLIFYING WORK PERMITS

ATTENTION YOUTH WORKERS, 14-17 years of age, **Effective July 29, 2014**, you can now receive your work permit online:

https://www.dllr.state.md.us/childworkpermit

STEPS:

1. Complete the online application
2. ***NEW!*** Print your work permit online
3. Get your work permit signed

***To be valid , permits must be signed by: You, Your Parent/Guardian, and Your Employer**

Due to 2014 legislative changes, the Department of Labor, Licensing and Regulation no longer requires minors to submit proof of age to the Commissioner of Labor and Industry, instead a parent or guardian must certify that the age listed on the permit is correct. Applications should be submitted electronically through DLLR's website. Once the online application is complete, meeting all requirements, you can print your work permit to be signed. Reference: Labor and Employment Article, Title 3, Subtitle 2, Annotated Code of Maryland

For additional information, contact:

Employment Standards Service
Division of Labor and Industry
Maryland Department of Labor, Licensing and Regulation
1100 N. Eutaw Street. - Room 607
Baltimore, MD 21201
(410) 767-2357
E-Mail Address: DLESSMinorWorkPermit_DLLR@maryland.gov

YOU MUST BE OFFERED EMPLOYMENT BEFORE APPLYING FOR A WORK PERMIT