# TABLE OF CONTENTS

SHERWOOD HIGH SCHOOL ADMINISTRATIVE TEAM ................................................................................... 3
FREQUENTLY CALLED TELEPHONE NUMBERS.................................................................................... 3
EMERGENCY COMMUNICATIONS FOR SCHOOL CLOSINGS & EARLY DISMISSAL ................................. 4
E-MAIL ADDRESSES .................................................................................................................................. 4
SHERWOOD HIGH SCHOOL STAFF .......................................................................................................... 4
SHERWOOD HIGH SCHOOL BELL SCHEDULE ......................................................................................... 7
CALENDAR OF SCHOOL EVENTS ............................................................................................................ 7
2012-2013 SCHOOL CALENDAR Montgomery County Public Schools .................................................. 9
SHERWOOD HIGH SCHOOL CALENDAR OF EVENTS 2012-2013 ........................................................... 10
MARYLAND DIPLOMA REQUIREMENTS ............................................................................................... 21
PROMOTION PROPOSAL ........................................................................................................................ 22
COUNTDOWN TO GRADUATION ........................................................................................................... 22
PARENT POWER: BUILDING THE BRIDGE TO SUCCESS ........................................................................... 25
THE 7 KEYS ........................................................................................................................................... 26
NCAA FRESHMAN ELIGIBILITY STANDARDS ...................................................................................... 27
ATTENDANCE POLICY .......................................................................................................................... 30
RIGHTS AND RESPONSIBILITIES FOR STUDENTS AND PARENTS ......................................................... 31
DISCIPLINE POLICIES AND PROCEDURES ......................................................................................... 32
BUSINESS & FINANCE OFFICE .............................................................................................................. 40
STUDENT PARKING PERMITS ................................................................................................................ 41
ACADEMIC SUPPORT ........................................................................................................................... 41
NATIONAL HONOR SOCIETY ................................................................................................................ 42
LIBRARY MEDIA PROGRAM ................................................................................................................... 43
STUDENT SERVICE LEARNING ........................................................................................................... 43
ATHLETIC INFORMATION ...................................................................................................................... 44
COUNSELING SERVICES ....................................................................................................................... 47
COLLEGE APPLICATION & TRANSCRIPT PROCESS ............................................................................. 49
COLLEGE/CAREER CENTER .................................................................................................................. 50
PLANNING FOR COLLEGE - FAQ .......................................................................................................... 50
SCHOLARSHIP INFORMATION ............................................................................................................. 52
ADVANCED PLACEMENT EXAMS CALENDAR ....................................................................................... 53
COUNSELING SERVICES CALENDAR ................................................................................................... 54
EXTRACURRICULAR ACTIVITIES AND ATHLETICS ........................................................................... 55
PARENT – TEACHER – STUDENT ASSOCIATION (PTSA) INFORMATION .................................................. 56
Sherwood High School Administrative Team

Principal: Mr. William M. Gregory

Grade 9: Mr. George Awkard Jr., Administrative School Administrator
Departments supervised: Career Technology Education and Internships

Grade 10: Dr. Renée Brimfield, Assistant Principal
Departments supervised: ESOL, Foreign Language, Social Studies, Media

Grade 11: Mr. James (Terry) Heintze, Assistant Principal
Departments supervised: English, Science, and Physical Education

Grade 12: Dr. Kathlyn Carroll, Assistant Principal
Departments supervised: Special Education, Art, Music, and Mathematics

Business Administrator: Mrs. Brenda Hoyle

Frequently Called Telephone Numbers

Main Office................. 301-924-3200 Foreign (World) Languages... 301-924-3231
Art................................ 301-924-3237 Health Room..................... 301-924-3209
Athletic Director........... 301-924-3230 Mathematics................... 301-924-3253
Attendance................... 301-924-3206 Media Center.................... 301-924-3217
Building Services......... 301-924-3206 Music (Choral)............ 301-924-3246
Business Education....... 301-924-3247 Music (Instrumental)....... 301-924-3264
Business Administrator... 301-924-3208 Photography............ 301-924-3238
Cafeteria.................... 301-924-3224 Physical Education (boys)... 301-924-3222
Career Center.............. 301-924-3219 Physical Education (girls)... 301-924-3223
Computer Science......... 301-924-3247 Photography............ 301-924-3238
Counseling................ 301-924-3210 Registrar..................... 301-924-3286
CWE.......................... 301-924-3241 S.G.A.......................... 301-924-3227
Engineering.................. 301-924-3229 Science...................... 301-924-3250
English...................... 301-924-3235 Security..................... 301-924-3262
ESOL.......................... 301-924-3221 Social Studies............. 301-924-3121
FACS (Child Dev/Foods).... 301-924-3249 Special Education.......... 301-924-3228
Financial Specialist...... 301-924-3207 Technology Education...... 301-924-3229/41
Montgomery County Public Schools uses a wide variety of methods to provide information during emergency or weather related issues that affect schools. In order to inform parents, students, and staff in a timely, accurate and efficient manner, MCPS issues important emergency information through the following multimedia channels:

- MCPS QuickNotes e-mail notification
- AlertMCPS text messaging to cell phones, smart phones, pagers and/or e-mail
- Twitter updates to computer, cell phone, or other mobile device
- MCPS website
- A recorded message on the MCPS telephone information line 301-279-3673
- MCPS TV Channel 34
- Local TV, radio and news media channels and websites

All of the methods for receiving notification are listed on the MCPS website: www.montgomeryschoolsmd.org/emergency/sources.aspx.

Staff can be reached through the SHS Website http://www.montgomerycountymd.org/schools/sherwoodhs. Follow these steps: (1) Click on “information” (2) Click on “Staff Directory” (3) Scroll down to the staff member’s name (4) Click on the email symbol

**Sherwood High School Staff**

**ADMINISTRATION**
Mr. George Awkard, Jr., Assistant School Administrator
Dr. Renée Brimfield, Assistant Principal
Dr. Kathryn Carroll, Assistant Principal
Mr. William M. Gregory, **Principal**
Mr. James (Terry) Heintze, Assistant Principal
Mrs. Brenda Hoyle, Business Administrator

**ALTERNATIVE PROGRAM**
Ms. Sandi Williams

**BUILDING SERVICES**
Mr. Muhammed Abduljabar
Ms. Donna Collins
Mr. Alfred Davis
Mr. Vagas Diggs
Mr. Yao Efialdogbe
Mr. Carl Eldridge
Mr. John Flowers
Mr. Jose Guevara, **PEO**
Mr. Kevin Hill
Mr. Jack Huynh
Mr. Pete Jones Sr. **Asst. BSM (Night Ldr)**
Mr. George Jordan

**BUILDING SERVICES CONTINUED**
Ms. Mirna Macias
Mr. Markey Palmer
Mrs. Marina Sorto-Caceres
Mr. Bernard Turner
Mrs. Shelley Washington, **Building Services Manager**

**CAREER AND TECHNOLOGY EDUCATION**
Mr. Scott Beattie, College and Career Research & Development
Mr. Marquis Bell, Technology Education
Mrs. Beth Bonita, Family & Consumer Science
Ms. Kim Cannon, Family & Consumer Science
Mr. Jason Daigle, **Resource Teacher**
Ms. Laura Fike, Family & Consumer Science
Ms. Stephanie Gelfand, Medical Careers
Mrs. Pamela Johnson, Business
Mr. Brenda Lees, Engineering Teacher
Mrs. Judy Reiff, Academy & Internship Coordinator
Mr. Thomas Sparacino, Technology Education
Mr. John Way, Computer Science

**COUNSELING**
Mrs. Elizabeth Al-Atrash
Mrs. Jamii Avery
COUNSELING Continued
Mrs. Gayle Behrendt, Secretary
Mrs. Nancy Benson
Ms. Peaches Crenshaw
Ms. Lesia Dunkins, Resource Counselor
Mrs. Janette Hernandez, Registrar
Mr. Joseph Hock, Career/College Information Asst.
Mrs. Barbara Lee, Secretary
Ms. Constance Lee
Mrs. Georganne Linthicum, Secretary
Ms. Erin McKenna
Mr. William Sartori

ENGLISH
Mrs. Elizabeth Bolton, Paraeducator/Instruc.Asst.
Ms. Gloria Condelli
Ms. Beth Dibler
Ms. Lynnette Evans
Mrs. Alexandra Green
Mrs. Gerry Green, English Composition Asst.
Mrs. Marsha Greenberg, English Composition Asst.
Mr. Mark Holman
Mr. Peter Huck
Dr. Shelley Jackson, Resource Teacher
Mrs. Patricia Jasnow
Ms. Lori Leonard
Ms. Christiane Lock
Mrs. Maureen Meushaw
Mrs. Debbie Reier
Ms. Brianna Russell
Ms. Liza Schad
TBD

E.S.O.L.
Ms. Laura Bernard-Sanchez, Resource Teacher
Ms. Jane Blacka
Ms. Aileen Coogan
Mrs. Ann Gallahan
Mrs. Nancy Lesnick, Paraeducator
Mr. Marcus Tompros

FINANCIAL SPECIALIST
Mrs. Linda Berkheimer

FINE ARTS - (Art and Music)
Ms. Jill Amato, Art
Mrs. Marsha Barnes, Music
Mrs. Debra Bernhardt, Art
Mr. William Evans, Music
Mrs. Angela Praisner, Resource Teacher
Ms. Allison Shafer, Art
Mr. Alexander Silverbook, Music
Ms. Michele Spangle, Art
TBA, Music

FOOD SERVICES (CAFETERIA)
Mrs. Sharon Caruso
Mrs. Dorothy Higgins
Ms. Olivia Miles
Mrs. Lisa Nestor
Mrs. Robin Presley, Manager

FOREIGN LANGUAGES SEE WORLD LANGUAGE

IT SYSTEMS SPECIALIST
Mr. Andrew Dodge

MAIN OFFICE
Mrs. Carolyn Holonich
Mrs. Barbara (B.J.) Mills, Administrative Secretary
Mrs. Janet Murphy, Attendance Secretary
Mrs. Caitlin Ring

MATHEMATICS
Mr. Timothy Altaner
Ms. Karen Bellamy
Mrs. Kathy Bredland
Mrs. Sapna Chaudhry
Mr. Thomas Cohan
Mrs. Kaye Coursen
Mr. William Goodman
Mrs. Michelle Harriger
Mrs. Debbie Hiltner, Resource Teacher
Mr. James Key
Ms. Valerie Kunin
Mr. Brendan Lees
Mrs. Deloris Martin
Ms. Debbie Randolph
Mrs. Sia Senior
Mrs. Kathy Siarkas
Mr. Kevin Winiarz
Mr. Claude Young

MEDIA CENTER
Mrs. Catherine Boshart, Assistant
Mrs. Susan Humphrey, Assistant
Mr. Joseph Reiff, Specialist
Mr. John Williams, MST

MONTGOMERY COUNTY HEALTH DEPARTMENT
Mrs. Norma Arzate, Aide
Mrs. Jennifer Jones, Nurse

PHYSICAL EDUCATION
Ms. Ashley Barber-Strunk
Mr. Mike Bonavia
Mr. Sean Davis
Mrs. Bonnie Gilchrist, Resource Teacher
Ms. E. Kathy Green, Athletic Director
Mr. Pete Siarkas
Mr. Marc Thomas
**SCIENCE**
Mrs. Mary Baker
Mrs. Christina Baldwin
Ms. Heather Brand
Mr. Earnest Charles
Ms. Joan Chongpinitchai, Paraeducator
Dr. Mary Catherine Cross
Ms. Jill Coutts, **Resource Teacher**
Mrs. Laura Dinerman
Mrs. Allison Erdman
Ms. Janet Frensilli
Ms. Emelia Gonzales
Mrs. Britani Greco
Mrs. Gina Martin
Mr. Michael Miehl
Mr. Glenn Miller
Mrs. Kristina Orange
Mrs. Susan Phillips
Mrs. Barbara Shoemaker

**SECURITY**
Mr. Andy Blasher
Mrs. Karen Christian-Curry
Mr. Michael Morgan
Mr. Robert O’Hara
Mr. Patrick Rooney, **Team Leader**

**SOCIAL STUDIES**
Mr. Scott Allen
Ms. Nicole Bolton
Ms. Michelle Games
Ms. Katie Jaffe
Mrs. Christine McKeldin
Mr. Brian O’Neill, Paraeducator
Ms. Lori Roth
Mr. Todd Rubinstein
Mrs. Joyce Saadi
Mr. Joseph Sangillo, **Resource Teacher**
Ms. Beth Shevitz
Mrs. Karen Sinclair
Mr. Daniel Soso-Alacante
Ms. Becky Taylor
Mrs. Jennifer Walker
Ms. Catina Wist
Mrs. Aileen Woolley

**SPECIAL EDUCATION**
Ms. Tricia Audi
Mr. Steven Bak
Mr. Donovan Clark
Ms. Krista Cosby, Paraeducator
Mrs. Ann Czaja
Mr. Aubrey Evelyn, Paraeducator
Mrs. Rosanne Ferris (SCB)
Mrs. Vickie Fisher, Paraeducator
Mrs. Melissa Flowers

**SPECIAL EDUCATION Continued**
Ms. Jodie Freidman (Speech)
Mrs. Jill Galt
Ms. Linda Gixon
Mrs. Dorothy Harrell, (LFI)
Ms. Linda Herrington, Itin. Paraeducator
Mrs. Sharle Hussion (Vision)
Mrs. Carla Kaufman, (LFI)
Mr. Kristian Kompare, Paraeducator
Mrs. Carey Lane, Paraeducator
Mrs. Jodi Levy, Paraeducator
Ms. Janet Lopez, Paraeducator
Mrs. Victoria Mannina
Ms. Katherine Nichols
Ms. Kim Parsley, Itin. Paraeducator
Ms. Sharon Pinckney
Ms. Anita Prashar, Paraeducator
Mrs. Karen Racer, **Resource Teacher**
Ms. Bonnie Sarf
Mrs. Phyllis Schwartz, Paraeducator
Ms. Judy Shen, Paraeducator
Ms. Jeanne Taylor, Itin. Paraeducator
Mrs. Nicole Taylor, Paraeducator
Mrs. Mary Thomas
Mr. William Warren, Paraeducator
Mrs. Debra Wayne, Paraeducator

**STAFF DEVELOPMENT**
Mrs. Catina Wist

**STUDENT SERVICE LEARNING**
Ms. Laura Fike

**WORLD LANGUAGES (FOREIGN LANGUAGE)**
Ms. Michelle Bloom
Mrs. Janet Bobadilla
Ms. Saïda Dim
Mr. John Falls, **Resource Teacher**
Ms. Amy Gahagen
Ms. Xaviera Gutierrez
Ms. Moira Kenyon
Ms. Maria Peterson
Sherwood High School Bell Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>7:25 - 8:12</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:17 - 9:09 (Announcements)</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:14 - 10:01</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:06 - 10:53</td>
</tr>
<tr>
<td>Period 5 - LUNCH</td>
<td>10:58 - 11:34</td>
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<tr>
<td>Period 6</td>
<td>11:39 - 12:26</td>
</tr>
<tr>
<td>Period 7</td>
<td>12:31 - 1:18</td>
</tr>
<tr>
<td>Period 8</td>
<td>1:23 - 2:10</td>
</tr>
</tbody>
</table>

TWO-HOUR DELAYED OPENING

- **PD. 1**: 9:25 - 9:55
- **Announcements**: 7:25 - 7:51
- **PD. 2**: 10:00 - 10:35
- **Announcements**: 7:56 - 8:27
- **PD. 3**: 10:40 - 11:10
- **PD. 4**: 11:15 - 11:45
- **PD. 5 LUNCH**: 11:50 - 12:25
- **PD. 6**: 12:30 - 1:00
- **PD. 7**: 1:05 - 1:35
- **PD. 8**: 1:40 - 2:10

EARLY RELEASE

- **PD. 1**: 8:32 - 8:59
- **PD. 2**: 9:04 - 9:31
- **PD. 3**: 9:36 - 10:03
- **PD. 4**: 10:08 - 10:35
- **PD. 5 LUNCH**: 10:40 - 11:07
- **PD. 6**: 11:12 - 11:40
- **Dismissal**: 11:40

School closings and delayed openings will be announced on the television and radio after 6:00 am. Announcements are posted on the MCPS Web Home Page: http://mcps.k12.md.us or call 301-279-3673 OR on cable television channel 34. Please do not call the school for information regarding school closings.

