

# Sherwood High School

## Handbook and Calendar

2021 - 2022



*OneSherwood*

**Sherwood High School  
300 Olney-Sandy Spring Road  
Sandy Spring, MD 20860-1098**

Main Office telephone number: (301) 924-3200

Sherwood Website: <http://www.montgomerycountymd.org/schools/sherwoodhs>

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**Sherwood High School Administrative Team**

- Principal: Mr. Tim Britton
- Grade 9: Ms. Tamara Jennings, Assistant School Administrator  
Departments supervised: Social Studies, World Languages
- Grade 10: Ms. Jennifer Herman, Assistant Principal  
Departments supervised: Counseling, English, ESOL
- Grade 11: Mr. Maychel Harris, Assistant Principal  
Departments supervised: Career and Technology Education/Art, Pe/Health & Music, Science, SESES
- Grade 12: Ms. Stephanie Gelfand, Assistant Principal  
Departments supervised: Math, Special Education
- Business Administrator: Mrs. Linda Berkheimer  
Departments supervised: Building Services, Cafeteria, Media Services Technician, Instructional Technology Support Services

**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.....	301-924-3225	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
CTE.....	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

## Offices and Guide to Services

Office	Hours	Point of Contact	Phone #	Services Offered
Main Office	7:00-3:30	Carolyn Holonich Bonita Pelzer Caitlin Ring	301-924-3200	Principal's Office, Administrators' Offices, Student ID Replacement, Lost and Found
Attendance Office	7:00-3:30	Diana Wilson	301-924-3206	Attendance Issues, Early Departure, Absence Notes, Late Arrival, Tardy Notes and Passes
Security Office	7:00-3:30	Dominique Dixon	301-924-3262	Security Issues, Locks, Locker Issues, Lost Items
Registrar	7:00-3:00	Jaime Fuller	301-924-3286	Registration Information, Change of Address, Transcript Request
Business Office	7:20-2:50	Linda Berkheimer Pam Money	301-924-3208	Financial Matters, Obligations (Textbooks, Lockers, Calculators)
Counseling Office	7:00-2:50	Jenny Davis Kathya Oliva	301-924-3210	Personal Guidance, Student Service Learning Form, Report Card and Grade Information, Scheduling P/T Conferences and EMT meetings
Career Center	7:20-2:50	Joseph Hock	301-924-3219	College and Career Information ASVAB, Naviance
Health Office	7:00-3:30	Irene Gumucio Maria Gyorgy	301-924-3209	Student Health Issues, Provide Health Department Services, Treatment of Injuries
Media Center	7:05-3:20	Stephanie Flaherty Catherine Boshart	301-924-3217	Student Media services, myMCPS Classroom Help
Cafeteria	7:00-12:30	Lisa Nestor	301-924-3224	Breakfast, Lunch <i>Cafeteria does accept checks to open an account for a student</i>
Sherwood Fax		Main Office	301-924-3220	
Transportation		Randolph Depot	240-740-2610	

### Business Office

The business 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 business office. Fees and financial obligations should be paid on-line using a VISA or Master Card, credit or debit card. From the Sherwood High School web page, click on the "*Sherwood High School Payments*" button. To pay obligations on line, please follow the instructions below:

1. Go to Sherwood High School's website.
2. Scroll down and click on "Sherwood High School Payments Click Here."
3. This will take you to the online payments website for Sherwood High School. Scroll up and click on "Student Debt." This will take you to student obligations where you can view and pay your student's obligations.

Seniors 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.

## Sherwood High School Staff

### **ADMINISTRATION**

Ms. Linda Berkheimer, Business Administrator  
Mr. Tim Britton, **Principal**  
Ms. Stephanie Gelfand, Assistant Principal  
Mr. Maychel Harris, Assistant Principal  
Ms. Jennifer Herman, Assistant Principal  
Ms. Tamara Jennings, Asst. School Admin.

### **BUILDING SERVICES**

Ms. Miracle Ambroise  
Mr. Rene Aparicio  
Ms. Melody Baggett  
Mr. Nicholas Batres  
Mr. Frank Debrah  
Mr. Vagas Diggs  
Mr. Jose Guevara, **Plant Equipment Operator**  
Ms. Nohemy Hernandez  
Mr. Kevin Hill  
Mr. Ward (Pete) Jones, Sr., **Asst. BSM (Night Ldr.)**  
Ms. Mirna Macias  
Ms. Chanelle Neal  
Ms. Sussy Pena  
Mr. Bernard Turner  
Ms. Shelley Washington, **Building Services Manager**  
Mr. Wesley Wise

### **CAREER AND TECHNOLOGY EDUC./ART**

Ms. Samantha Arenberg, Technology Education  
Ms. Hailey Banda, Art  
Ms. Tania Barbera, Photography  
Mr. Jason Daigle, **Resource Teacher**  
Ms. Lisa Gilbert, Family & Consumer Science  
Mr. Hugo Harrison, Technology Education  
Ms. Soyeon Jang, Art  
Ms. Pam Johnson, Technology Education  
Mr. Rick Kelsey, Technology Education  
Mr. Brendan Lees, Engineering Teacher  
Ms. Margaret Lynch, College & Career Research & Dev.  
Mr. Swikrit Manandhar, Computer Technology  
Ms. Catina Mandis-Wist, Academy & Internship Coord.  
Ms. Nicole Schneider, Family & Con. Science  
Ms. Michelle Spangle, Art  
Ms. Keri Sykora, Medical Careers