Calendar of School Events

The Sherwood High School calendar is located on pages 8 through 18. This calendar reflects the most accurate information at the time the school published this handbook. Please check the school website, the listserv, the daily bulletin, and the PTSA newsletter for an up-to-date listing of school events.

Reporting of Student Progress

<table>
<thead>
<tr>
<th>Marking Period</th>
<th>Beginning of Marking Period</th>
<th>End of Marking Period</th>
<th>Report Card (Distributed to student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aug. 27</td>
<td>Nov. 2</td>
<td>Nov. 14</td>
</tr>
<tr>
<td>2</td>
<td>Nov. 5</td>
<td>Jan. 18</td>
<td>Jan. 31</td>
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<tr>
<td>3</td>
<td>Jan. 23</td>
<td>March 22</td>
<td>Apr. 11</td>
</tr>
<tr>
<td>4</td>
<td>Apr. 3</td>
<td>June 14</td>
<td>June 25 (mailed)</td>
</tr>
</tbody>
</table>
2012-2013 TESTING DATES:
(subject to change)

HSA Fall Make up Dates:
October 1 - Algebra
October 2 - English
October 3 – Biology
October 4 - Make up for all contents

PSAT: Wednesday, October 17 (MCPS will pay for all sophomores to take the PSAT)

HSA January Make up Dates:
January 7 – Algebra
January 8 – English
January 9 - Biology
January 15-17 – HSA Make Up Testing

January Semester Exam Schedule:
January 11: Review Day
January 14: Periods 1 and 2 (students come to school for the exam session only)
January 15: Periods 3 and 4 (students come to school for the exam session only)
January 16: Periods 5 and 6 (students come to school for the exam session only)
January 17: Period 7, High School plus and make-ups (students come to school for the exam session only)
January 18: Make Up Exams, No school for students unless they have a make-up semester exam
January 21 - No School, Holiday, Martin Luther King Jr. Birthday
January 22: Professional Day for Staff, No School for students

HSA April Dates: (for seniors only)
April 15-Algebra
April 16 - English
April 17 - Biology

HSA May Dates:
May 20 - Algebra
May 21 - English
May 22: Biology
May 28-30: Make up for all contents

AP Exams Monday, May 6 through Friday, May 17, 2013

May/June Final Exam Schedule:
Senior Finals: Review Day on May 16, and Exams from May 17 through May 22.
- On May 17, seniors report to all classes and take their final/culminating activity during periods 6 and 7
- On May 20, seniors report to periods 1 through 3, take their final/culminating activity for periods 4 and 5, and then leave
- On May 21, seniors report to period 1, take their final/culminating activity for periods 2 and 3, and leave after that.
- On May 22, seniors report to period 1 for their final/culminating activity and leave after that.
- Seniors Final Day is May 24

Underclass Finals: Review Day on June 7 and Exams from June 10 through June 14. Students report for their exam session only. These dates are subject to change pending the date of graduation.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27</td>
<td>First day of school for students</td>
<td></td>
</tr>
<tr>
<td>September 3</td>
<td>Holiday—Labor Day</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>September 17</td>
<td>Rosh Hashanah</td>
<td>No school for students and teachers.</td>
</tr>
<tr>
<td>September 26</td>
<td>Yom Kippur</td>
<td>No school for students and teachers.</td>
</tr>
<tr>
<td>September 28</td>
<td>Early release day K–12. Planning/grades</td>
<td>Students dismissed after lunch.</td>
</tr>
<tr>
<td>October 19</td>
<td>MSEA Convention—MCAAP Fall Conference</td>
<td>No school for students and teachers.</td>
</tr>
<tr>
<td>November 2</td>
<td>First marking period ends</td>
<td></td>
</tr>
<tr>
<td>November 5</td>
<td>Professional day for teachers</td>
<td>No school for students. Some 10-month employees work.</td>
</tr>
<tr>
<td>November 6</td>
<td>Holiday—Presidential Election Day</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>November 14</td>
<td>Report Card Distribution</td>
<td></td>
</tr>
<tr>
<td>November 21</td>
<td>Early release day prior to Thanksgiving, K–12</td>
<td>Students dismissed after lunch.</td>
</tr>
<tr>
<td>November 22–23</td>
<td>Holiday—Thanksgiving</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>December 26–31</td>
<td>Winter break</td>
<td>No school for students and teachers.</td>
</tr>
<tr>
<td>January 1</td>
<td>Holiday—New Year’s Day</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>January 18</td>
<td>Second marking period ends</td>
<td></td>
</tr>
<tr>
<td>January 21</td>
<td>Holiday—Martin L. King, Jr. Day</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>January 22</td>
<td>Professional day for teachers</td>
<td>No school for students. Some 10-month employees work.</td>
</tr>
<tr>
<td>January 31</td>
<td>Report Card Distribution</td>
<td></td>
</tr>
<tr>
<td>February 18</td>
<td>Holiday—Presidents’ Day</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>February 22</td>
<td>Early release day K–12. Planning/grades</td>
<td>Students dismissed after lunch.</td>
</tr>
<tr>
<td>March 22</td>
<td>Third marking period ends</td>
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<tr>
<td>March 25–28</td>
<td>Spring break</td>
<td>No school for students and teachers.</td>
</tr>
<tr>
<td>March 29</td>
<td>Holiday—Easter</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>April 1</td>
<td>Holiday—Easter</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>April 2</td>
<td>Professional day for teachers</td>
<td>No school for students.</td>
</tr>
<tr>
<td>April 11</td>
<td>Report Card Distribution</td>
<td></td>
</tr>
<tr>
<td>May 27</td>
<td>Holiday—Memorial Day</td>
<td>Offices and schools closed.</td>
</tr>
<tr>
<td>June 14</td>
<td>Last day of school for students</td>
<td>Students dismissed after lunch.</td>
</tr>
<tr>
<td>June 17</td>
<td>Professional day for teachers</td>
<td></td>
</tr>
<tr>
<td>June 25</td>
<td>All Report Cards Mailed</td>
<td></td>
</tr>
</tbody>
</table>

**School Contingency Calendar, 2012–2013**

If the school year should be disrupted by emergencies and schools are closed, the school year will be extended. If schools are closed... The school year will be extended by...

- 5 days - 1 day to June 17, 2013
- 6 days - 2 days to June 17 and 18, 2013
- 7 days - 3 days to June 17, 18, and 19, 2013
- 8 days - 4 days to June 17, 18, 19, & 20, 2013
- 9 days - 5 days to June 17, 18, 19, 20, & 21, 2013
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<th>Fri</th>
<th>Sat</th>
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<tr>
<td></td>
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<td>Senior Portraits-</td>
<td>Senior Portraits-</td>
<td>Senior Portraits-</td>
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<tr>
<td></td>
<td></td>
<td>Ertzman (by appointment)</td>
<td>Ertzman (by appointment)</td>
<td>Ertzman (by appointment)</td>
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<td>7:25am-11:10am</td>
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<td></td>
<td>9th Grade &amp; New Student Orientation</td>
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<td></td>
<td>7pm-9th Grade &amp; New Parent Meeting-Ertzman</td>
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<td>26</td>
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<td>28</td>
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<tr>
<td>First Day of School</td>
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<td>Sun</td>
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<tr>
<td>Holiday-Labor Day-Schools Closed</td>
<td>Underclassmen Picture Day</td>
<td>Underclassmen Picture Day</td>
<td>7pm-Senior Parent Night - Ertzman</td>
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<td>ACT (Not @ SHS)</td>
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<td>Homecoming Pep Rally SGA Spirit Week</td>
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<td><strong>12</strong></td>
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<tr>
<td>AP Exams</td>
<td>AP Exams</td>
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<td>AP Exams</td>
<td>AP Exams</td>
<td>AP Exams</td>
<td>12:30am-PTSA After Prom</td>
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<tr>
<td><strong>19</strong></td>
<td><strong>20</strong></td>
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<td><strong>22</strong></td>
<td><strong>23</strong></td>
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<td><strong>25</strong></td>
</tr>
<tr>
<td>HSA Algebra Senior Exams Period 4 &amp; 5</td>
<td>HSA English Senior Exams Period 2 &amp; 3</td>
<td>HSA Biology Senior Exams Period 1</td>
<td>4pm – Nat. Art Honor Society Induction-Media Center</td>
<td>4pm-National Art Honor Soc. Induction-Media Ctr.</td>
<td>Last Day For Seniors</td>
<td></td>
</tr>
<tr>
<td><strong>26</strong></td>
<td><strong>27</strong></td>
<td><strong>28</strong></td>
<td><strong>29</strong></td>
<td><strong>30</strong></td>
<td><strong>31</strong></td>
<td></td>
</tr>
<tr>
<td>Holiday—Memorial Day Schools Closed</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Health Fair-Aux Gym</td>
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</tr>
</tbody>
</table>

May 2013
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
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<th>Sat</th>
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<td></td>
<td></td>
<td></td>
<td>SAT (Not @ SHS)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>9, 10 &amp; 11 Grades SSL Second Semester Forms Due</td>
<td>ACT (Not @ SHS)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
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<tr>
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<td></td>
<td></td>
<td></td>
<td>Last Day of School for Students</td>
<td></td>
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<tr>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>Professional Day for Teachers</td>
<td></td>
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<td>23</td>
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<td>26</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>All Report Cards Mailed</td>
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<td>30</td>
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</tbody>
</table>
The state of Maryland authorizes one diploma for all high school graduates based upon successful fulfillment of the following five categories of requirements: enrollment, course credit, Maryland assessments, and student service learning (SSL).

Students must satisfactorily complete four years beyond Grade 8. A student shall be enrolled in a Montgomery County Public School and have earned a minimum of 22 credits that include the following:

### GRADUATION REQUIREMENTS AT A GLANCE

<table>
<thead>
<tr>
<th>SUBJECT AREA</th>
<th>SPECIFIC CREDIT REQUIREMENTS</th>
<th>CREDITS (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Algebra Credit, Geometry, and 2 additional math courses. Students who complete a calculus course may be exempted from this 4-credit requirement.</td>
<td>4</td>
</tr>
<tr>
<td>Social Studies</td>
<td>U.S. History, NSL Government., and World History</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>Biology, one physical science, and one additional science course.</td>
<td>3</td>
</tr>
<tr>
<td>Fine Arts</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Technology</td>
<td>Courses in career and technology education that satisfy the technology education requirement</td>
<td>1</td>
</tr>
<tr>
<td>Physical Education</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>Health</td>
<td></td>
<td>½</td>
</tr>
</tbody>
</table>

**Electives (must fulfill one of the following)**

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Foreign Language or American Sign Language</td>
<td></td>
<td>2; plus an additional 2.5 in elective courses</td>
</tr>
<tr>
<td>Advanced Technology</td>
<td></td>
<td>2; plus an additional 2.5 in elective courses</td>
</tr>
<tr>
<td>Career and Technology Education Career Pathway Program</td>
<td></td>
<td>4 in a state-approved program and an additional 0.5 elective credit</td>
</tr>
</tbody>
</table>

**Student Service Learning (SSL):**
Students must meet established student service-learning requirements.

**High School Assessments:**
Graduating Classes of 2009 and later - Students must satisfy the requirements for the Maryland High School Assessments in English, Algebra/Data Analysis and Biology. For the most recent information on the requirements, visit the web site [http://hsaexam.org/about.html](http://hsaexam.org/about.html)
In order to earn the required credits to achieve a Maryland diploma in four years, students should earn a minimum number of credits in specific disciplines each year. The chart below shows the expected number of credits needed to move to the next grade level. In order to become a senior, a student must earn a minimum of 15 course credits, including at least three in math, three in English, two in science, and two in social studies. The student must also have successfully completed the three HSA courses. Credits earned (successful completion) in these courses:

<table>
<thead>
<tr>
<th>Entering Grade</th>
<th>Math</th>
<th>English</th>
<th>Science</th>
<th>Social Studies</th>
<th>Total credits (in agreement with MCPS Regulation JEB-RA)</th>
<th>HSA Courses (not including passing related test)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>1</td>
<td>1</td>
<td></td>
<td></td>
<td>5</td>
<td></td>
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<tr>
<td>11</td>
<td>2</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>10</td>
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<tr>
<td>12</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>2</td>
<td>15</td>
<td>3*</td>
</tr>
</tbody>
</table>

*Schools will ensure that students take the HSA during the May administration while enrolled in an HSA course.

Automated promotion or retention will occur in early July each year if course credits are earned as above. Automated adjustment of grade level will also occur after summer school grades have been recorded.

Automated grade level is adjusted at end of first semester through August of senior year. Adjustments may be made manually by the school during student’s fourth year as appropriate.

In alignment with current practice, the principal, in consultation with counselor and parent/guardian, has the flexibility to change a grade level placement when unusual circumstances prevail.

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**Countdown to Graduation**

**Checklist for Class of 2016**

*College/Career Planning Checklist for Freshmen*

- **_____ Fall**
  - Discuss your academic/career plan, personal, and academic strengths.
  - Get involved in extracurricular and/or community activities.
  - Start collecting materials important for goal setting and resume: grades, activities, honors, awards and standardized test scores.
  - Visit the Career Center and become familiar with the many resources available. Check entrance requirements for a variety of colleges and programs. It is open before and after school and during lunch.

- **_____ September**
  - Meet with your counselor to select courses (upper level) that will prepare you for college.

- **_____ October**
  - Take PSAT for practice in October.

- **_____ December**
  - Review your four-year plan with your parents. (Available on line at [http://www.mcpscourses.org](http://www.mcpscourses.org))

- **_____ January**
  - Be prepared for first semester exams.
### Checklist for Class of 2016 continued

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
</table>
| **February** | Fill out your registration form for next year. Both student and parents must sign the form.  
Register for AP exams if applicable.  
Plan for next year with your parents, teachers, and counselor. |
| **April - June** | Work on earning your student service-learning hours.  
Be prepared for second semester exams.  
Explore volunteer opportunities for the summer.  
Explore summer school opportunities for enrichment.  
Attend SHS 5th Annual College Fair (April 16, 2013) |

### Checklist for Class of 2015

**College/Career Planning Checklist for Sophomores**

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>September</strong></td>
<td>Continue extracurricular involvement.</td>
</tr>
<tr>
<td><strong>October</strong></td>
<td>Sophomores take the PSAT in October.</td>
</tr>
</tbody>
</table>
| **December** | Take an interest inventory, available in the career center.  
Review your four-year plan with your parents. (Available on line at http://www.mcpscourses.org) |
| **January** | Be prepared for first semester exams. |
| **February-April** | Discuss your selection of courses with your parents and counselor.  
Fill out necessary registration forms.  
Research universities/colleges, trade and technical schools in the Career Center.  
Consider career and technology course offerings here and at the Thomas Edison High School of Technology.  
Attend SHS 5th Annual College Fair (April 16, 2013)  
Take the ASVAB careers test.  
Register for AP exams if applicable. |
| **April** | Meet with counselor to review progress and goals. |
| **April-June** | Be prepared for second semester exams.  
Take AP exams if applicable.  
Take SAT I for practice.  
Explore work or enrichment opportunities and volunteer programs for the summer. |
| **Summer** | Continue meaningful student service learning hours. |

### Checklist for Class of 2014

**College/Career Planning Checklist for Juniors**

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
</table>
| **Sept.-May** | Meet with college representatives who visit SHS and plan college visits.  
Continue to develop in-depth extracurricular activities & leadership positions.  
Monitor your student service learning hours. Acquire experiences related to career plans.  
Take SAT I prep class (spring semester), after taking Geometry.  
Discuss finances with parents.  
Attend Career Forum(s).  
Investigate ROTC application.  
Begin application process for military academies. |
### Checklist for Class of 2014 continued

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>____October</td>
<td>Register for the PSAT/NMSQT ($14), which will be administered at SHS in October. Attend National College Fairs in Washington, DC and Baltimore (fall semester).</td>
</tr>
<tr>
<td>November-March</td>
<td>Attend Financial Aid Workshop(s) in November and March.</td>
</tr>
<tr>
<td>____December</td>
<td>Review your four-year plan with your parents. (Available online at <a href="http://www.mcpscourses.org">http://www.mcpscourses.org</a>) Begin writing colleges for detailed information.</td>
</tr>
<tr>
<td>____January</td>
<td>Be prepared for first semester exams. Discuss next year's schedule with your parents, counselor and teachers.</td>
</tr>
<tr>
<td>____January-June</td>
<td>Make an appointment to research colleges in the Career Center and make list of schools of interest. Attend SHS 5th Annual College Fair (April 16, 2013). Register for &amp; Attend MCPS (NACAC) College Fair (April 17th or 18th, 2013).</td>
</tr>
<tr>
<td>____February-March</td>
<td>Meet with your counselor to update your career/educational plans. Spend time in the College and Career Center exploring materials. Register for AP exams if applicable. Take the ASVAB careers test</td>
</tr>
<tr>
<td>____April-June</td>
<td>Attend MCPS (NACAC) College Fair (April 17th or 18th, 2013). Develop resume and activity list form review of high school career. Non-college bound students should look into post-secondary options such as apprenticeships, technical school and full-time jobs. Take AP exams if applicable. Begin securing letters of recommendations for college and scholarships from teachers. Investigate summer courses and programs offered to juniors by colleges.</td>
</tr>
<tr>
<td>____June</td>
<td>Be prepared for second semester exams.</td>
</tr>
<tr>
<td>____Summer</td>
<td>Visit colleges which interest you. Narrow your college choices. Assemble a file of materials collected from colleges. Explore early decision options at colleges. Senior meeting with counselor.</td>
</tr>
</tbody>
</table>

### Checklist for Class of 2013

*College/Career Planning Checklist for Seniors*

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>____Summer/Sept.</td>
<td>Meet with your counselor to discuss postsecondary plans. Review College Readiness Plan with staff. Update your resume. Request and send applications from colleges, trade and technical schools.</td>
</tr>
<tr>
<td>____Summer-Sept.</td>
<td>Register for SAT I/SAT II and/or ACT (<a href="#">Students should take the Sept. &amp; Oct. tests to meet the Nov. 1st early action deadlines</a>). Review credits necessary for graduation with your parents and counselor. Athletes register for the NCAA Clearinghouse. Update your résumé.</td>
</tr>
</tbody>
</table>
### Checklist for Class of 2013 continued

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
</tr>
</thead>
</table>
| **Sept.-November** | Meet with college representatives. Arrange to tour campuses. (Prior approval is required if you are absent from school.)  
Attend the National College Fairs in Washington, DC and Baltimore (fall semester).  
Complete all forms in the senior packet and return them to the counseling office.  
Familiarize yourself with the school's transcript request procedure and follow it.  
Request letters of recommendations.  
Hispanic College Fair @ USG (Oct. 31st, 2012).  
Investigate early decision programs-check deadline (Sept.-Oct.)  
Complete college applications.  
Check with College/Career Center regarding available scholarships (on-going).  
Apply to take the achievement tests.  
Take SAT I Prep class if needed. |
| **Nov.-December** | Apply for college housing early (U. of MD-December); be sure letters of recommendation are on file.  
If appropriate, parents complete FAFSA and other financial aid forms to file in January.  
Begin job hunting or researching vocational/technical schools if you do not plan to enter college in the fall.  
Apply for scholarships (on-going)  
Attend Financial Aid Workshops. |
| **January** | Complete FAFSA after Jan. 1, 2013.  
Be prepared for first semester exams.  
Make sure the registrar has the addresses for colleges to which you want mid-year grades sent.  
Attend financial aid night (Jan. 10th) at SHS.  
Apply for financial aid. |
| **February-April** | Register for AP exams if applicable.  
Apply for local scholarships.  
Be prepared for AP exams and senior exams.  
Attend Montgomery College Fair (in evening) Spring Semester |
| **May** | Complete senior survey and senior information sheet.  
Give Registrar a stamped addressed envelope for the final transcript to be sent to your college. |
| **June** | GRADUATION!!! Congratulations!!! |

### Parent Power: Building the Bridge to Success

- **Get Your Child Ready for Work and for Life**
  High school is the training ground for college and work. Help prepare your child for college by encouraging him or her to take challenging courses, such as English, math (in particular Algebra I and II, but also Geometry, and Calculus), foreign language, science (for example, Biology, Chemistry and Physics) and history or social studies. To help prepare your child for work, you and your child should meet with the school counselor to choose the best courses based on your child's career interests.  
  **Serve as your child's best coach and mentor.**
  - Foster your child's independence.  
    Continue to be aware of and support your child's studies and after school activities.  
  - Continue to stay involved with the school as your child progresses through high school.
Know what your high school child needs to succeed.
- Look for programs designed to help students succeed in college and in a career – those that teach study skills, provide tutoring to enhance skills and knowledge, and help students choose the right courses to succeed.
- Provide structure. Show your child how to manage time for studies, activities, friends and family.

Keep on reading.
- Continue to make sure your child is reading.
- Buy or make books available in areas where your child may have an interest. Students who have more reading materials available to them read more and do better in school.

Partner with teachers and counselors.
- Get to know your child’s teachers and counselors.
- Continue to attend school open houses or parent nights to meet your child’s teachers.
- Request parent-teacher conferences when you think they are needed.

Communicate with teachers.
- Find out the best time to contact teachers by telephone.
- Ask for teachers’ e-mail addresses so you may contact them outside of school hours, as teachers may not be available during school hours.
- Find out about web sites where teachers may list class notes and homework assignments.

Know that counselors:
- Handle class registration and schedules;
- Can help if there are problems at home, such as divorce or illness, which could affect your child’s school work;
- Have checklists on how to apply to college and where to get college financial aid; and
- Can provide you with college entrance exam information (SAT and the American College Test (ACT).

Consider safety.
- Pay attention to your child’s behavior and friends.
- Tell your child to leave valuables at home and to keep belongings locked up, as theft is a common school concern.
- Be aware if your child’s grades drop or if your child is sad or angry.
- Talk to your child about any concerns you may have.
- Consult with counselors, social workers, school psychologists or others trained in and helpful with solving adolescents’ problems.

Stay involved with the school.
Be informed through your school’s parent-teacher organization, school newsletter or Web site. Continue to be an advocate for your child and other students in the process.

Tips on paying for college
Loans, grants and work-study aid are available for low-income students through the Federal Student Aid program. The maximum Pell Grant award for the 2010-11 year was $5,550.

When your child turns 18
Be aware that when your child turns 18 years old or enters a college or university at any age, the rights under the Family Educational Rights and Privacy Act (FERPA) transfer from you to your child. You may become informed about this law at http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

The 7 Keys

The goal of Montgomery County Public Schools (MCPS) and Sherwood High School is to prepare each of our students to actualize his or her goals. We want students who go to college to go to the college of their choice and to excel so that when they graduate they can enter the workforce and do well. For those students that
enter a career immediately upon graduation from high school, we want them to be highly prepared so they can be successful.

To achieve the greatest academic success, research conducted by MCPS has shown these keys to be predictors of success. This pathway will increase the likelihood of students being ready for college and earning a degree. The keys are as follows:

Key 7: 1650 on SAT/24 on ACT
Key 6: 3 on AP exam/4 on IB exam
Key 5: Algebra 2 by Grade 11, “C” or higher
Key 4: Algebra 1 by Grade 8, “C” or higher
Key 3: Advanced Math in Grade 5
Key 2: Advanced reading MSA in Grades 3-8
Key 1: Advanced reading in Grades K-2

At Sherwood High School, we are working with our cluster schools to address all seven keys. However, our school improvement plan focuses on keys five through seven.

For Key 5, we will:
- Provide interventions for students who are not on track for earning a “C” or higher
- Collaborate with middle school math teachers and Algebra I teachers to provide resources and supports to students identified “at-risk” for not meeting the key
- Create and monitor academic improvement plans for students who are not successful

For Key 6, we will:
- Reach out to parents and students to communicate the importance of honors and AP courses (colleges look for the rigor)
- Enroll students in honors and AP courses based upon standardized test scores, course grades, and motivation
- Provide academic support for students who are new to or are struggling in an Honors/AP course

For Key 7, we will:
- Infuse SAT/ACT content and strategies into instruction
- Develop and monitor a “College/Career Ready Plan” for juniors and seniors. These students will meet with a staff member to design their plan.
- Provide support for students by finding the most appropriate testing preparation such as the College Prep course, the Triumph testing software, or an outside resource.

As a parent, you can help your student by discussing these keys and their importance to success after high school. Together, we need to help our students open as many doors as possible. The high SAT/ACT score helps get a student into a college and it almost always means there is no need for a remedial course. The AP course with a score of 3 means a student has satisfactorily completed the requirements of a college course and shows a college the level of rigor attained by a student. The Algebra 2 key with a grade of “C”: or higher is an indication of student success in college.

Parents interested in information for possible college bound student-athletes participating on the Division I & II levels can go to NCAA.org for specifics on how students can comply with NCAA bylaws in order to compete in intercollegiate athletics. It includes information on what high school students need to do to be eligible to compete their first year in college, as well as guidelines that coaches and prospective student-athletes must
follow during the recruiting process. Coaches will review these rules and requirements at the beginning of each season.

Core Courses
  • NCAA Division I requires 16 core courses as of August 1, 2008. This rule applies to any student first entering any Division I college or university on or after August 1, 2008. See the chart below for the breakdown of this 16 core-course requirement.
  • NCAA Division II requires 14 core courses. See the breakdown of core-course requirements below. Please note, Division II will require 16 core courses beginning August 1, 2013.

Test Scores
  • Division I has a sliding scale for test score and grade-point average. The sliding scale for those requirements is shown on the next page.
  • Division II has a minimum SAT score requirement of 820 or an ACT sum score of 68.
  • The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.
  • The ACT score used for NCAA purposes is a sum of the four sections on the ACT: English, mathematics, reading and science.
  • All SAT and ACT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on transcripts will not be used. When registering for the SAT or ACT, use the Eligibility Center code of 9999 to make sure the score is reported to the Eligibility Center.

Grade-Point Average
  • Only core courses are used in the calculation of the grade-point average.
  • Be sure to look at your high school’s list of NCAA-approved core courses on the Eligibility Center’s Web site to make certain that courses being taken have been approved as core courses. The Web site is www.ncaaclearinghouse.net.
  • Division I grade-point-average requirements are listed on the next page.
  • The Division II grade-point-average requirement is a minimum of 2.000.

DIVISION I (16 Core-Course Rule)

16 Core Courses: 4 years of English; 3 years of mathematics (Algebra I or higher); 2 years of natural/physical science (1 year of lab if offered by high school); 1 year of additional English, mathematics or natural/physical science; 2 years of social science; 4 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

DIVISION II (14 Core-Course Rule)

14 Core Courses: 3 years of English; 2 years of mathematics (Algebra I or higher); 2 years of natural/physical science (1 year of lab if offered by high school); 2 years of additional English, mathematics or natural/physical science.; 2 years of social science; 3 years of additional courses (from any area above, foreign language or non-doctrinal religion/philosophy).

PLEASE NOTE: Beginning August 1, 2013, students planning to attend an NCAA Division II institution will be required to complete 16 core courses.

OTHER IMPORTANT INFORMATION
  • Division II has no sliding scale. The minimum core grade-point average is 2.000. The minimum SAT score is 820 (verbal and math sections only) and the minimum ACT sum score is 68.
  • 14 core courses are currently required for Division II. However, beginning 2013, students will be required to complete 16 core courses.
  • 16 core courses are required for Division I.
  • The SAT combined score is based on the verbal and math sections only. The writing section will not be used.
  • SAT and ACT scores must be reported directly to the Eligibility Center from the testing agency. Scores on transcripts will not be used.
• Students enrolling at an NCAA Division I or II institution for the first time need also complete the amateurism questionnaire through the Eligibility Center Web site. Students need to request final amateurism certification prior to enrollment.

**Division II Partial Qualifier:**

- You will be considered a partial qualifier if you do not meet all of the academic requirements listed above, but you have graduated from high school and meet one of the following: • The combined SAT score of 820 or ACT sum score of 68; or
- • Completion of the 14 core courses with a 2.000 core-course grade-point average.
- As a partial qualifier, you: Can practice with your team at its home facility during your first year of college; Can receive an athletic scholarship during your first year of college; Cannot compete during your first year of college; and; Can play four seasons in your sport if you maintain your eligibility from year to year.

For more information regarding the rules, please go to [www.ncaa.org](http://www.ncaa.org). Click on “Academics and Athletes” then “Eligibility and Recruiting.” Or visit the Eligibility web site at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). Please call the NCAA Eligibility Center if you have questions: Toll-free number: 877/262/1492

<table>
<thead>
<tr>
<th>NCAA DIVISION I SLIDING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CORE GRADE-POINT AVERAGE/TEST-SCORE</strong></td>
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In August of 2011, Montgomery County Public Schools (MCPS) made changes to the Attendance Policies and Procedures. The Attendance Policies and Procedures were created to bring consistency to student attendance issues and reinforce the expectations that class attendance is critical to student learning:

- **Students with three unlawful absences in a class will be warned of the possibility of failure and referred to their counselors and administrators. The counselor/administrative team will consult with each student and parent/guardian, verify reasons for the absences, and determine appropriate attendance interventions.**
- **Students who are unlawfully absent from class five times will automatically be required to submit an academic intervention plan or appeal the absences. Students and parents may appeal the recording of their absences if they or their parents/guardians believe that any absences were recorded incorrectly. The counselor/administrative team will assist the student and consult with the teacher regarding requirements for make-up work and the administrator for any behavioral issues. This information will be shared with the student and the student’s parents/guardians.**
- **If the student does not complete either an appeal of attendance recording or an attendance intervention plan and/or continues to be further unlawfully absent, the student may fail the course.**
- **Attendance appeal and intervention forms will be available in the counseling and administrative offices and on the school’s website.**
- **Unexcused tardies will be recorded and three unexcused tardies will equal one unexcused/unlawful absence. A tardy is defined as “late to class.”**
- **The attendance program is part of the MCPS current grade book program (Pinnacle). If warranted, MCPS will automatically generate:**
  - A warning letter or an email if your student has three unlawful absences.
  - A letter or email if your student has five unlawful absences to inform you that your student may fail the class unless an appeal or an attendance intervention plan is completed.
  - Please be sure our main office has current home and email addresses.
- **The attendance program will—**
  - Automatically send an email informing the student’s counselor and administrator when notices are generated.
  - Identify students who are in danger of failing, to assist counselors and administrators in the development of attendance intervention plans.
  - Provide period-by-period attendance reports accessible by teachers, counselors, and administrators.
  - Provide an automatic notice to administrators of teachers not taking attendance.

**Students who reach age of majority** and write their own notes must get an application from an assistant principal, whose confirmed approval and clearance are required before their notes will be accepted. They should also be advised that doctor's notes may be requested to verify excused absences due to illness. Also, a student's parent(s) or guardian(s) may be informed of tardies, absences, and academic progress (interim reports and report cards) if a student is dependent on them for financial support.

**When students return to school after an absence** they must present a written excuse, signed by the parent or legal guardian, to the attendance office. The excuse must contain:
- the student's full name & ID Number
- the student's grade
- the date(s) of the absence(s) or tardy
- the date upon which the note was written
- explanation of reason for absence/tardy
- a phone number where the note can be verified
- a signature of the parent or guardian
Parents must call the attendance office when their student is absent AND submit an excusal note within 3 days of the absence. Students requesting early dismissal must present notes from a parent explaining the reason for leaving to the attendance secretary between 7:10 and 7:25 am. in order to receive authorization. Upon leaving, students must sign out at the attendance office, even if they are being excused from the health room to go home. Students who do not obtain permission to leave early or who fail to sign out are violating attendance procedures and will be charged an unexcused absence.