### **COUNSELING**

Ms. Jamii Avery  
Ms. Nancy Baglin, **School Psychologist**  
Ms. Susan Bray  
Ms. Jenny Davis, Secretary  
Ms. Jaime Fuller, **Registrar**  
Ms. Elizabeth Giffen, **Resource Counselor**  
Mr. Joseph Hock, Career/College Information Asst.  
Ms. Katlyn Kopnitsky  
Ms. JaJuana Maynard, **PPW**

### **COOUNSELING (continued)**

Ms. Myrta Molina, ESOL Counselor  
Ms. Christina Newbill  
Ms. Kathy Oliva, Secretary  
Mr. Brian O'Neill, Paraeducator  
Mr. William Sartori  
Ms. Kelly Singleton  
Ms. Kiana Thompson

### **ENGLISH**

Ms. Samantha Ager  
Ms. Jean Arthur, English Composition Asst.  
Ms. Kayla Billard  
Ms. Lynnette Evans-Williams  
Mr. Christopher Goodrich  
Ms. Ashley Graham-Bell  
Ms. Alexandra Green  
Mr. Mark Holman  
Mr. Peter Huck  
Dr. Shelley Jackson, **Resource Teacher**  
Ms. Patricia Jasnow  
Ms. Elizabeth Kominski  
Ms. Lori Leonard  
Ms. Christiane Lock  
Ms. Beth Petralia  
Ms. Brianna Russell  
Ms. Kelly Schlutz

### **E.S.O.L.**

Ms. Laura Bernard-Sanchez, **Resource Teacher**  
Ms. Tamar Dworkin  
Ms. Julie Parham  
Ms. Brooke Teeter

### **FINANCIAL SPECIALIST**

Ms. Pam Money

### **FOOD SERVICES/CAFETERIA**

Ms. Anna Kash  
Ms. Olivia Miles  
Ms. Lisa Nestor, **Manager**  
Ms. Rose Zelaya

### **IT SYSTEMS SPECIALIST**

Mr. Ashton Foster

### **MAIN OFFICE**

Ms. Carolyn Holonich, **Principal's Secretary**  
Ms. Bonita Pelzer  
Ms. Caitlin Ring  
Ms. Diana Wilson, Attendance Secretary

## **MATHEMATICS**

Mr. Edward Ayuk  
Ms. Heather Baxter  
Mr. Jordan Bennett, **Resource Teacher**  
Ms. Lisa Burch  
Mr. Thomas Cohan  
Ms. Michelle Harriger  
Ms. Debbie Hiltner  
Ms. Rebecca Lei  
Ms. Deloris Martin  
Mr. Babasola Ogunsanya  
Mr. Tim Phelps  
Ms. Ingrid Ramirez  
Ms. Debbie Randolph  
Ms. Kathy Siarkas  
Mr. Claude Young

## **MEDIA CENTER**

Ms. Catherine Boshart, Assistant  
Ms. Stephanie Flaherty, Specialist  
Mr. John Williams, Media Services Tech.

## **MONTGOMERY COUNTY HEALTH DEPARTMENT**

Ms. Maria Gyorgy, Health Tech  
Ms. Irene Gumucio, Nurse

## **MONTGOMERY COUNTY POLICE DEPARTMENT**

Officer Johnson, SRO

## **PHYSICAL EDUCATION/MUSIC**

Ms. Ashley Barber-Strunk  
Mr. Sean Davis  
Mr. Johnathan Dunn  
Ms. Heather Gioenco  
Mr. Christopher Grier  
Mr. Mike Maddox, Music  
Ms. Sydney Parra  
Mr. Pete Siarkas  
Mr. Alex Silverbook, Music  
Mr. Marc Thomas, **Resource Teacher**  
Mr. Jason Woodward, **Athletic Specialist**

## **SCIENCE**

Dr. Mary Baker  
Ms. Christina Baldwin  
Ms. Shruti Chugh  
Ms. Allison Erdman  
Ms. Janet Fairbank  
Ms. Janet Frensilli  
Mr. Glenn Gerhardt  
Ms. Britani Greco  
Ms. Rebekah Harrison  
Mr. Nathan Hilburger  
Ms. Gina Martin, **Resource Teacher**  
Mr. Michael Miehl  
Mr. Glenn Miller

## **SCIENCE (continued)**

Ms. Kristina Orange  
Mr. John Roller  
Mr. Steven Wright

## **SECURITY**

Mr. Dominique Dixon, **Team Leader**  
Ms. Yesenia Gonzales  
Mr. Brian Morgan  
Mr. Juan Rivera

## **SOCIAL STUDIES**

Mr. Scott Allen  
Mr. Ryan Burnsky  
Ms. Michelle Games  
Ms. Katie Jaffe  
Mr. Michael King  
Mr. Joshua Kinnetz  
Ms. Christine McKeldin, **Resource Teacher**  
Mr. Thomas Nakamura  
Mr. Matthew Schneider  
Ms. Karen Sinclair  
Mr. Ryan Smith  
Mr. Daniel Soso-Alacante  
Ms. Rebecca Taylor  
Ms. Caitlin Thompson

## **SPECIAL EDUCATION**

Mr. Kevin Andre  
Ms. Elisabeth Carroll, Paraeducator  
Mr. Donovan Clark  
Ms. Krista Cosby, Paraeducator  
Ms. Jodie Freidman (Speech)  
Ms. Jill Galt (SCB)  
Ms. Jessica Garlick, Transition Support Teacher  
Ms. Linda Glixon  
Ms. Jennifer Griffin, **Resource Teacher**  
Ms. Barbara Griggs, Paraeducator  
Ms. Heidi Gutierrez, Paraeducator  
Ms. Carla Kaufman, (LFI)  
Ms. Esther Lazarowitz, Paraeducator  
Ms. Jodi Levy, Paraeducator  
Ms. Janet Lopez, Paraeducator  
Ms. Katherine Nichols  
Ms. Marquia Parker  
Ms. Anita Prashar, Paraeducator  
Ms. Anne Rood, Paraeducator  
Ms. Kadeen Shaw  
Mr. Tom Sheahin  
Ms. Rene Shihadi, Paraeducator  
Ms. Janet Solan-Doris, Paraeducator  
Ms. Mary Thomas  
Mr. William Warren, Paraeducator  
Mr. Lamont Williams, Paraeducator

## **SESES**

Ms. Helena Baker, Paraeducator  
Mr. Kaushal Chauhan, Paraeducator  
Ms. Daima Cook  
Mr. Maximo Cuello, Paraeducator  
Ms. Kimberly Emswiler  
Mr. Kendel Goff, **Resource Teacher**  
Ms. Jaleah Green, Paraeducator  
Mr. Paul Homon, **Social Worker**  
Ms. Vinnæ Narh, Paraeducator  
Mr. Anthony Sosnoskie

## **STAFF DEVELOPMENT**

Ms. Catina Mandis-Wist

## **STUDENT SERVICE LEARNING**

Mr. Bill Sartori

## **WORLD (FOREIGN) LANGUAGES**

Ms. Tanya Aguilar  
Ms. Michele Bloom  
Ms. Saida Dim  
Mr. John Falls, **Resource Teacher**  
Ms. Annette Hamilton  
Mr. Difien Lewis  
Ms. Kristen Munyer  
Ms. Ariana Peralta  
Ms. Brooke Tilley

## **E-Mail Addresses**

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 Bell Schedule

### REGULAR

PD. 1	7:45 - 8:30
PD. 2	8:35 - 9:25
	(Announcements)
PD. 3	9:30 - 10:15
PD. 4	10:20 - 11:05
PD. 5 LUNCH	11:10 - 11:55
PD. 6	12:00 - 12:45
PD. 7	12:50 - 1:35
PD. 8	1:40 - 2:30

### EARLY RELEASE

PD. 1	7:45 – 8:11
PD. 2	8:16 – 8:47
	(Announcements)
PD. 3	8:52 – 9:19
PD. 4	9:24 – 9:51
PD. 6	9:56 – 10:23
PD. 7	10:28 – 10:55
PD. 8	11:00 – 11:27
PD. 5 LUNCH	11:32 – 12:00
Dismissal	12:00

### TWO-HOUR DELAYED OPENING

PD. 1	9:45 - 10:15
PD. 2	10:20 - 10:55
	(Announcements)
PD. 3	11:00 - 11:30
PD. 4	11:35 - 12:05
PD. 5 LUNCH	12:10 - 12:45
PD. 6	12:50 - 1:20
PD. 7	1:25 - 1:55
PD. 8	2:00 - 2:30

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.**

## Emergency Communications for School Closings & Early Dismissal

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](http://www.montgomeryschoolsmd.org/emergency/sources.aspx)

**Sherwood High School Calendar of Events 2021-2022**

# AUGUST 2021

<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23 Professional Day-Teachers Return	24 Professional Day-Teachers	25 Professional Day-Teachers	26 Professional Day-Teachers  7:45am- 9 <sup>th</sup> Grade Orientation	27 Professional Day-Teachers	28 SAT (not @ SHS)
29	30 First Day of School  1 <sup>st</sup> Marking Period Begins	31				

# SEPTEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3 12:15pm- Pep Rally	4
5	6 Holiday—Labor Day – Schools & Offices Closed	7 No School for Students and Teachers	8	9 6:00pm- Back to School night	10	11 ACT (Not @ SHS)
12	13	14	15 Student Pictures- Grades 9-11- Ertzman	16 No School for Students and Teachers	17 Student Pictures- Grades 9-11- Ertzman	18
19	20 Student Pictures- Grades 9-11- Ertzman	21	22	23	24	25
26	27	28	29	30		

# OCTOBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2 SAT (not @ SHS)
3	4	5	6	7	8 Early Release Day  Interims Due  Senior Breakfast	9
10	11 Columbus Day - Open House	12	13 PSAT/ SAT	14 Interims mailed	15	16
17	18	19	20	21	22  6:30pm- Homecoming Football Game	23 ACT (not @ SHS)  8:00pm- Homecoming Dance
24	25  7:00pm- Solo & Ensemble Recital- E150	26	27	28	29	30
31						

# NOVEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4 Professional Day for Teachers-No School for students  1 <sup>st</sup> Marking Period ends	5 2 <sup>nd</sup> Marking Period begins	6 SAT (not @ SHS)
7	8	9	10  7:00pm- National Honor Society Inductions- Cafeteria	11	12 Report Cards distributed	13
14	15	16	17	18  7:00pm- Fall Musical- Ertzman	19  7:0pm- Fall Musical- Ertzman	20  7:00pm- Fall Musical- Ertzman
21 2:00pm- Fall Musical- Ertzman	22 Early Release Day	23 Early Release Day	24 Early Release Day prior to Thanksgiving Holiday	25 Holiday- Thanksgiving - Schools Closed	26 Holiday- Thanksgiving - Schools Closed	27
28	29	30				