Students who leave school grounds illegally will be charged with an unexcused absence for each class missed. Parents will be notified, disciplinary action will be taken, and parking privileges may be revoked. Leaving class without permission will count as a class cut regardless of how much time remained when the student left class.

Edison Students Before departure and upon return are assigned to the cafeteria under the supervision of a security team member.

Truancy is illegal absence from school. Parents and teachers will be notified and disciplinary action may be taken for each class missed. Continued truancy can lead to suspension, and referral to the truancy review board.

Rights and Responsibilities for Students and Parents

Filing a Complaint: A quality educational program for students in Montgomery County Public Schools (MCPS) can be achieved by all individuals working together harmoniously. There will be times, however, when an individual may need to make an inquiry of school system employees or to file a complaint. Complaints and concerns are best addressed and resolved at the local school or at the lowest possible administrative level through an informal process of cooperative agreement among the affected individuals. However, when the informal process fails to provide resolution, an individual is entitled to file a formal complaint and seek a review of any administrative decisions made by school system staff members. The MCPS publication "Responding to Inquiries and Complaints from the Public" explains the procedures for resolving concerns or complaints through the informal process, how to proceed if more assistance is needed, how to file a formal complaint, and what to do if you are not satisfied with the decision. The information is available to you at all MCPS schools, the Department of Information at 301-279-3391 or TDD 301-279-3323, the Department of Human Relations at 301-279-3168, or the Ombudsman/Staff Assistant to the Board of Education at 301-279-3301.

Parent's Role: Positive parent involvement is important to a student’s success in school. The school therefore encourages you to keep informed and involved in decisions concerning your child’s education. We also encourage you to attend PTSA meetings, to contact the staff with any questions or concerns, and to read the student handbook. Finally, we encourage you to exercise your right to review your child’s records. To help Sherwood’s staff to keep you informed of your child’s progress, the school needs accurate, up-to-date home address and telephone information. Please notify the guidance office of changes in contact information.

Privacy Rights: Federal and state laws restrict the information that schools can make public about their students. Each year a “Notice of Privacy Rights” is published by the County and sent to all families.

Student Handbook: During the first week of school, each student receives a copy of Sherwood High School’s Student Handbook and a copy of the Student’s Rights and Responsibilities. The handbook contains a school agenda and describes school policies and procedures. It details the discipline policy, which is reviewed in detail during the first week of school. Students also receive the Montgomery County Public Schools Handbook that outlines students’ rights and responsibilities.
The primary goal of the school discipline policy is to create and maintain a school environment that is safe, respects the individual, and fosters quality teaching and learning. Although defined in a number of different ways, discipline, in this handbook, will deal with incidents and infractions that disrupt the instructional program. Out of school suspensions may only be given when it is determined by the principal that a behavior is both disruptive and detrimental to the operation of the school.

Prior to any suspension or exclusion from school for disciplinary reasons, students must be given oral or written notice of the charges, an explanation of the evidence, and an opportunity to present his/her side of the story. Parents will be notified prior to removing the student from the school grounds and will receive a letter containing the effective date and period of exclusion or suspension, the reason(s) for the exclusion or suspension, and a statement of the student’s right to appeal.

The principal or a designee will conduct a reinstatement conference with the student and the parent following the suspension. Students who are suspended may not participate in any school activity during the period of suspension and must remain away from the building and grounds during that time. Students who incur infractions to and from school or on school property may receive consequences from school authorities that include talking with parents or taking other appropriate disciplinary action.

The information in this section of the handbook is the same as that found in the Sherwood High School Student Handbook. Please review the school discipline policy and discuss it at home.

To support strong and effective discipline, the staff of Sherwood High School will utilize proactive strategies to maximize student success. These strategies include, but are not limited to:

- Establishing rapport with students
- Providing meaningful feedback
- Utilizing information about pupil’s ability and past school performance
- Designing instructional interventions and supports
- Differentiating instruction and matching to student needs
- Implementing surface management strategies:
  - Provisioning (“having things ready to go” – space and materials)
  - Proximity, grouping, verbal/nonverbal cues, preferential seating, planned ignoring, antiseptic bounce
- Reviewing discipline policy with students
- Establishing classroom routines and expectations
- Avoiding teacher behaviors such as using sarcasm, screaming, and threatening
- Consulting colleagues
- Strategizing at team meetings
- Contacting parents
- Conducting parent conferences
- Managing time effectively

Staff will make efforts to resolve issues at the least restrictive level of disciplinary action.

Disciplinary action taken will depend on the nature of the incident and the frequency of referrals. Any decision made by a security team member, the Assistant Secondary Administrator, or an assistant principal with which the referring staff does not agree may be appealed to the principal.

Both MCPS Policy JGA-RA and MCEA Board of Education Agreement provides for the use of physical restraint by a teacher in an extraordinary case of breach of discipline or to restrain a disruptive pupil providing the force used
is reasonable under the circumstances. The teacher should inform the principal of such action and should make an accurate written account of such within 24 hours if possible.

**Disciplinary Infractions with Consequence (Minimum Consequence to Maximum Consequence)**

**Abuse, physical:** Physical assault of a staff member or another student on school grounds, or in connection with a school activity.
- **Minimum:** suspension
- **Maximum:** suspension, recommended expulsion, police referral

**Abuse, verbal or threat:** Intentional conduct, including verbal, physical, or written conduct or an intentional electronic communication that creates a hostile educational environment by substantially interfering with a student’s educational benefits, opportunities, or performance, or with a student’s physical or psychological well-being.
- **Minimum:** student-conference, detention
- **Maximum:** suspension, police referral

**Alcohol abuse/distribution:** Drinking or having in one's possession any alcoholic beverage while on school premises, on any school-sponsored activity, or in vehicles owned or operated by students during the school day. This also includes exhibiting behavior or odor recent ingestion of alcoholic beverage.
- **Minimum:** suspension, police referral, recommended expulsion

**Arson:** Setting or assisting in setting a fire on school grounds.
- **Minimum:** suspension, police referral, recommended expulsion

**Bomb Facsimile Possession or Threat:** Possession of or threat to use a bomb or explosive device.
- **Minimum:** police referral, recommended expulsion, restoration of property

**Bullying/Harassment:** Bullying is intentional negative actions on the part of one or more students, repeatedly and over time, that interferes with a student's ability to participate in or benefit from the school's educational program. A student is harassed when he or she perceives or actually experiences discomfort with identity issues in regard to race, color, national origin, gender, disability, sexual orientation, religion, or other identifying characteristics.
- **Minimum:** conference, completion of form #230-35
- **Maximum:** suspension, recommendation for expulsion

**Cheating:** (Academic Dishonesty): Using someone else's work and passing it off as one's own as well as copying from forbidden notes, material or other student's papers during a test. Cheating involves giving information as well as receiving it.
- **Minimum:** student-conference, parent contact, loss of credit for the assignment
- **Maximum:** suspension, recommendation for expulsion

**Class Cutting:** Absence from class without excuse
- **Minimum:** student-conference, detention
- **Maximum:** extended detention

**Class Disruption:** Behavior which inhibits teaching and learning during class.
- **Minimum:** student-conference, parent contact
- **Maximum:** suspension

**Computers, inappropriate use:** Computer hacking, playing unapproved games, theft and/or misuse of equipment, or marketing copyrighted materials. Users are responsible for their own individual accounts. Any violation that can be traced to an individual account name will be treated as the sole responsibility of the account owner.
- **Minimum:** conference
- **Maximum:** removal from class, suspension, police referral, restoration of property
Disruption or Dangerous Behaviors: Any behavior which disrupts or interrupts the normal teaching-learning process. Hallway behavior as well as throwing objects to include snowballs is included.  
Minimum: conference, detention  
Maximum: suspension, recommended expulsion

Dress (inappropriate): Wearing clothing that is offensive, distracting or displays drugs, drug paraphernalia, alcohol, gang representation or violence. This also includes a failure to wear shoes.  
Minimum: conference, change of clothes, detention  
Maximum: detention and removal from class

Drugs: (Prescription and Over-the-Counter) Substances not allowed in school: Any substance, legal drugs, medicines, herbal remedies, dietary supplements, etc. are not allowed in school except under the controlled distribution by the school nurse in cooperation with parents and medical authorities. Use or distribution of such drugs outside the distribution by the school nurse is prohibited. Students present at the time of use or distribution of such substances will incur the same consequences.  
Minimum: conference, detention  
Maximum: suspension, police referral, recommended expulsion, search & seizure

Drugs: (Illegal): The distribution, possession or use of illegal drugs or related paraphernalia is prohibited on school property or any school activity. Students present at the time that these illegal drug-related activities occur (including any buildings, parking lots, athletic fields, or vehicles) will receive the same consequences.  
Minimum: suspension, recommended expulsion, police referral

Electronic Devices: Students may use iPods/Cell phones appropriately before school, afterschool, during lunch and in between classes. iPods/Cell phones are not allowed to be used during class. If any electronic devices are used during instructional time: First offense-confiscate and return to student at the end of the day. Second offense-confiscate and return to parent. Third offense-confiscate and return at the end of semester.  
Minimum: conference, detention, confiscation  
Maximum: suspension

Extortion: The frightening or threatening of another person in an attempt to secure money or property.  
Minimum: suspension, police referral  
Maximum: recommended expulsion

Failure to leave school grounds when scheduled: Remaining in school with abbreviated schedule, and failing to leave school grounds immediately following the last class, or refusing to leave a school activity as scheduled.  
Minimum: conference, detention  
Maximum: extended detention

Failure to serve assigned detention: Failure to serve a detention doubles the number of detentions. Parents are notified on the first offense and subsequent offenses.  
Minimum: double detention  
Maximum: suspension

Fighting: When two or more students engage in a physical confrontation. All participants will receive consequences.  
Minimum: suspension, recommendation for expulsion

False Fire Alarm: Setting off false alarms or misusing the fire alarm system  
Minimum: suspension, recommended expulsion, police/fire marshal referral

Fireworks/Incendiary Devices: Possessing or using any incendiary device  
Minimum: suspension, recommended expulsion, financial reimbursement, restoration to property, search & seizure
Forgery: The signing of a note for parent or staff member excusing a student's absence from school or class.
Minimum: conference, detention, removal from class
Maximum: suspension

Gambling: Betting money or other benefits on a game, contest, or other event.
Minimum: conference, removal from class
Maximum: suspension, police referral

Hall Passes: Being in the hall during class time without a pass or leaving class without permission.
Minimum: conference, detention
Maximum: suspension

Harassment, Sexual: Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature.
Minimum: conference, detention
Maximum: suspension, recommended expulsion, police referral

Inappropriate behaviors at school events: Conduct which disturbs, distracts, or endangers participants’ audience.
Minimum: detention
Maximum: suspension, police referral, loss of privilege to attend school activities

Inappropriate Items: Water pistols, skate boards, light pens, etc
Minimum: conference, detention, Confiscation and parents may retrieve item
Maximum: extended detention

Identification: Refusal to identify oneself, to move, or to report to any area designated by a staff member.
Minimum: conference, detention
Maximum: suspension

Insubordination: Refusal to comply with reasonable request of staff
Minimum: conference, detention
Maximum: suspension

Intimidation: Frightening or threatening another person with bodily or property harm, pushing, bumping or tripping with intent to frighten or threaten.
Minimum: conference
Maximum: suspension, police referral

Lasers: The use of all class one, two, three, and four lasers is not permitted by students on school property.
Minimum: conference, detention, confiscation (parent may claim item)
Maximum: suspension

Leaving school grounds: Departure from school grounds without permission during school hours.
Minimum: conference, detention
Maximum: extended detention

Littering: Carelessly or deliberately scattering trash, including cleaning up lunch trash.
Minimum: conference, detention, school service
Maximum: extended detention

Parking (misuse of the privilege): Entering or driving a vehicle during the school day, including lunch time, without permission; any car parked in an unauthorized area; or parked without a permit; engaging in unsafe driving practices; speeding, recklessness, spinning wheels, laying patch, etc. Picking up other students in the car on school grounds between 7:30 a.m. and 2:10 p.m.
Minimum: conference, detention, temporary loss of parking permit
Maximum: suspension, loss of parking permit, towing of vehicle, or fines

Plagiarism: The use of words or ideas of another without acknowledgement.
Minimum: conference.
Maximum: detention, loss of credit for the assignment.

Play Fighting: Disruptive behavior that appears to be the act of fighting.
Minimum: conference
Maximum: suspension

Profanity/Obscenity: Written or oral language or drawings that offend the senses or the standards of morality of the school and the community.
Minimum: conference, detention
Maximum: suspension

Safety (Endangering safety of others): Student behavior which violates safety regulations and which may cause or does cause injury to others.
Minimum: conference, detention
Maximum: suspension, police referral, loss of parking permit

Sexual Offense: Physical sexual attacks, inappropriate behavior of a sexual nature including indecent exposure, consensual sex, and other sexual activity not identified as sexual harassment.
Minimum: suspension
Maximum: suspension, recommended for expulsion, police referral

Smoking and/or use of tobacco: Smoking or using tobacco products on school property. Students present during use or serving as lookouts will incur the same consequences.
Minimum: conference, detention
Maximum: suspension

Sunglasses: No sunglasses will be worn in the school building during regular hours (except for medical exemptions).
Minimum: conference, detention
Maximum: detention, confiscation and parent may claim item

Tardiness: Arrival in class after the bell.
Minimum: conference, detention
Maximum: extended detention

Theft: Taking another person’s property or MCPS property while on school property.
Minimum: conference
Maximum: suspension, recommended expulsion, police referral

Trespassing: Unauthorized presence on school property of any person, and of students: (1) while under formal suspension, (2) remaining on school grounds following a partial schedule, (3) remaining after school when not engaged in a school-sponsored activity or under the supervision of a staff member, or (4) failing to maintain a consecutive schedule of classes.
Minimum: conference, detention
Maximum: suspension

Truancy: Illegal absence from school.
Minimum: conference
Maximum: detention, loss of parking permit

Vandalism/Tagging: Damaging or destroying the property of another student, staff member, or of the school.
Minimum: conference  
Maximum: suspension, restoration of property, police referral

**Weapons:** Possession of a weapon or a weapon look-alike such as a gun, knife, brass knuckles, or any object used as a weapon.  
Minimum: suspension, police referral, search & seizure  
Maximum: suspension, recommended expulsion, police referral

**Levels of Disciplinary Action** - Consequences for infractions shall be based on the severity of the infraction and prior disciplinary actions. Consequences as listed in the student handbook are not progressive but will be applied as appropriate.

1. **Conference:** The teacher or administrator will confer with the student and may contact parents by phone. In addition, a meeting may be required with a teacher, student, counselor, pupil personnel worker, parent, administrator, police, or other appropriate person.

2. **Detention:** Teachers or administrators may require that students remain after the regular school day for detention. Students will be given 24 hours notice, which the student or parent may waive. Transportation home is the responsibility of the student.  
   a. It is the responsibility of the student to notify parents of the assigned detention.  
   b. Student involvement in extracurricular or work activity shall not postpone detentions. Should a conflict arise with work or any school-sponsored activity, the assigned detention shall take precedence.  
   c. **Guidelines/Procedures for Administrative Detention**  
      i. Students will report to the assigned detention room and be seated by 2:15 p.m.  
      ii. Students must bring school work (class assignments, texts, etc.) to do independently.  
      iii. Students are not permitted to talk to each other during the detention.  
      iv. Students will remain in the detention until dismissed by the person in charge.

3. **Peer Mediation:** Students may be asked to participate in the school peer mediation program as a way to help reduce student conflicts.

4. **In-School Intervention:** A student, for cause, may be removed temporarily from a given class or the entire school day. During the removal the student will be placed in an alternative educational setting where he/she would receive all classwork and receive instruction for a school staff member. The length of the removal will be based on the severity of the infraction and prior disciplinary actions.

5. **School Service:** When appropriate, a student may be assigned to perform service to the school. Duties may include assisting building personnel in cleaning and maintaining the building.

6. **Suspension:** In accordance with the rules and regulations of MCPS, the principal may suspend a student for cause for one and not more than ten school days. Suspension may be assigned in or out of school depending upon the circumstances.  
   a. The student will be given notice of the reasons for suspension, an explanation of the evidence, and an opportunity to present his/her side of the story.  
   b. Students who are suspended from school may not participate in any school-sponsored activities and are not permitted on any MCPS property during the period of suspension.  
   c. Parents will be notified. The student and/or parent has the right to appeal the suspension.

7. **Police Referral:** A student who violates the law shall be reported to the Montgomery County Police or, if appropriate, to the fire marshal.

8. **Recommended Expulsion:** In accordance with MCPS Regulation JGA-RB, a student may be excluded from all Montgomery County Public Schools.
9. **Financial Reimbursement**: A student may be required to reimburse individuals or MCPS for damage to or destruction of property.

10. **Restoration of Property**: Students may be required to restore furniture or an area that they have damaged to a clean and/or safe condition.

12. **Search and Seizure**: (MCPS Reg. JGB)
   a. Any principal, assistant principal or authorized security officer of a public high school may conduct a reasonable search of a student or the student's property, if he/she has reasonable belief that the student is in possession of an item, the possession of which constitutes a criminal offense under the laws of the State of Maryland. The search must be conducted in the presence of a third party of majority age.
   b. Any principal, assistant principal or authorized security officer of a public high school may conduct a search of every part of the physical plant of the school and, upon reasonable belief, students' lockers and automobiles.
   c. Students out of location on school property and students leaving school property without permission may constitute reasonable belief for a self-search.

13. **Loss of Parking Permit**: Student parking is a privilege. Any student who violates parking rules or school rules may lose their privilege to park on school property.

**APPEALS PROCEDURE**
A student has the right to seek a hearing regarding a problem or a complaint about the disciplinary action. The student has the right to have an advocate present at any step of the procedure. The appeals procedure has a number of levels. Every effort is made to reach agreement at the lowest possible level.

1. **Informal Conference**: The student will discuss the problem with the person involved at a time agreed upon by both persons within three (3) school days of the incident. At this point a counselor conference with the student involved may be requested by the student.

2. **Appeal of the Decision to an Assistant Principal**: If the problem/complaint is not resolved with the persons directly involved, the student may request a review of the complaint and appeal to the grade level assistant principal.
   a. Within three (3) school days of receiving a complaint, the assistant principal will inform the teacher of the complaint and hold a conference with the student and teacher.
   b. Within two (2) school days, the assistant principal will inform the student of a decision.
   c. The assistant principal will also inform the student of his/her right to appeal the decision to the principal. This appeal must be written within two (2) days.

3. **Appeal of the Decision to the Principal**
   If the problem has not been resolved or if the student is not satisfied with the decision rendered by the assistant principal, he she may appeal the decision in writing to the principal.
   a. Within three (3) school days of receiving a written complaint, the principal will hold a conference with the student and assistant principal.
   b. Within two (2) school days, the principal will inform the student of a decision.
   c. The principal will inform the student of his/her right to appeal the decision to the area associate superintendent.

**Code of Conduct**
The school is responsible for maintaining a safe, healthful learning environment and for ensuring equitable treatment of students. The purpose of a discipline code is to serve those ends and to provide notice to parents, students, and staff of their respective responsibilities and rights. The following discipline policy is based on the understanding that all Sherwood students have high expectations for their behaviors and respect for each other.
Students are expected to attend school and classes regularly, arrive on time, bring required materials, and fulfill to the best of their abilities the course objectives. They should understand and observe the rules of the school and recognize that there are channels through which rules or conditions can be studied or questioned and realize that they must use those channels.

Students should be courteous and respectful at all times to staff members and substitute teachers. Courteous behavior is expected in the hallways at all times. Running, loud talking, boisterousness, or other disruptive or unsafe behavior is not permitted. Students should not loiter at lockers, drinking fountains, entrances to rooms or in hallways. Students should use their signed agenda book as your pass when in the halls during scheduled class time.

Warrior Pride is very important at all athletic events. To that end, good sportsmanship prohibits booing and shouting of inappropriate language. Students should be quiet during critical plays, such as basketball foul shots, or when a player is injured. Musical instruments and noisemakers, other than those in the Pep Band or another scheduled organization, are not permitted during an indoor activity. Organized programs will be permitted only during intermissions.

Montgomery County Public Schools prohibits smoking or any other use of tobacco products on school property by anyone. The use of alcoholic beverages or drugs at school events is against Maryland State Law. Police will be summoned.

Riding the bus is a privilege that can be denied temporarily or permanently if a student’s behavior creates a problem on the school bus. The school bus operator is in charge of the bus and the passengers. The operator is responsible for the safety of students and for their conduct on the bus.

### Dress and Appearance

Appropriate student dress and grooming are the responsibility of the students and their parents/guardians. Shoes must be worn at all times. Clothing must not be distracting to the learning environment. Students must not wear:

- Clothing displaying offensive materials or drugs, drug paraphernalia, gang representation, violence and alcohol.
- Strapless, backless or other tops that expose the bare midriff cannot be worn.
- Pants and shorts should be worn at waist with no underwear exposed.
- Hooded sweatshirts can be worn, but the hood cannot be worn covering the student’s head in the building during the school day.

Failure to meet these standards will result in the student being sent from class to security, and either changing problematic clothing, or calling home to receive appropriate clothing to wear in class.

### Electronic Devices

Cell phones, iPods, and other electronic devices are not permitted to be visible or in use in the classroom. If the teacher grants permission, these devices may be used for note taking, calendar reminders or other school related activities. However, this decision is up to each specific teacher. **Staff and security are not responsible for lost or stolen items.** Inappropriate use of cell phones during class will not be tolerated. The following disciplinary actions will be taken for inappropriate, repeated use of devices:

- **First Offense:** Warning given by teacher
- **Second Offense:** Confiscation of cell phone/other electronic device by teacher or security for remainder of day. Student will be allowed to pick up device at end of the day.
- **Third Offense:** Confiscation of device, calling of parent to inform them of problem having parent pick up device from school.
- **Fourth Offense:** Banning of any use of electronic device for student.

### Lunch
We conduct a single period lunch. During the single period lunch, **STUDENTS MAY NOT LEAVE SCHOOL GROUNDS.** The following rules should be followed during lunch:

- Students are to eat only in designated areas
- Students are expected to **CLEANUP AFTER THEMSELVES** by removing all trash.
- Students can use part of their single period lunch for extracurricular activities and accessing academic support (i.e. tutoring, completion of make-up work, teacher and/or counselor contacts, etc.)

**Behavior at Athletic Events and Other School Performances**

It is expected that Sherwood students will demonstrate appropriate behavior at athletic events and school performances. Good sportsmanship prohibits booing. Students should be quiet during critical plays, such as basketball foul shots, or when a player is injured. Musical instruments and noisemakers, other than those in the Pep Band or another scheduled organization, are not permitted during an indoor activity. Organized programs will be permitted only during intermissions.

Any band or other half-time presentation should not delay the beginning of the second half.

Food and drinks are not permitted in the auditorium. Smoking or other use of tobacco products is not permitted on school property. The use of alcoholic beverages at school events is against Maryland State Law. Police will be summoned.

**School Bus Behavior**

Riding the bus is a privilege that can be denied temporarily or permanently if a pupil's behavior creates a problem on the school bus. The school bus operator is in charge of the bus and the passengers. The operator is responsible for the safety of pupils and for their conduct on the bus.

**Trespassing**

Trespassers are not welcome at Sherwood High School. If a person is identified as trespassing, they will be told to leave school grounds. Requirements for the arrest of trespassers include one warning, documentation of warning with a witness and the willingness to swear out a warrant of arrest. The principal is responsible for the telephone and alert the office of the description of the person involved and your assessment of the situation.

To prevent trespassing, any person visiting the school must report to the main office where they will be screened and given a pass or told to leave. Visitor's passes will be issued to students from other schools only if by advanced written permission with a sponsor and approved by an administrator.

**Excusing Students from Class**

Teachers may not excuse students from any other teacher's class without that teacher giving prior permission. Faculty members will require regular attendance and not allow students to leave rooms without passes. The agenda book or a teacher-issued pass should be used. Teachers may not dismiss students early and must remain alert through the school day to see that attendance procedures are followed. Students should be excused only for legitimate reasons and are to be directed to specific locations. They must return with a note signed by the staff member to whom they have reported.

The school is responsible for maintaining a safe, healthful learning environment and for ensuring equitable treatment of students. The purpose of a discipline code is to serve those ends and to provide notice to parents, students, and staff of their respective responsibilities and rights.

**Business & Finance Office**

Hours: 7:00-2:30. Phone: 301-924-3207

The financial office handles all receipts and disbursements of school monies. Students settle all school financial obligations for lost books and any other monies owed to the school at the financial office. Checks should be
made payable to Sherwood High School with student's name and purpose written on the check. Sponsors collect class dues and lab fees. Returned checks will be charged a $10.00 fee and will have to be paid in cash. No checks will be accepted from Seniors after May 15th in order to assure clearance. On their final day in school, students are expected to have paid for such items as lost and damaged textbooks and media center fines so that they will be able to receive their diplomas or transcripts. Seniors who do not satisfy their obligation will not be allowed to participate in the graduation ceremony.

**Student Parking Permits**


Parking on campus is a privilege. For the safety of each, we expect that students drive respectfully and responsibly. It is the student’s responsibility to adhere to the school’s discipline policy and listed parking regulations. Permits must be displayed hanging from the rear view mirror facing outward for easy viewing. Permits are assigned to specific vehicle and may not be shared among students. Any changes must be reported to the Security Office. Students must maintain a 2.0 GPA per semester to qualify for parking privileges. Students must also abide by the rules that are outlined in the parking agreement.

Because of the limited number of parking spaces available on campus, it is necessary to prioritize the issuance of permits for spaces. A priority list, developed by Montgomery County Public Schools Regulations and Policies Manual (ECG-RA), is used at Sherwood. The priority list is as follows:

- Students with disabilities
- Students in school work programs
- Students attending other learning centers
- Students with part time school schedules
- Students who participate in after school activities
- Students with unusual needs

To apply for a parking permit, students need to complete a Sherwood High School Parking Agreement/Parent Request for Student Use of Private Vehicle Form. This form is available in the Main Office and in the Security Office. Students should return the completed form with a $75 check payable to Sherwood High School to the Security Office to obtain their parking permit.

The fee for the parking permit is $75. If a student loses his or her parking permit, a $25 fee will be charged for a replacement. Students must be free of all obligations to apply for a permit. Permits remain the property of Sherwood High School.

**Academic Support**

Academic Support is available in every subject, either from the student’s teacher or another teacher in the department. Teachers are available before school, after school, and during lunch. Special review sessions are held before final exams and a schedule will be posted with the specific information.

Department offices and the resource teachers are listed below:

<table>
<thead>
<tr>
<th>Department</th>
<th>Office Location</th>
<th>Resource Teacher</th>
<th>Days Teachers Are Available During Lunch</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art</td>
<td>F123</td>
<td>Mrs. Angela Praisner</td>
<td>Monday through Friday</td>
</tr>
<tr>
<td>Career &amp; Technology Educ.</td>
<td>A110</td>
<td>Mr. Jason Daigle</td>
<td>Monday through Friday</td>
</tr>
<tr>
<td>Counseling</td>
<td>A293</td>
<td>Ms. Lesia Dunkins</td>
<td>Monday through Friday</td>
</tr>
</tbody>
</table>
The National Honor Society is a prestigious group of students whose purpose is to provide academic support and service to the Sherwood High School community. Students are selected to become members of the society based upon their scholarship, leadership, service, and character.

During the school year, there are two opportunities for students to join the National Honor Society. In the early fall, juniors and seniors who meet the criteria for acceptance into the National Honor Society are encouraged to apply. In the spring, sophomores and juniors will be invited to apply to the Society.

Applications for the Fall Induction into the National Honor Society will be available on Monday, September 24, 2012, in the Counseling Office and must be returned no later than Monday, October 15, 2012 by 2:10 p.m. Students and parents will be informed of the final admission two weeks prior to the induction. Applications for the Spring Induction into the National Honor Society will be available on Wednesday, April 3, 2013 in the Counseling Office and must be returned no later than Wednesday, April 17, 2013.

The Fall Induction will be held on November 8, 2012 at 6:30pm and the Spring Induction will be held on May 14, 2013 at 6:30pm.

Requirements of the National Honor Society include:
- **Scholarship:** A 3.7 unweighted GPA or 4.0 weighted GPA
- **Leadership:** Evidence of leadership positions and a recommendation from an advisor.
- **Service:** Evidence of community service and participation in extracurricular activities.
- **Character:** Evidence of good character and four recommendations from faculty.

Once selected by the faculty board and inducted, members are expected to maintain the following in order to remain in good standing:
- **Maintain GPA.** If the GPA is below the required average, the student may be placed on inactive status. After two quarters of inactive status, the faculty review board has the authority to remove the student from the National Honor Society (NHS) as they so warrant.
- **Actively participate in both mandatory and volunteer NHS activities and complete five honor points per semester.**
- **Maintain and uphold a good character befitting to a member of the National Honor Society and a representative of Sherwood High School.**

At graduation, those seniors who have successfully met and maintained the specified standards and goals of NHS will be awarded a gold honor cord and recognized in the written program as an NHS member. Students who do not maintain the standards will be notified prior to graduation.
The Sherwood Library Media Program’s mission is to provide all students and staff members with equitable and timely access to ideas, information, and quality reading materials, to teach students to locate, collect, organize, interpret and share information in an efficient, effective, and ethical manner, and to work cooperatively with other teachers to plan and deliver instruction to students. The Library Media Program accomplishes this mission both within the actual Media Center and on the Internet.

The Media Center is open for student use from 6:45 AM – 3:00 PM on school days. Before and after school and during lunch it is a popular location for students to gather, read, and complete assignments. Library Media staff are available to provide assistance to students. During class times students may use the Media Center with their teacher’s permission.

A large portion of the Library Media Program’s information resources are available over the Internet, both in school and, for student convenience, from home. A vast amount of information, part of the “invisible web”, is available through our Research Databases. These highly organized and authoritative subscription websites compliment our print collection and are the ideal tool for students to use when completing assignments, doing research, or seeking information. Home access information and passwords for these databases are available in the Media Center and on the school’s Edline home page. The Media Program Web Page also offers information resources in the form of research instruction and support, a general web directory, and web resources tailored to specific assignments and or classes.

For more information about the Sherwood Library Media Program see our web page, linked directly off of the Sherwood High School home page.

Sherwood High School’s Student Service Learning Coordinator is Mrs. Laura Fike. Mrs. Fike’s office is located in the FACS Office between rooms D124 and D122 and she can be reached by telephone at 301-924-3249 or by email: Laura_Fike@mcpsmd.org.

SSL Deadlines for 2012-2013

- Documentation of service completed during the summer is due to the SSL Coordinator (no later than) the last Friday in September (September 28, 2012)
- Documentation of service completed during the first semester is due to the SSL coordinator (no later than) the Friday before first semester exams begin (January 11, 2013)
- Seniors –Documentation of service completed during the second semester is due to the SSL coordinator (no later than) the first Friday in April (April 5, 2013)
- GRADES 9, 10, 11 – Documentation of service completed during the second semester is due to the SSL coordinator (no later than) the Friday before second semester exams begin (June 7, 2013).

Student Service Learning (SSL) is a graduation requirement for students in Maryland. The required number of hours has increased to 75 (as of the class of 2011). Students who enroll in MCPS for the first time in Grade 10 will complete 35 SSL hours before graduation. Students who enroll in MCPS for the first time in Grade 11 will complete 20 SSL hours before graduation. Students who enroll in MCPS for the first time in Grade 12 will complete 10 SSL hours before graduation.