# DECEMBER 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 7:30pm- Instrumental Music Concert- Ertzman	3	4 SAT (not @ SHS)
5	6	7	8	9 Interims due 2:45pm- English Honor Society Inductions- Cafeteria 7:30pm- Choral Concert- Ertzman	10 MCPS Show/Jazz Choir Festival- Ertzman	11 ACT (not @ SHS)
12	13	14	15 Interims mailed	16	17	18
19	20	21	22	23 Winter Break- No School	24 Holiday- Schools & Offices Closed	25
26	27 Winter Break- No School	28 Winter Break- No School	29 Winter Break- No School	30 Winter Break- No School	31 Holiday- Schools & Offices Closed	

# JANUARY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13 MCPS Jazz Band Festival	14	15 MCPS Jazz Band Festival
16	17 Holiday-Dr. Martin Luther King, Jr.'s Birthday - Schools & Offices Closed	18	19  7:00pm- Winter One Acts- Ertzman	20  7:00pm- Winter One Acts- Ertzman	21	22
23	24 Professional Day for Teachers-No School for students  2 <sup>nd</sup> Marking Period ends	25 2 <sup>nd</sup> Semester begins  3 <sup>rd</sup> Marking Period begins	26	27	28	29
30	31  7:00pm- Solo & Ensemble Recital- E150					

# FEBRUARY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Professional Day for Teachers-No School for students	2 Report Cards distributed	3	4	5
6	7	8	9	10	11	12 ACT (not @ SHS)
13	14	15	16	17	18	19
20	21 Holiday- President's Day- Schools & Offices Closed	22	23	24	25	26
27	28 Interims due					

# MARCH 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6 2:00pm- RRR Revival- Ertzman	7 Interims mailed	8	9	10	11 7:30pm- RRR Revival- Ertzman Early Release Day	12 7:30pm- RRR Revival- Ertzman SAT (not @ SHS) 7:30pm- RRR Revival- Ertzman
13 2:00pm- RRR Revival- Ertzman	14	15	16	17	18	19
20	21	22	23 SAT	24	25	26
27	28	29	30 7:00pm- National Honor Society Inductions- Cafeteria	31		

# APRIL 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 Professional Day for Teachers-No School for students  3 <sup>rd</sup> Marking Period ends	2 ACT (not @ SHS)
3	4 4 <sup>th</sup> Marking Period begins	5	6	7	8	9
10	11 Spring Break-No School  Report Cards mailed	12 Spring Break-No School	13 Spring Break-No School	14 Spring Break-No School	15 Holiday-Schools & Offices Closed	16
17	18 Holiday-Schools & Offices Closed	19	20	21  6:00pm- A Night of Jazz- Cafeteria & Ertzman	22	23
24	25	26	27	28  7:00pm- Spring Play- Ertzman	29  7:00pm- Spring Play- Ertzman	30  7:00pm- Spring Play- Ertzman

# MAY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 4:30pm- Spring Play- Ertzman	2 Professional Day for Teachers- No School for Students  AP Exams  Interims due (seniors)	3 AP Exams  7:30pm- Choral Concert- Ertzman	4 AP Exams	5 AP Exams  7:30pm- Instrumental Music Concert- Ertzman	6 AP Exams	7 SAT (not @ SHS)  6:00pm- Senior Prom- UMD Alumni Center
8	9 AP Exams  Interims mailed (seniors)	10 AP Exams	11 AP Exams	12 AP Exams  Interims due (Grades 9-11)	13 AP Exams	14
15	16	17	18 Interims mailed (Grades 9-11)	19	20	21
22	23	24	25	26	27	28
29	30 Holiday- Memorial Day - Schools & Offices Closed	31				

# JUNE 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4 SAT (not @ SHS)
5	6	7	8	9	10	11 ACT (not @ SHS)
12	13	14	15 Early Release Day- Last Day of School for Students  4 <sup>th</sup> Marking Period Ends	16 Professional Day for Teachers	17	18
19	20	21	22	23	24 Report Cards distributed	25
26	27	28	29	30		

**\*\*If the school year is disrupted by emergencies and schools are closed three or more days, possible make-up instructional days include: June 17, June 20, June 21 and June 22.**

## Advanced Placement Exams Calendar

**(Note: Times are subject to change)**

<b>Week 1</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>
Mon., May 2, 2022	United States Government and Politics	Chemistry Spanish Literature and Culture
Tues., May 3, 2022	Environmental Science	Psychology
Wed., May 4, 2022	English Literature and Composition	Comparative Government and Politics Computer Science A
Thurs., May 5, 2022	Human Geography Macroeconomics	Statistics
Fri., May 6, 2022	United States History	Art History Microeconomics

<b>Week 2</b>	<b>Morning 8 a.m.</b>	<b>Afternoon 12 noon</b>
Mon., May 9, 2022	Calculus AB Calculus BC	Computer Science Principles
Tues, May 10, 2022	English Language and Composition	Physics C: Mechanics
Wed., May 11, 2022	Spanish Language and Culture	Biology
Thurs., May 12, 2022	French Language and Culture World History: Modern	Physics 1: Algebra based
Fri., May 13, 2022	Music Theory	Physics 2: Algebra based

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**

## 2021-2022 School Calendar    Montgomery County Public Schools

Mon-Fri, August 23, 24, 25, 26, & 27	Professional days for teachers	No school for students.
Mon, August 30	First Day of school for students	
Mon, September 6	Holiday- Labor Day	Offices & schools closed
Tue, September 7	No School	No school for students and teachers
Thu, September 16	No School	No school for students and teachers
Fri, October 8	Early release day for all students	Planning/grades/interims
Thu, November 4	No School	Planning/grades/interims
Mon-Wed, November 22, 23 & 24	Early release day for all students	Students dismissed after lunch.
Thu-Fri, November 25 & 26	Holiday - Thanksgiving	Offices & schools closed.
Thu, December 23	No School	No school for students and teachers
Fri, December 24	Holiday	Offices & schools closed.
Mon-Thu, December 27, 28, 29 & 30	Winter break	No school for students and teachers.
Fri, December 31	Holiday - New Year's Day	Offices & schools closed.
Mon, January 17	Holiday - Martin L. King, Jr. Day	Offices & schools closed.
Fri, January 24	Professional day for teachers	No school for students..
Tue, February 1	Professional Day for teachers	Planning/grades/interims
Mon, February 21	Holiday - Presidents' Day	Offices & schools closed.
Fri, March 11	Early release day for all students	Planning/grades/interims
Fri, April 1	No School	Planning/grades/interims
Mon-Thu, April 11, 12, 13 & 14	Spring break	No school for students and teachers
Fri & Mon, April 15 & 18	Holiday	Offices & schools closed
Mon, May 2	No School	Planning/grades/interims
Mon, May 30	Holiday - Memorial Day	Offices & schools closed.
Wed, June 15	Early release day K-12.	Last day of school for students
Thu, June 16	Professional day for teachers	

## Attendance Policy

Students are expected to be in class and on time for class each day. Attendance is vital for student success. Poor attendance and tardiness impact the continuity of the student's instructional program and impact the student's grade in a class.

**Lawful Absence:** In the event that a student needs to be lawfully absent, the student is expected to have an excused absence. In accordance with the *Code of Maryland Regulations* (COMAR), a student will be considered lawfully absent from school for any portion of the school day under the following conditions:

- a. Death in the immediate family
- b. Illness of the student (the principal may require a physician's certificate from the parent/guardian in cases of extended absences for an illness)
- c. Court summons
- d. Religious holiday
- e. State emergency
- f. Suspension
- g. Hazardous weather conditions (weather conditions that would endanger a student on the way to or from school)
- h. Lack of authorized transportation (for example, if a bus does not show up)
- i. Permission from the principal

Parents/guardians must call (301-924-3206) or email ([Diana.Wilson@mcpsmd.org](mailto:Diana.Wilson@mcpsmd.org)) the attendance office when their student is absent. When a student returns to school after a lawful absence, the student must present a written excuse signed by the parent/guardian to the attendance office within three days after the student returns to school. Failure to do so may result in the absence becoming an unexcused absence.

The written excuse must include the following:

- a. The student's full name and ID number
- b. The student's grade
- c. The date(s) of the absence(s) or tardy(ies)
- d. A phone number where the note can be verified
- e. A signature of the parent/guardian

### **Virtual Learning Attendance Notice Link:**

[https://docs.google.com/forms/d/e/1FAIpQLSfI682JHZy\\_aI1i9t1CigBdDsj6K48bIjxzMeuJ-QTu-Qw-WA/viewform?entry.255371218=Sherwood+HS](https://docs.google.com/forms/d/e/1FAIpQLSfI682JHZy_aI1i9t1CigBdDsj6K48bIjxzMeuJ-QTu-Qw-WA/viewform?entry.255371218=Sherwood+HS)

Students who are requesting an early dismissal must present notes from a parent explaining the reason for leaving to the attendance secretary between 7:30 and 7:45 a.m. 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.

**Tardy Policy:** All students are able to complete class changes within the five minute passing time.

Tardiness is defined as not being in the assigned classroom when the bell rings signaling the beginning of the instructional period. Tardiness of more than twenty minutes of any class period will be recorded as an unexcused absence. Three unexcused tardies in a class equals one unexcused absence for that period.

If a student is tardy for class without a legitimate excuse, the following continuum will be enforced:

- a. The teacher will issue a verbal warning to the student for the first offense.
- b. The teacher will issue a detention for the second offense.

- c. The teacher will contact the student's parent/guardian and issue a consequence for the third offense.
- d. If the student receives four unexcused tardies in a class, the teacher will refer the student to the administrator.

A student who receives four unexcused tardies will meet with his or her grade level administrator for disciplinary action and interventions. If the student receives the equivalent of three unexcused absences in a class, the student and parent/guardian will be warned of the possibility of failure by the student's administrator. The administrator will consult with the student or the parent/guardian to verify the reason for the absences and determine the appropriate interventions.

**Unlawful Absence:** If students are marked as having an unexcused absence, the student or parent/guardian may appeal the absence. Usually students having lawful absences are marked as unexcused when the student does not bring an excusal note to the attendance office within three days of returning to school. Students and parents/guardians may appeal the recording of their absences if they believe that any absences were recorded incorrectly. The appeal can be made to the student's administrator.