Students can earn student service hours in a number of ways:
Successful completion of courses that have automatic SSL hours attached. These courses are identified in the MCPS Course Bulletin.

- Participation in service-learning activities sponsored by school clubs or organizations. The advisor verifies the SSL hours.
- Participation in activities with nonprofit organizations that are pre-approved for SSL. MCPS Form 560-51 Student Service Learning Activity Verification is required to verify the service.
- Participation in service learning activities sponsored by nonprofit organizations not identified on www.mcpsssl.org as pre-approved for SSL but are approved 2 weeks in advance of the activity by the SSL coordinator with the MCPS Form 560-50, Application for Student Service Learning Special Activity.

Completed forms should be taken to Ms. Fike’s office. She will be available during the school day. Blank SSL forms can be retrieved from the website, counseling office, and main office. All forms are to be turned in approximately three to four days before the conclusion of a grading period. Seniors complete those hours for your graduation requirements. Students who need assistance in obtaining hours should see Ms. Fike or contact her by email.

If there are any major errors concerning high school hours, please have your student see Mrs. Fike with a copy of their report card and the SSL documentation for the hours in question. Please make sure the activity is pre-approved beforehand. If not, a “special activity form” must be approved and signed before the activity.

Athletic Director: Ms. Kathy Green
Telephone Number: 301-924-3230

Philosophy
Interscholastic athletics supplement and support the academic mission of the school system and assist students in their growth and development. Athletics assists in promoting the importance of teamwork, effort, goals, and commitment. Interscholastic athletics is highly competitive, but winning is not the primary measure of success. Sportsmanship, respect for participants, and dignity in the face of adversity are more important than the outcome of the contest. All athletes do not perform at the same level, but all can demonstrate effort, dedication, and fair play.

Sportsmanship
An important mission of the Montgomery County Public Schools (MCPS) interscholastic athletics program is to teach and reinforce values relating to sportsmanship, competition, and fair play. It is expected that team personnel, parents, and spectators respect this mission by exhibiting appropriate behavior at athletic events. A condition of entry into an MCPS athletic event is that all spectators agree to recognize the event as an extension of the learning process, and that all present have the responsibility to model appropriate behavior. The event is a unique opportunity for spectators to be a part of a positive and productive learning environment and to model behavior appropriate to a high school setting. Countywide team and school awards are presented annually to schools whose coaches, players, and fans, demonstrate a high degree of sportsmanship.

Expectations for Spectator Behavior
- APPLAUD players for their efforts
- ACCEPT decisions of officials
- APPRECIATE participants for their commitment
- SUPPORT school personnel in conducting an orderly and spirited contest
- MAINTAIN composure when breaks seem to go against your team
- RESPECT sportsmanlike behavior through cheering
- FOCUS attention on positive aspects of competition
- ENCOURAGE players by showing enthusiasm and positive recognition
• DEMONSTRATE concern for the safety and welfare of athletes.

School officials have the authority to remove a spectator(s) from a contest for unruly to improper conduct. The individual(s) may be removed for the duration of a particular contest or for any extended period of time depending on the severity or frequency of the improper conduct.

**Expectations for Student-Athlete Behavior**
Participation in interscholastic athletics is a privilege. Accordingly, students must meet certain standards in order to earn the privilege of participation. At a minimum, the following standards are required of all student-athletes.

• Exhibit public behavior that will reflect positively on the team, school, and community.
• Exhibit responsible, respectful, and trustworthy behavior to teammates and the coach.
• Exert efforts to maintain a high level of academic achievement.
• Comply with all team, school, and school system rules, regulations, and policies.
• Exhibit appropriate behavior at all team and school-related activities.
• Attend all team functions unless ill or given prior permission to be absent by the coach.
• Respect and comply with decisions made by the coach and athletic department.
• Respect calls and decisions made by game officials.
• Display good sportsmanship at all times.
• Report to the coach any issues or developments that may affect eligibility status.

**Student-Athlete Eligibility Requirements**
All students who achieve MCPS and MPSSAA eligibility standards have the opportunity to try out for teams in the interscholastic athletics program. Following are MCPS academic eligibility standards required for participation:

**Academic Eligibility**
1. A student must maintain a 2.0 unweighted average with no more than one failing grade in a marking period in order to participate in any athletic contests or to participate in or attend any practices during the next marking period. This regulation does not apply to students who are entering from a non-MCPS high school or who are entering high school for the first time.

2. A student’s eligibility status begins on the day that a report card is issued and continues until the day that the next report card is issued.

3. Students who do not maintain a 2.0 average with no more than one failing grade during the final (fourth) marking period will not be eligible in the fall.

4. Students should refer to A Student’s Guide to Rights and Responsibilities for additional guidelines and regulations related to eligibility.

**Age**
Students who are 19 years of old or older as of August 31st are ineligible to participate in interscholastic athletics.

**Attendance**

a. Participation in any athletic event or practice requires athletes to attend all their scheduled classes the day of the event or practice. Students who have prescheduled activities, such as a medical appointment, court appearance, driver’s exam, or religious observance, will be permitted to participate in an event or practice on the day of the absence, provided approval for the absence has been granted in advance. A request for prior approval should be emailed to Elizabeth.K.Green@mcpsmd.org 24 hours in advance of the absence.

b. A student who is absent from any class without obtaining prior approval may not participate in practices or contests on the day he/she is absent.

c. Students who do not obtain prior approval and do practice will not compete in the first contest after the violation is verified.
d. An athlete may not compete in the first scheduled contest after an unexcused absence is verified.

e. Repeated unexcused absences or chronic tardiness to any class will be sufficient reason for declaring a student ineligible at any time. The athletic director, in consultation with the coaches, will determine the date and terms of ineligibility.

Activity Fee for Extracurricular Activities
Students who participate in the MCPS extracurricular activities program must pay an annual $30 fee. Information regarding the fee is mailed to the homes of all students in the summer. The fee can be paid online at www.montgomeryschoolsmd.org/parents/. A student may not participate in an athletic contest until her or she has submitted the annual $30 extracurricular activity fee.

Preseason Requirement / Required Forms
a. Before a student is allowed to tryout or practice, he or she must submit a current medical evaluation (MCPS Form SRS-6), a signed Student-Parent Participation Contract / Parent Permission Form, and medical emergency card.

b. Payment of the “extracurricular activities” fee must be verified prior to participating in a contest.

c. A completed “Application to Participate in an Activity Away From School for Which MCPS Transportation Is Not Provided” (MCPS Form 560-31) must be submitted if students drive or are driven in cars to contests.

d. Students must submit other forms or contracts as required by the school.

Residency
Montgomery County Public Schools (MCPS) residency regulations require that students attend specific high schools, assigned by the school system, based on their legal residence. When a student participates at a school to which he or she is not assigned, or the home address of the student is not his or her legal residence, the student is not eligible to participate unless the student has received an official transfer, based on accurate information, and has received an athletic waiver from the Director of System-wide Athletics.

General Information

Assumption of Risk
Participation in interscholastic athletic activities often includes intense competition and poses the potential for serious, catastrophic, or life-threatening injury. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic participation. Risks vary from sport-to-sport and can occur under direct supervision and with use of proper safety equipment.

Communication with Coaches
Parents should not attempt to address coaches immediately after games and practices. Coaches have many post game/practice responsibilities, including supervision of players. Also, the postgame/practice period is often emotionally charged, and not conducive to productive discussion. If a parent feels a need to communicate a concern, the parent should contact the coach and/or athletic director to arrange a later meeting.

Hazing
Hazing is prohibited at all times. Hazing involves any act that subjects teammates to mental or physical discomfort, embarrassment, harassment, or ridicule. In some instances, hazing constitutes a criminal act. At a minimum, hazing may lead to immediate dismissal from a team.

Illegal Substances/Alcohol/Tobacco/Steroids/Controlled Substances
MCPS athletic regulations state that any student-athlete with verified use, distribution, or possession of alcohol, tobacco, illegal drugs, and/or controlled substances on school property or at a school-sanctioned event, shall receive a minimum ten-consecutive school day suspension from all athletic activities. Participation in athletic activities will not resume until the school day following completion of the suspension. Individual schools may adopt a more-stringent
regulation or penalty than that stated above. At Sherwood, if a second offense occurs, the student may be suspended or dismissed from the team for the remainder of the year.

Sports Announcements
All announcements for athletic tryouts, practices and events will be announced at school during morning and afternoon announcements as well as being posted on the Sherwood High School Web Site, Athletic Page. Sport specific coaching contact information is available through the Athletic Director’s office (301-924-3230).

Ticket Prices
Admission costs for MCPS Athletic events are:

1. Adult (any person over high school age) - $5.00
2. Student (any person 12 years and older through high school age with valid high school id) - $3.00
3. Child (any person 7 - 11 years old) - $1.00
4. Preschool – (age 6 and under) - free

Counseling Services

Services offered by the Counseling Department:
- Counseling related to education or college
- Testing, which may include interest inventory and personality tests
- Counseling related to careers, which may include interest inventories and job information
- Counseling groups (topics to be determined )
- Counseling regarding individual concerns
- Coordinating parent-teacher and/or student-teacher conferences
- Notifying teachers of homework requests
- Processing of report cards, school transcripts, recommendations, address changes and work permits
- Processing of referrals for additional services

Purpose
We are committed to ensuring high quality school counseling programs that are comprehensive and developmentally appropriate which foster academic, personal, social, and career development to all students. School counselors will collaborate with students, parents, staff, and the community to remove barriers to learning and providing opportunities and supports to empower students to embrace their full academic potential and personal aspirations.

Students are assigned to counselors according to the alphabetical grouping of the student’s last name. Counselor assignments are:

<table>
<thead>
<tr>
<th>COUNSELOR</th>
<th>GRADES 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peaches Crenshaw - <a href="mailto:Peaches_T_Crenshaw@mcpsmd.org">Peaches_T_Crenshaw@mcpsmd.org</a></td>
<td>A - Ca</td>
</tr>
<tr>
<td>Nancy Benson - <a href="mailto:Nancy_L_Benson@mcpsmd.org">Nancy_L_Benson@mcpsmd.org</a></td>
<td>Ce - Fl</td>
</tr>
<tr>
<td>Constance Lee - <a href="mailto:Constance_Lee@mcpsmd.org">Constance_Lee@mcpsmd.org</a></td>
<td>Fo-Ja</td>
</tr>
<tr>
<td>Elizabeth Al-Atrash - <a href="mailto:Elizabeth_Ali-Atrash@mcpsmd.org">Elizabeth_Ali-Atrash@mcpsmd.org</a></td>
<td>Je-Mak</td>
</tr>
<tr>
<td>Erin McKenna - <a href="mailto:Erin_M_McKenna@mcpsmd.org">Erin_M_McKenna@mcpsmd.org</a></td>
<td>Mal-Paq</td>
</tr>
<tr>
<td>Bill Sartori - <a href="mailto:William_L_Sartori@mcpsmd.org">William_L_Sartori@mcpsmd.org</a></td>
<td>Par-Sim</td>
</tr>
<tr>
<td>Lesia Dunkins - <a href="mailto:Lesia_R_Dunkins@mcpsmd.org">Lesia_R_Dunkins@mcpsmd.org</a></td>
<td>Sin-Sz</td>
</tr>
<tr>
<td>Jamii Avery - <a href="mailto:Jamii_Avery@mcpsmd.org">Jamii_Avery@mcpsmd.org</a></td>
<td>T-Z</td>
</tr>
<tr>
<td>Lulu Fetzer-Munoz - <a href="mailto:Lulu_fetzerMunoz@mcpsmd.org">Lulu_fetzerMunoz@mcpsmd.org</a></td>
<td></td>
</tr>
</tbody>
</table>
Additional staff who support the Counseling Department in providing services to the students and their parents include:
Mrs. Georganne Linthicum, Counseling Secretary, (301) 924-3210
Mrs. Janette Hernandez, Registrar, (301) 924-3286
Mr. Joe Hock, College/Career Advisor, (301) 924-3219
Mrs. Gayle Behrendt, Secretary, (301) 924-3210
Mrs. Barbara Lee, Secretary, (301) 924-3286

Students may also be referred to the following Student Services staff:
Mrs. Anita Seitz, Pupil Personnel Worker
Dr. David Holdefer, School Psychologist
Ms. Sandi Williams, Alternative I Teacher

Student Counselor Appointments
1. Come to the Counseling Office before school, after school, or during lunch.
2. You will set up an appointment with a secretary who will give you a pass.
3. You will show your teacher the pass at the beginning of class so you may leave class at the given time.
   You must have teacher’s permission before leaving class.
4. You will use the pass to return to class at completion of the appointment.

Support for Students
Teachers are available outside of class to help students. It is the responsibility of students to let their teachers know that they would like to meet with them and schedule an agreed upon time. Various departments have lunch and after-school support. Students may check with their teachers for meeting dates, times and locations. Tutors are available through the honor societies of Sherwood High School. Teachers and counselors can help with referrals. Late (activity) buses are available Tuesday and Thursday afternoon. See Academic Support Chart on page 36.

Parents may monitor student progress using Edline, a website that displays grades throughout the year. Parents may access Edline through the Sherwood High School website or www.edline.net. Passwords are available from the Media Center.

Parent/Teacher Conferences
Parents are encouraged to contact Sherwood High School staff with questions or concerns. Appointments may be made with individual teachers if needed. If a conference with all of your student’s teachers is requested, their counselor can make those arrangements.

Schedule Changes
Students, in consultation with their parent, teachers, and counselor, are expected to select their courses carefully. Schedule changes will be made in the following instances:

1. The student failed a prerequisite course and cannot continue in sequence.
2. The student attended summer or High School Plus and can advance in sequence.
3. The student did not register for the appropriate course progression.
4. The student was placed in a class for which he/she did not register because of a master schedule conflict.

Parents or students requesting a schedule change that does not meet any of these criteria are to complete a Change of Schedule form and attach an explanation detailing the reasons for the request. Completion of the request form does not imply that the requested schedule change can or will be made; the student is expected to continue attending all classes in their current schedule until otherwise notified.
Parents and students need the following materials as they prepare college applications. The forms are available in the Counseling Office and in the Counseling link on the Sherwood High School website. It is also important that you read and follow all directions on each application.

**Yellow Transcript Request Form**
This form requires a parent signature (unless you are 18) and permits the high school to release your records to the colleges you request. You can obtain a form from the Registrar, Mrs. Hernandez. Make transcript requests at least three weeks (15 school days) in advance of the college application deadline. The first two transcripts are free, as are the mid-year and final transcripts. All other requests are $5.00 each. This covers the cost of all documents provided by Sherwood, the envelopes, and the postage. The packet that will be sent to the college includes your transcript, test scores, secondary school report, counselor recommendation, and the school profile. You will need to check in TCCi and see when your transcript was sent to the colleges that you requested. Some universities, such as Penn State and Virginia Tech, require that we send this information together with your application. In other cases, you will send your application independently. Carefully review the directions and submit your entire application according to the college’s directions.

**College Secondary School Report/Counselor Report**
Most college applications include a section that your school counselor must complete. Please submit this section to the registrar when you request a transcript.

**Student and Parent/Guardian Brag Sheets**
In order for your counselor to complete the Secondary School Report and write a recommendation, each student should complete a Brag Sheet and parent/guardian should complete a Parent/Guardian Brag Sheet. These sheets provide detailed information about you that can be used in writing a recommendation. Make copies for teachers and submit your completed Brag Sheets to your counselor.

**Resume and/or Activity Sheet**
A completed activity sheet or resume will allow you to highlight your accomplishments and skills. This should include meaningful hobbies and experiences.

**Letter of Recommendation**
Some colleges require letters of recommendation from teachers or other adults in the community. If your application requires a letter of recommendation, carefully decide whom you want to write a recommendation on your behalf and supply that person with a stamped envelope addressed to the college(s). Do not place a return address on the envelope(s). Teachers are often asked to write many letters; please speak to them at least three weeks before you need your letters.

**Mid-Year Report**
Most colleges require a Mid-Year Report sent after the first semester of your senior year. If this is the requirement of your college(s), please submit your request(s) to Mrs. Hernandez by Feb. 1. Do not place a return address on the envelope(s). There is no charge for this transcript.