Students with three unlawful absences in a class will be warned of the possibility of failure and referred to their administrator. The administrator will consult with the student and parent/guardian, verify the reasons for the absences, and determine the appropriate attendance interventions.

Students who are unlawfully absent for class five times will automatically be required to submit an attendance intervention plan. The administrator will work with the student to initiate the plan. The administrator will collaborate with the teacher, counselor, student and parent/guardian to develop and monitor the actions identified in the plan. If the student fails to adhere to the actions in the attendance intervention plan and/or continues to be unlawfully absent, the student may fail the course and receive a grade of E3.

Montgomery County Public Schools (MCPS) generates letters when students receive three and five unlawful absences. These letters are sent to the student's home. If warranted, MCPS will automatically generate a warning letter or an email if a student has three unlawful absences. MCPS will generate a letter or email if a student has five unlawful absences to inform them and parents/guardians that the student may fail the course unless an appeal has been granted or an attendance intervention plan is completed.

## Code of Conduct

The purpose of Sherwood High School's code of conduct and discipline policy is to maintain a safe, healthy learning school environment that focuses on respect for self, respect for others, and respect for school. Although defined in a number of different ways, discipline, in this handbook, in compliance with Maryland State Department of Education (MSDE) regulations on school discipline practices deal with incidents and infractions that disrupt the instructional program.

Students are expected to attend school and classes regularly, arrive on time, bring required materials, and meet the course objectives. They should understand and observe the rules of the school and recognize that there are channels which rules or conditions can be studied or questioned and realize that they must use those channels. These channels include speaking with a teacher, a counselor, an administrator, a member of the security team, or any adult in the school.

Students should be courteous and respectful at all times. It is important to maintain safety in the hallways at all times. Running, loud talking, boisterousness, other disruptive or unsafe behaviors are not permitted. Students should not loiter at lockers, entrances to rooms or in hallways. Students should use a school issued pass when in the halls during scheduled class time.

Warrior Pride is very important at all school events. It is expected that Sherwood students will demonstrate appropriate behavior at athletic events and school performances. Good sportsmanship prohibits booing or any derogatory statements. 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. If a student is under the influence of alcohol or drugs, school consequences will be issued as well as a possible police referral. This could result in a citation or an arrest depending upon the severity.

Appropriate student dress and grooming are the responsibility of the students and their parents/guardians. Shoes must be worn at all times. Clothing must be school appropriate.

- The following clothing items are not Sherwood High School attire: tube tops, bustiers, handkerchief tops, underwear tank tops.
- Pants and shorts should be worn at the waist with no underwear exposed.
- For the safety and security of all members of Sherwood High School, no hoods may be worn on a student's head while in the building as they block visibility and identification.

Failure to meet these standards will result in the student being sent to the main office, changing problematic clothing, or calling home to receive appropriate clothing to wear.

## **Student Conduct Expectations**

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 positive relationships with students
- Providing timely and 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 strong classroom management strategies: such as but not limited to:
  - Provisioning ("having things ready to go" – space and materials)
  - Proximity, grouping, verbal/nonverbal cues, preferential seating
- Reviewing discipline policy with students
- Establishing classroom routines and expectations
- 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 school administrator, or an assistant principal may be appealed to the principal.

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 from school or exclusion from class 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 or attend any MCPS school activities during the period of suspension. Students must remain away from all MCPS facilities and grounds during that time.

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 Action:** There are times when student behavior may warrant a school consequence. In the event that a student will receive a consequence, there are several factors that are considered, such as: the severity of the behavior, the impact on self and others, and the student's history. Consequences are not progressive but will be applied as appropriate. The actions taken by the school generally fall into the following categories:

- Level 1 – Classroom and Teacher-led Responses.
- Level 2 – Teacher-led and/or Administrative Supported Responses.
- Level 3 – Administrative Supported and Removal Responses.
- Level 4 – Administrative Supported and Short-term Out-of-School Exclusionary Responses.
- Level 5 – Long-term Administrative Supported Out-of-School Exclusionary and Referral Responses.

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

**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.

**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.

**Disciplinary Infractions (The disciplinary infractions listed below are as outlined in the MCPS Student Code of Conduct. Please refer to the Student Code of Conduct for more in-depth information)**

**Abuse, physical:** Physical assault of a staff member or another student on school grounds, or in connection with a school activity.

*Consequences may include Level 1 through Level 5 and possible 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.

*Consequences may include Level 1 through Level 4 and possible police referral*

**Alcohol abuse/distribution:** Being under the influence of alcohol, using or possessing alcohol, or distributing/selling alcohol while on school premises, on any school-sponsored activity, or in vehicles owned or operated by students during the school day.

*Consequences may include Level 2 through Level 5 and possible police referral*

**Arson:** Setting or assisting in setting a fire on school grounds.

*Consequences may include Level 1 through Level 5 and possible police and fire marshal referral*

**Bomb Facsimile Possession or Threat:** Possession of or threat to use a bomb or explosive device.

*Consequences may include Level 2 through Level 5 and possible police and fire marshal referral*

**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 which includes inappropriate postings on social media. 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.

*Consequences may include Level 2 through Level 5 and possible police referral*

**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.

*Consequences may include Level 1 through Level 2 and a possible grade of zero*

**Class Cutting:** Absence from class without excuse

*Consequences may include Level 1 through Level 3*

**Class Disruption:** Behavior which inhibits teaching and learning during class.

*Consequences may include Level 1 through Level 4*

**Computers and Internet inappropriate use:** Computer hacking, playing unapproved games, theft and/or misuse of internet, 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.