**Final Transcript**
A stamped business envelope, addressed to the college that you will attend, is required for sending the final transcript in July. Please write your name in the upper left-hand corner. Do not write a return address. Turn in this envelope to Mrs. Hernandez before June 1. There is no charge for this transcript.
The College/Career Center is a resource room that is part of the Counseling Department. It is located next to the Counseling Office and is available year round. During the school year, the center is open between 7:00 AM to 3:30 PM and by appointment in the evening and summer. Mr. Joe Hock, the College/Career Advisor (CCA), manages the Center and serves as your guide and facilitator, providing individual and group support and instruction. The CCA is trained to assist students and families explore areas of interest as the student prepares for future endeavors. The extensive array of information available in the Center can be used as an adjunct to the curriculum for all grade levels. Guest speakers and college representatives are frequent visitors available to you and your student.

Information and assistance is available about career planning, post high school options, college selection, college majors, essays, and applications, financial aid and scholarships, resume writing, SAT, PSAT, ACT and other tests, and much more. Resources include a wide variety of books, catalogs, specialized computer programs, test registration forms, videos and other information.

Evening programs designed to provide information for parents are presented periodically at Sherwood High School. Some evening programs scheduled for this year are:

- **Senior Parent Night** (Sept. 6, 2012) presents information about the college admissions process.
- **Hispanic College Fair**
- **Financial Aid Night** presents information about FAFSA and college costs, financial assistance, what forms to file and when and how students qualify for which scholarships.
- **College Prep/Course Fair**
- **College Financial Planning Night** presents information about educational costs and saving for college.
- **SHS College Fair**
- **MCPS (Juniors) College Fair**.

Students and parents may make appointments with Mr. Hock for help on getting started on a college, career, or scholarship search. This is available to all students and families.

Listed below are some frequently asked questions that are designed to help parents and students learn more about the college process.

**What are admissions criteria?**
Colleges differ in how they evaluate their candidates but most will consider the following: Grade point average, rigor of program, test scores, recommendations, activities/awards, personal essays, and interviews.

**What are the different admission strategies?**
**Regular admission** requires applications to be received on a given due date. Students are notified of the schools decision at a clearly stated period of time A student may apply to other schools without restriction. **Rolling admission** allows students to submit applications throughout the year until the school reaches full capacity. Students should not procrastinate because many schools fill up and many still have “priority” deadlines. A student may apply to other schools without restriction. **Early decision (ED)** allows a student to apply early (usually in November) and get an admission decision in advance of the usual notification date. ED plans are “binding,” meaning you agree to attend the school if accepted. You may apply to other school regular admission but must withdraw all other applications if you are accepted ED.
Early action (EA) allows students to learn early in the admission cycle whether they are accepted by a college, but most EA plans are not binding. A student may apply to multiple colleges and compare offers of admissions and financial aid.

Early admission allows students to enroll before they graduate from high school.

What is on a high school transcript?
The school transcript includes a student’s courses and semester grades for all high school courses, including those earned while the student was in middle school.

What is Cumulative GPA and Weighted GPA?
GPA stands for Grade Point Average which is the average of a student’s semester grades for all high school courses. Each grade is given a value (A= 4 points, B= 3 points, C= 2 points, D=1 point and E=0). Weight is given to Honors, AP and Advanced courses where grades of C or better earn an additional value (A=5, B=4, C=3).

Where can my student do a college search?
There are many possibilities on-line, including, Family Connections, College Board, and Petersons.

What is Family Connections?
This is an internet-based program that supports the college application process. The Family Connection component includes allows students to compare colleges, make contact with schools, view statistics, and keep track of applications. Students can obtain registration information from Mr. Hock or their counselor.

Where can my student find information about scholarships?
Students can search for scholarships through link to the major databases on the web at www.mcps.k12.md.us/curriculum/careercenter. Students should also check with prospective colleges for additional scholarship money.

May my student miss school for a college visit?
Visits to colleges are excused absences for juniors and seniors. Advanced written permission with verification is required.

What is the Accuplacer Assessment?
Montgomery College uses the Accuplacer to determine student entry levels in reading, English, and math.

What do these acronyms mean?
ACT - The American College Test is a set of four multiple choice tests that covers English, Mathematics, reading, and science.

AP - The Advanced Placement courses accompany the Advance Placement examinations. A qualifying score on an AP exam may give the student college credit in many colleges.

ASVAB - The Armed Services Vocational Aptitude Battery is a career exploration tool used to identify student interests and aptitude.

CEEB - The College Entrance Examination Board identifies schools using a code. Sherwood High Schools CEEB code is 210940.

CLEP - the College-Level Examination Program allows students to demonstrate college-level achievement through examination.

NCAA - The National Collegiate Athletic Association handles registration to determine a student’s eligibility to play sports at a Division I or II college. Seniors who are student-athletes should register online at: www.ncaaclearinghouse.net.

PSAT/ NMSQT - The Preliminary Scholastic Assessment Test/ National Merit Scholarship Qualifying Test is a practice for the SAT. Only students taking the test in their Junior year will be considered for the National Merit Scholarship Program.

TOEFL - The Test of English As a Foreign Language measure the ability of nonnative speakers of English to use and understand English.
Introduction
Scholarships provide money that can help students pay for their college education. Different from loans, scholarships provide money that students and their families never have to pay back. Some scholarships are provided by private organizations while others are provided by colleges and universities.

Learning About Scholarships
Each MCPS high school has a College and Career Center that is open twelve months per year. These centers contain resources to help students and their families learn about scholarships. Some are print resources such as College 411: A Student Guide to Higher Education & Financial Aid in Maryland and Funding Education Beyond High School: The Guide To Federal Student Aid. Other resources are found on the Internet.

Frequently Used Scholarship Websites
www.montgomeryschoolsmd.org/curriculum/careercenter/financialaidinfo.shtm
www.fastweb.com
www.mhec.state.md.us
www.finaid.org
http://www.schoolsoup.com/

Qualifying for Scholarships
Scholarships are awarded to students who meet a variety of criteria. Some are awarded to students and families with limited financial resources. Some scholarships are awarded to students who have pursued rigorous coursework while in high school and earned high grades and scores on tests such as the SAT or ACT. Other scholarships are awarded to students with special talents such as athletic or artistic ability. Some scholarships are awarded to students who have extensive volunteer experience or who are planning to enter certain careers. Still other scholarships are awarded to students with specific ethnic or religious affiliations. You can maximize your chances to qualify for scholarships by taking challenging classes (including honors and advanced placement), earning good grades, maximizing your SAT and ACT scores by preparation and practice, and getting involved in extracurricular activities.

Applying for Scholarships
It is important that students file scholarship applications by the scholarship deadline. The application forms for many scholarships can be obtained in the College and Career Center in each high school. Many others can be downloaded from the website of the scholarship. Typically students need to provide a copy of their transcript. A transcript is a document that lists all of the courses a student has taken in high school and the final grades earned in those courses. Students need to work with the registrar at their high school to have transcripts sent with their scholarship applications in the same manner that transcripts are sent with college applications. Often students also need to write essays to accompany scholarship applications.

For Additional Information
Students should talk with their counselor or the college and career advisor if they need assistance in completing scholarship applications.
### Advanced Placement Exams Calendar

(Note: Times are subject to change)

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Morning 8 a.m.</th>
<th>Afternoon 12 noon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon., May 6, 2013</td>
<td>Chemistry Environmental Science</td>
<td>Psychology</td>
</tr>
<tr>
<td>Tues., May 7, 2013</td>
<td>Computer Science A Spanish Language</td>
<td>Art History</td>
</tr>
<tr>
<td>Wed., May 8, 2013</td>
<td>Calculus AB Calculus BC</td>
<td>*Chinese Language and Culture</td>
</tr>
<tr>
<td>Thurs., May 9, 2013</td>
<td>English Literature and Composition</td>
<td>*Japanese Language and Culture *Latin: Vergil</td>
</tr>
<tr>
<td>Fri., May 10, 2013</td>
<td>English Language and Composition</td>
<td>Statistics</td>
</tr>
</tbody>
</table>

Studio Art – Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing students for the physical portfolio assembly.

Teachers should have forwarded students’ completed digital portfolios to Coordinators before this date.

<table>
<thead>
<tr>
<th>Week 2</th>
<th>Morning 8 a.m.</th>
<th>Afternoon 12 noon</th>
<th>Afternoon 2 p.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues, May 14, 2013</td>
<td>United States Government and Politics</td>
<td>Comparative Government and Politics French Language and Culture</td>
<td></td>
</tr>
<tr>
<td>Wed., May 15, 2013</td>
<td>*German Language and Culture United States History</td>
<td>European History</td>
<td></td>
</tr>
<tr>
<td>Thurs., May 16, 2013</td>
<td>Macroeconomics World History</td>
<td>Microeconomics Italian Language and Culture</td>
<td></td>
</tr>
<tr>
<td>Fri., May 17, 2013</td>
<td>*Human Geography Spanish Literature and Culture</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To take the TOEFL (Test of English as a Foreign Language) go to [www.Ets.Org/Toefl](http://www.Ets.Org/Toefl), or call 1-800-468-6335 for information and registration or call The University of Maryland College Park, 301-314-0319, Prometric (Bethesda): 301-718-9893, or Lanham: 301-552-3400.

**SHERWOOD’S SCHOOL CODE: 210940**

* Although Sherwood does not offer the courses that prepare students for these Advanced Placement exams, students can take these if they are prepared for them (usually through other schools).
<table>
<thead>
<tr>
<th>AUGUST</th>
<th>JANUARY (continued)</th>
</tr>
</thead>
<tbody>
<tr>
<td>17 ACT</td>
<td>18 2nd Marking Period Ends</td>
</tr>
<tr>
<td>23 9th Grade &amp; New Student Orientation</td>
<td>26 SAT Administration</td>
</tr>
<tr>
<td>&amp; 9th Grade &amp; New Parent Meeting</td>
<td>31 Report Cards</td>
</tr>
<tr>
<td>24 ACT</td>
<td>31 College Readiness Night/Course Fair</td>
</tr>
<tr>
<td>27 First Day of School for Students</td>
<td>FEbruary</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEPTEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Senior Parent Night</td>
<td>8 SAT Regular Registration deadline (Mar)</td>
</tr>
<tr>
<td>8 ACT</td>
<td>9 ACT Administration</td>
</tr>
<tr>
<td>11 Freshmen meetings begin with SHS counselors</td>
<td>11 AP Registration Packets Distributed to Students</td>
</tr>
<tr>
<td>14 SAT</td>
<td>18 Junior meetings via English Class w/counselors</td>
</tr>
<tr>
<td>20 Back to School Night for SHS</td>
<td>22 SAT Late Registration deadline (Mar)</td>
</tr>
<tr>
<td>21 ACT</td>
<td>25-28 Collection of AP Exam Registration Forms</td>
</tr>
<tr>
<td>26 SAT</td>
<td></td>
</tr>
<tr>
<td>28 Last day of Senior Meetings which began July 1</td>
<td>1 Deadline to file your FAFSA in Maryland</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>OCTOBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4 HSA Administration</td>
<td>8 ACT Regular Registration deadline (Apr)</td>
</tr>
<tr>
<td>5 ACT</td>
<td>9 SAT Administration</td>
</tr>
<tr>
<td>5 SAT</td>
<td>TBA ASVAB Testing at SHS</td>
</tr>
<tr>
<td>6 SAT</td>
<td>TBA College Funding Night</td>
</tr>
<tr>
<td>8 Junior meetings begin with SHS Counselors</td>
<td>18 Freshmen Parent Night</td>
</tr>
<tr>
<td>17 PSAT In School Administration</td>
<td>20 Sophomore Parent Night</td>
</tr>
<tr>
<td>19 SAT</td>
<td>21 Junior Parent Night</td>
</tr>
<tr>
<td>TBA Greater Washington National College Fairs</td>
<td>22 ACT Late Registration deadline (APR)</td>
</tr>
<tr>
<td>Washington Convention Center, Washington, DC</td>
<td>22 3rd Marking Period Ends</td>
</tr>
<tr>
<td>27 ACT</td>
<td></td>
</tr>
<tr>
<td>TBA Washington DC: Performing &amp; Visual Arts College Fair</td>
<td>25-29 Spring Break</td>
</tr>
<tr>
<td>31 Hispanic College Fair Field Trip at USG</td>
<td>APRIL</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOVEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2 1st Marking Period Ends</td>
<td>9-11 AP Exam Pre-Administration Meetings</td>
</tr>
<tr>
<td>2 ACT</td>
<td>13 ACT Administration</td>
</tr>
<tr>
<td>3 SAT</td>
<td>15-18 HSA Administration</td>
</tr>
<tr>
<td>6 SAT</td>
<td>16 SHS College Fair</td>
</tr>
<tr>
<td>8 Sophomore meetings begin with SHS Counselors</td>
<td>17-18 Montgomery County National College Fair</td>
</tr>
<tr>
<td>14 Report Cards</td>
<td>19 SAT Late Registration deadline (May)</td>
</tr>
<tr>
<td>16 ACT</td>
<td>TBA Accuplacer testing offered at SHS</td>
</tr>
<tr>
<td>20 SAT</td>
<td>22 3rd Marking Period Ends</td>
</tr>
<tr>
<td>22-23</td>
<td>Thanksgiving Break</td>
</tr>
<tr>
<td>23-31</td>
<td>Winter Break</td>
</tr>
<tr>
<td>28 SAT</td>
<td>20-23 HSA Administration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DECEMBER</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 SAT</td>
<td>6-10 AP Exams - Week 1</td>
</tr>
<tr>
<td>8 ACT</td>
<td>7 SAT Regular Registration deadline (Jan)</td>
</tr>
<tr>
<td>10 Freshmen meetings again in Computer Lab</td>
<td>13-17 AP Exams - Week 2</td>
</tr>
<tr>
<td>24-31</td>
<td>17 ACT Late Registration deadline (Jan)</td>
</tr>
<tr>
<td>28 SAT</td>
<td>20-23 HSA Administration</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JANUARY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Holiday</td>
<td>21 SAT Late Registration deadline (June)</td>
</tr>
<tr>
<td>1 Complete FAFSA form. Your first day to file the form online or by mail.</td>
<td>1 SAT Administration</td>
</tr>
<tr>
<td>2 Students return from Winter Break</td>
<td>8 ACT Administration</td>
</tr>
<tr>
<td>7-9 HSA Administration</td>
<td>14 Last day of school for students</td>
</tr>
<tr>
<td>10 College Financial Aid Night (FAFSA)</td>
<td>20 Report Cards mailed</td>
</tr>
<tr>
<td>11 SAT Late Registration deadline (Jan)</td>
<td>SUMMER PACKETS CAN BE FOUND ON SHERWOOD’S WEBSITE. HAPPY SUMMER!!</td>
</tr>
<tr>
<td>11 ACT Late Registration deadline (Feb)</td>
<td>SUMMER PACKETS CAN BE FOUND ON SHERWOOD’S WEBSITE. HAPPY SUMMER!!</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE</th>
<th></th>
</tr>
</thead>
</table>

| 1          | 21 SAT Late Registration deadline (June) |

| 2 Complete FAFSA form. Your first day to file the form online or by mail. | 1 SAT Administration |
| 2 Students return from Winter Break | 8 ACT Administration |
| 7-9 HSA Administration | 14 Last day of school for students |
| 10 College Financial Aid Night (FAFSA) | 20 Report Cards mailed |
| 11 SAT Late Registration deadline (Jan) | SUMMER PACKETS CAN BE FOUND ON SHERWOOD’S WEBSITE. HAPPY SUMMER!! |
| 11 ACT Late Registration deadline (Feb) | SUMMER PACKETS CAN BE FOUND ON SHERWOOD’S WEBSITE. HAPPY SUMMER!! |
Extracurricular Activities and Athletics

(Subject to Change)