*Consequences may include Level 1 through Level 2*

**Computer Network or Exam Tampering:** Tampering with, or assisting another to tamper with the MCPS computer network or exams.

*Consequences may include Level 2 through Level 5*

**Destruction of Property:** Damaging or destroying the property of another student, staff member, or the school. Students may incur a financial obligation.

*Consequences may include Level 1 through Level 5 and possible police referral*

**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. Running, loud talking, boisterousness, playing music over portable speakers or other disruptive or unsafe behavior is not permitted.

*Consequences may include Level 1 through Level 4*

**Drugs: (Prescription and Over-the-Counter):** 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.

*Consequences may include Level 2 through Level 5 and possible police referral*

**Drugs: (Illegal):** Unauthorized use, possession or being under the influence of illegal drugs or distributing or selling illegal drugs is prohibited on school property or any school activity. Related paraphernalia is also prohibited. Students present at the time that these illegal drug-related activities occur may receive the same consequences.

*Consequences may include Level 2 through Level 5 and possible police referral*

**Electronic Devices (inappropriate use):** Cell phones, tablets, and other similar devices are expected to be used properly and for appropriate reasons. They are not permitted to be visible or used in the classroom unless directed by the teacher for instructional purposes. Portable speakers are NOT allowed for use in school except for a school sponsored activity.

- *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.*

**Extortion:** The frightening or threatening of another person in an attempt to secure money or property.

*Consequences may include Level 2 through Level 5 and possible police referral*

**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.

*Consequences may include Level 1 through Level 3*

**Fighting:** When two or more students engage in a physical confrontation. All participants will receive consequences.

*Consequences may include Level 1 through Level 5 and possible police referral*

**False Fire Alarm:** Setting off false alarms or misusing the fire alarm system

*Consequences may include Level 2 through Level 4 and possible police and fire marshal referral*

**Fireworks/Incendiary Devices:** possessing or using any incendiary device

*Consequences may include Level 1 through Level 5 and possible police and fire marshal referral*

**Harassment, Sexual:** Unwelcome sexual advances, requests for sexual favors, and/or other inappropriate verbal, written, or physical conduct of a sexual nature.

*Consequences may include Level 2 through Level 5 and possible police referral*

**Insubordination:** Refusal to comply with reasonable request of staff

*Consequences may include Level 1 through Level 3*

**Intimidation:** Frightening or threatening another person with bodily or property harm, pushing, bumping or tripping with intent to frighten or threaten.

*Consequences may include Level 1 through Level 5*

**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 7:45 a.m. and 2:30 p.m.

*Consequences may include Level 1 through Level 3 and possible towing and police referral. There may be possible loss of parking permit.*

**Plagiarism/Forgery:** The use of words or ideas of another without acknowledgement and the signing of a note for parent or staff member excusing a student's absence from school or class.

*Consequences may include Level 1 through Level 3 and possible loss of credit for the assignment*

**Play Fighting:** Disruptive behavior that appears to be the act of fighting.

*Consequences may include Level 1 through Level 3*

**Profanity/Obscenity:** Written or oral language or drawings that offend the senses or the standards of morality of the school and the community.

*Consequences may include Level 1 through Level 3*

**School Bus Behavior:** 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 pupils and for their conduct on the bus.

*Consequences may include Level 1 through Level 5*

**Students who leave school grounds illegally:** Students who leave school grounds illegally will be charged with an unexcused absence for each class missed. Students are required to stay on campus during lunch time. Leaving class or lunch-time without permission will count as a class cut regardless of how much time remained when the student left class.

*Consequences may include Level 1 through Level 2. Parents will be notified, disciplinary action will be taken, and parking privileges may be revoked.*

**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.

*Consequences may include Level 3 through Level 5 and possible police referral*

**Smoking and/or use of tobacco:** Cigarettes, e-cigarettes, vapes, jules, non-prescription inhalants, using tobacco products, etc. on school property is prohibited.

*Consequences may include Level 1 through Level 4.*

**Test Security:** Use of prohibited electronic devices like cell phones, iPods, tablets and smart watches during an assessment is a violation of test security. These devices MUST be turned off and put away during the assessment.

*Consequences may include invalidation of the assessment for the student and also Level 1 through Level 5.*

**Theft:** Taking another person's property or MCPS property while on school property.

*Consequences may include Level 1 through Level 4 and possible 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.

*Consequences may include Level 2 through Level 5*

**Truancy:** 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.

*Consequences may include Level 1 through Level 2*

**Vapor smoking:** Possession and use of a vape on school property is prohibited.

*Consequences may include Level 1 through Level 2*

**Weapons:** Possession of a weapon or a weapon look-alike such as a gun, knife, brass knuckles, or any object used as a weapon.

*Consequences may include Level 1 through Level 5 and possible police referral*

### Other Information & Expectations

**Age of Majority:** 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.

**Delayed openings:** Delayed openings will be announced on the radio, television and other media after 5:00 a.m. (or the night before if possible). Do not call the school to inquire.

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

**Excusing Students from Class:** Students are responsible for attending all their scheduled classes. No student is allowed in the hallway without a pass. Teachers may not dismiss students early. Students should be excused only for legitimate reasons and are to be directed to specific locations.