**ACADEMIC ACTIVITIES**

Debate Mrs. Harrell 924-3228
Forensics Mrs. Harrell 924-3228

**HONOR SOCIETIES**

Art Ms. Spangle 924-3237
English Ms. Dolim 924-3235
Ms. Condelli, Mrs. Reier 924-3235
Ms. Leonard 924-3255
French Mr. Falls 924-3231
History Ms. N. Bolton 924-3211
Italian Ms. DiCesare 924-3231
Music Mrs. Barnes 924-3246
National Mrs. Benson 924-3210
Mrs. Behrendt 924-3210
Quill & Scroll Ms. Leonard 924-3255
Science Mrs. G. Martin 924-3250
Ms. Greco 924-3250
Spanish Mrs. Peterson 924-3231
It’s Academic Mr. Allen 924-3121
Mu Alpha Theta Mr. Cohan 924-3253
Mock Trial Ms. Jaffe 924-3212

**ACTIVITIES**

Amazing Race Club Ms. Russell 924-3235
Anime Mr. Way 924-3247
Badminton Ms. Barber-Strunk 924-3223
Black Stud. Union Mrs. Avery 924-3210
Blue Birds Ms. Dinerman 924-3250
Book Club Ms. Lock 924-3235
Break Dancing TBA
Brady Club Ms. Jasnow 924-3235
C.A.S.T./Drama Mr. Dodge 924-3258
Chemistry Club Mr. Miehl 924-3250
Comp. Sci. Prog Mr. Way 924-3247
Creative Writing Mr. Holman 924-3235
DESI Ms. Gonzales 924-3250
Dinner Club Mr. Dodge 924-3258
Doctors of Tomorrow TBA
Engineers W/O Mr. Lees 924-3253
Borders
Fashion Show Ms. Crenshaw 924-3210
F. B. L. A. Mrs. Johnson 924-3247
F.C.A. Ms. Greco 924-3250
F. E. A. Mrs. Bonita 924-3249
Fencing TBA
Free Fall Ms. Cannon 924-3249
Game Club TBA
Gardening Club Mr. Miller 924-3250
History Club Ms. N. Bolton 924-3211
Home Club Ms. Dim 924-3231
Ice Hockey Ms. McKeldin 924-3212
International Club TBA
Invisible Child. Club Ms. Nichols 924-3228
Islamic Student Union Mr. Soso 924-3211
Italian Club Ms. Di Cesare 924-3231
Jewish Stud. U Ms. Galt 924-3228
Knitting for Hum. Ms. Meushaw 924-3235
Korean Club Mr. Miehl 924-3250

**ACTIVITIES Continued**

Mathletes TBA
Men’s Acappella Mr. Evans 924-3246
Men of Excellence Mr. Awkard 924-3200
Men’s Choirs Mr. Evans 924-3246
Model U. N. Ms. N. Bolton 924-3211
Muslim Stu. Alliance Mr. Soso 924-3211
Nat’L History Club Ms. N. Bolton 924-3211
Rugby Club Mr. Soso 924-3211
Shakespeare Club Ms. G. Green 924-3235
SHS Int’l United Ms. Bernard-Sanchez 924-3221
Ski Club Mr. Pettenati
Stage Crew Mr. Dodge 924-3258
Stand Proud Mr. Sangillo 924-3211
Table Top Club Ms. Meushaw 924-3235
T.H.E. Club Ms. Dinerman 924-3250
Video TV Club Mr. Daigle 924-3229
Warrior Improv Mr. Dodge 924-3258
Young Democrats Mrs. McKeldin 924-3211

**STUDENT GOVERNMENT ACTIVITIES**

Freshman Class Mrs. Jaffe 924-3211
Sophomore Class Ms. Friedman 924-3231
Jr. Class Ms. Bonita 924-3211
Senior Class Ms. Bellamy 924-3253
S G A Mrs. McKeldin & Mrs. Wist 924-3227

**PUBLICATIONS**

Newspaper Mr. Huck 924-3236
Yearbook Mrs. Leonard 924-3255

**SERVICE ORGANIZATIONS**

Ambassadors Ms. Conni Lee 924-3210
Amnesty Int’l. Ms. N. Bolton 924-3211
Best Buddies Mrs. Kaufman 924-3251
Green Team Recycle TBA
Interact Club Mr. Miehl 924-3250
Key Club Ms. Al-Atrash 924-3210
Lego Club Mrs. Coutts 924-3234
Peer Mediators Ms. Mckenna 924-3210
S.A.D.D. TBA

**********ATHLETICS**********

**FALL**

Team Handball TBA
Cross Country Mr. Reeks -------
Field Hockey, V. Ms. Morse 924-3126
Field Hockey, J.V. Mr. Velasquez -------
Football, V. Mr. Bonavia 924-3257
Football, J.V. Mr. Monahan 924-3257
Golf, Co-ed Mr. Beswick 460-2400
Soccer, V. (B) Mr. Morales 879-1356
Soccer, V. (G) Mr. Vukovich 924-3210
The PTSA is an organization dedicated to working in partnership with the school to provide and enrich the resources available to our students, parents and school staff. As part of the PTSA, you add your voice to that of other concerned community members to effect change in the educational system. The PTSA is open to all students, parents, staff and community members.

The mission of the PTA is threefold:

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

**Officers for 2012-2013**

President: Susan Berkheimer – SherwoodPTSA@gmail.com
1st VP: Roni Septoff – rsep01@aol.com
2nd VP: (Teacher Representative to be determined)
3rd VP: (Student Representative to be determined)
4th VP: Tina Velazquez
Treasurer: Jody Wisor
Recording Secretary: Rachel Maines
Corresponding Secretary: Carole Levy
Delegates: Arpana Verma and Michael Ibanez

**Yearly Membership Dues:** ($5.00-students, $26.00-adult single, $36.00-adult double; $10.00 staff)

- Open to all students, parents, staff and community members.
- Non-transferable.
- Dues make up the major portion of the operating budget.
- Each member receives a membership card and student directory (one per household).
• You can join anytime during the school year.
• School and PTSA information can be obtained through PTSA monthly newsletter that is mailed home; PTSA listservs and PTSA website.

Rights and Responsibilities
• Members are entitled to make motions and vote at general meetings.
• Members are eligible to hold office on the board.

Election Process
A nominating committee is appointed and convenes in February. Nominations can be taken up to the May general meeting at which time a vote is held. Any member can be nominated.

Activities
General Meetings - These are open to general membership and typically have a specific agenda. SHS holds monthly meetings the third Tuesday of the month at 7:15 PM in the Media Center.

Programs
The PTSA plans and executes programs throughout the school year.

Changes to the existing practices regarding assessment of course-related fees have been implemented. The new guidelines are intended to achieve a balance that reduces the number of course-related fees families are asked to pay while preserving the broad array of course offerings our community expects and our students deserve. A list of those courses being offered at our school which include a course-related fee is included with this information.

Course-related fees are not charged for textbooks, supplementary readers (such as anthologies, atlases, or workbooks), most materials of instruction, audiovisual aids, stationery items not commonly found in the home and required for the student to demonstrate mastery of course objectives, or building or office materials needed to operate schools.

The approved course-related fees primarily fit into three categories as follows:
• Items consumed by the student as a part of the course (example: recipe ingredients).
• Component parts of a product that will become student property (example: sculpting clay, model airplane kit).
• Materials of instruction or items of personal use that become the property of the student (example: career prep uniforms, hard hats, cosmetology kit).

Students are still expected to bring individual organizational tools and personal supplies (such as notebooks, pencils, and paper) from home. In addition, there are student fees which are not course-related but local school decisions made by the principal in collaboration with the school and parent leadership. These may include class fees, special grade level assemblies, etc. These fees are indicated in the following section. There also may be fees related to field trips, but these will be shared each time there is a trip and not in advance as a course-related fee.

In circumstances when a course is selected with a fee, we are committed to providing all students, regardless of their economic circumstances, with full access to all courses, including the instructional materials required for those courses and the instructional program. A student, his/her parent or guardian, or any student advocate may request an adjustment to the course-related fee. Please contact the teacher, the counselor, or the administrator who will work with you to meet your needs. You and your child will have options that include a schedule of payments, a reduced fee, or a complete waiver.

Please note that these waiver options may not apply to fees paid to outside organizations, such as the College Board, ETS, International Baccalaureate, or for services including testing (Advanced Placement, SAT, ACT, etc.). Other waiver options MAY apply and you should contact the school counselor to review those options.
At Sherwood High School we are committed to the intent of these changes and plan to successfully reduce course-related fees while maintaining the instructional program our students expect and deserve.

**Course-Related Fees for 2012-2013**

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Number</th>
<th>Fee</th>
<th>Charged For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Horticultural Science A/B (SC)</td>
<td>3671/2</td>
<td>$10.00</td>
<td>Take home project materials</td>
</tr>
<tr>
<td>Food Trends and Technology A/B</td>
<td>4204/5</td>
<td>$15.00</td>
<td>Food eaten in class</td>
</tr>
<tr>
<td>Pre-Engineering A/B</td>
<td>4210/11</td>
<td>$10.00</td>
<td>Components of take-home projects</td>
</tr>
<tr>
<td>Technological Innovations A/B</td>
<td>4212/13</td>
<td>$10.00</td>
<td>Components of take-home projects</td>
</tr>
<tr>
<td>International Cultures and Cuisines A/B</td>
<td>4630/40</td>
<td>$20.00</td>
<td>Food eaten in class, uniform cleaning (if applicable)</td>
</tr>
<tr>
<td>Culinary Essentials A/B</td>
<td>4825/26</td>
<td>$20.00</td>
<td>Food eaten in class</td>
</tr>
<tr>
<td>Food Trends and Technology A/B</td>
<td>4843/44</td>
<td>$15.00</td>
<td>Food eaten in class</td>
</tr>
<tr>
<td>Principles of Engineering A/B (T2/TE credit)</td>
<td>5150/1</td>
<td>$10.00</td>
<td>Take home project supplies</td>
</tr>
<tr>
<td>Introduction to Engineering Design A/B (T2/TE credit)</td>
<td>5152/3</td>
<td>$5.00</td>
<td>Take home project supplies</td>
</tr>
<tr>
<td>Foundations of Technology A/B (T2/TE credit)</td>
<td>5161/2</td>
<td>$8.00</td>
<td>Take home project supplies</td>
</tr>
<tr>
<td>Horticulture 1 A/B</td>
<td>5525/6</td>
<td>$10.00</td>
<td>Take home project supplies</td>
</tr>
<tr>
<td>Foundations of Art A/B</td>
<td>6055/6</td>
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<td>Studio Art 1 A/B</td>
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<td>Studio Art 2 A/B</td>
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<td>Advanced Studio A/B</td>
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<td>Ceramics/Sculpture 1 A/B (pairs with 6391)</td>
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<td>Art &amp; Culture A/B</td>
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<td>Studio Art Drawing, AP</td>
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<td>Studio Art Drawing, Advanced Placement</td>
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<td>Studio Art 2-D, AP</td>
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<td>Studio Art 2-D, AP</td>
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<td>Digital Art A/B</td>
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To assist our families in planning for participation in various organizations at Sherwood High School, a list of fees and directions for making payment(s) appear below. Forms and more information on each of these organizations are included in the "Beginning of the Year" packet and they can be found in the main office. Organizations with online sites have also been identified for ease of participation.
SHS CLASS DUES:

Class Sponsors: Grade 9: Ms. Jaffe; Grade 10: Mrs. Friedman and Ms. Pinckney; Grade 11: Mrs. Peterson and Mrs. Kenyon; Grade 12: Ms. Bellamy

Class dues are $10 for each of the first 3 years and $45 for the Senior Year. The dues cover graduation related items, e.g. cap and gown, senior breakfast, etc. Class Dues may be paid by cash or by check to SHS with a memo containing the student name and their graduation year (e.g. John Smith, 2013). You can pay for the current year or for all years. The Check should be forwarded to the Class Sponsor at SHS. Note: Class Dues are a required financial obligation.

MEMBERSHIP:

Janice Flamand  jflamand@comcast.net

Parent Teacher Student Association (PTSA)

PTSA Membership is $36.00 for an adult double, $26 for an adult single, $10 for staff and $5 per student membership. A Student Directory is provided with each Membership. PTSA members also receive a monthly copy of The Shield which provides useful information relating to the school, the PTSA and our community. Membership dues allow us to support school activities such as: sending students to Destination Imagination and the Tech Bridge Competition, and sponsoring presentations such as the Washington Chinese Opera for Diversity Month.

Payment for memberships and donations can be made either in cash or check, payable to SHS PTSA and forwarded to the PTSA Mailbox at SHS, or online at www.sherwoodptsa.org and clicking on the Join the PTSA Now link.

Directory:

Directory signup can be done via the Directory form included in the School Year packet or via the online site at www.sherwoodptsa.org. A Directory is provided at no charge with each PTSA Membership. Members can purchase additional directories for $5 each.

DONATIONS:

Susan Berkheimer  SherwoodPTSA@gmail.com

Your PTSA has three major funds for the school year that rely on contributions in order to continue:
- After Prom Fund: After Prom is a highly anticipated event for students that provides them with food, music, entertainment and prizes all in a safe drug and alcohol-free environment.
- Scholarship Fund: This past year, your PTSA presented scholarships to 20 students, totaling $12,000 (with a contribution from the PTSA Rock and Roll Revival matinee performance for our cluster elementary and middle schools).
- General Fund: This fund has been used to support teacher requests for special activities and providing mini-grants for student activities.

Donations can be made either by cash or check, payable to SHS PTSA and forwarded to the PTSA Mailbox at SHS, or online by Paypal at www.sherwoodptsa.org and clicking on the Join the PTSA Now link.

Volunteers:

Belinda Wasserman bwasserman@verizon.net

The PTSA values and appreciates the time that our parents and community invest in Sherwood activities. The PTSA coordinates volunteer requests for various activities at Sherwood. Please volunteer by completing the Volunteer form at www.sherwoodptsa.org and forwarding to the PTSA Mailbox at SHS.

WARRIOR CLUB:

Tony Ryan: tryancertapro@verizon.net

The athletic programs at Sherwood High School are widely considered to be among the very best in the State of Maryland. The Warrior Club is the all-sport athletic booster club at Sherwood HS. The Warrior Club raises money to assure that our student athletes have the equipment and facilities they need to achieve their greatest potential. We also organize campus clean-up days throughout the year. While a membership fee is not charged, financial contributions are encouraged. There are six different financial support levels:

- Gold Level* ($500+)
- Silver Level* ($250-$499)
- Skybox Level* ($100-$249)
Club Level ($50-$99)  Stadium Level ($25-$49)  Bleacher Level (up to $24)

*Gold, Silver and Skybox level donations entitle the donor to a premium parking pass during the fall season.

Please support Sherwood athletics by joining the Warrior Club and attending our meetings (1st Monday of each month @ 7pm in the Media Center). Your past donations allowed us to renovate and maintain playing fields, purchase athletic equipment, install new state-of-the-art scoreboards, sponsor campus clean-up days and fund college scholarships for student athletes. To join, go to www.sherwoodptsa.org/warrior-club and print the Membership Form. Send completed membership forms and checks (made payable to the Sherwood Warrior Club) to 2200 Farmhouse Court, Brookeville, MD 20833.

MUSIC BOOSTERS:  William Evans  William_C_Evans@mcpsmd.org
The Music Boosters support general Music activities during the school year including instrument repair, sheet music and accompaniment for performances. Please support the Music Boosters by sending a check to SHS Music Boosters at SHS.

WARRIOR NEWSPAPER:  Peter Huck  Peter_J_Huck@mcpsmd.org
A 24-page student-run school newspaper published eight times per year, The Warrior has collected numerous awards for its coverage of school and community happenings. For a minimum $25 donation, parents can become 'Warrior Patrons' and receive each copy of the newspaper by mail. Please make checks payable to Sherwood Warrior newspaper attn: Peter Huck at SHS. The Warrior is also available online at www.thewarrioronline.net.

This page does not include all events or expenses that will occur at Sherwood High School in the 2012-2013 school year. Information on other activities and related fees will be communicated to you during the school year.