**Grading Policy:** The MCPS grading and reporting policy can be found on the MCPS Web site @ [www.montgomeryschoolsmd.org/info/grading](http://www.montgomeryschoolsmd.org/info/grading)

**Grading Policy for Homework:** Homework is graded when assessing whether students have learned a concept. Homework is reported as a learning skill when students are practicing a new concept.

**Interim Progress Reports and Report Cards:** Report cards will be issued four times during the school year, each one covering a nine-week grading period. In the middle of each nine-week grading period, an interim progress report will be issued.

**Locks and Lockers:** Every student at Sherwood High School is assigned a locker at the beginning of each school year. The student is responsible for the condition of the locker and keeping the combination secure. The fee for lost/damaged locks is \$5. The school is not responsible for the security of items left in the locker. *The school has the right to open any locker if there is a reasonable belief that an illegal item may be present inside the locker.*

**Lost and Found:** Anyone who finds an article should immediately turn it in to the main office.

**Lunch:** Sherwood has one single period lunch. The following rules are in effect during lunch:

- Students are to eat only in designated areas.
- Students are expected to clean up 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.)
- Loud music played over speakers (portable) or cell-phones is prohibited.

**Make-up Work:** When a student is legally absent from classes, he/she will have the equivalent of the number of days absent to make up class work, homework, quizzes, and tests. For example, if a student is absent on Monday, October 10, and Tuesday, October 11, all make up work will be due on Thursday, October 13. For long-term legal absences (five days or longer), the teacher and student will work together to formulate their own plan. All make up work must be completed within 10 days following the absence.

**Medication at School:** In accordance with MCPS policy, no student should be carrying medication to school. If a student needs to be on medication at school, the following procedure is to be followed:

- Obtain a medication administration form from the health room.
- Form must be completed by parent and doctor.
- Medication must be brought to the school by an adult. It must be in the original prescription bottle or, for over-the-counter medications, in a brand new bottle.
- The form discussed in step 2 must accompany the medication.

In the event the health room is closed, students should report to the main office.

**MyMCPS Classroom:** MyMCPS Classroom is a web-based system which allows communication between home and student. Students will see modules for each of their courses each semester for which they are enrolled. MyMCPS Classroom is synchronized with Pinnacle Gradebook, allowing students and parents to view grades in real time. They can also view announcements, calendar items (due dates for assignments and upcoming events), assignments, academic records (grades, attendance, schedules) and resources (services, supports, curriculum materials). Teachers and administration at Sherwood HS will use this as a means of communication with students, parents, or a single class. Clubs, groups, activities and class groups can also have their own module so sponsors can communicate easily with those students and parents.

**School Emergency (Student guidelines):** In an emergency situation all students are expected to behave in a safe and orderly manner. In the event of an emergency where we need to **evacuate the building**, students are expected to use the following guidelines:

- Follow the evacuation route posted on signs in each classroom/instructional area.
- Walk quietly and quickly to the designated areas as directed.
- Remain quiet and attentive for further directions.
- Remain in your designated area, unless directed otherwise.

In the case of **Shelter in Place**, students are expected to use the following guidelines:

- All students in the hallway should report to their assigned classroom
- Instruction will continue
- Listen to the P.A. for instructions

In the case of an **Active Shooter scenario**, students are expected to use the following guidelines:

- Immediately move to the closest securable location
- Ignore all bells and alarms
- Remain in a lockdown until you are instructed differently by the administration or a public safety official

In the case of **Severe Weather Shelter**, students are expected to use the following guidelines:

- Immediately report to the identified weather-safe areas inside the building

In the case of **Earthquake or Drop, Cover and Hold scenario**, students are expected to use the following guidelines:

- Drop to the ground and take cover by getting under a sturdy table or other piece of furniture
- Hold on until the shaking stops
- If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building
- Stay away from glass
- Use a doorway as shelter only if it is near you
- If outdoors, stay there. Move away from building, streetlights and utility wires

**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.

**Student Identification Cards:** Each student will be given one free ID card which is to be in the student's possession at all times for the next four years. It will be needed to enter all activities and to purchase tickets or pick up items such as rings, announcements & yearbooks. It is to be shown upon request by a staff member. Students without ID's will be required to purchase a new one at the cost of \$5.00. The ID card is used for all four years the student is at Sherwood High School.

**Truancy:** Truancy is an 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.

**Turnitin.com:** To assist students checking their writing and avoiding improperly used content, inadvertent plagiarism or quotation errors teachers may require students to turn in their written assignments through turnitin.com.

**Visitors:** Visitors to school are limited to those who have official business at Sherwood High. All visitors to the school must report to the main office, sign in and receive a visitor's pass. Parents are encouraged to visit classrooms and to confer with teachers; however, visits to classrooms should be arranged through the counseling office. Parents are asked to contact the school at least 24 hours in advance. Student visitors are prohibited.

### **Student Parking Permits**

Parking on campus is a privilege. For the safety of each, students must drive respectfully and responsibly. Failure to drive responsibly could result in the loss of parking privileges and a possible referral to the police. 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 a 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 on-line via the Sherwood High School web page and within the Security Office. Students can purchase a yearly parking permit for \$75 or a second semester permit for \$37.50. Purchases are made on-line with VISA/Master Card, credit or debit card. From the Sherwood High school web page, click on the "*Sherwood High School Payments*" button. Select the appropriate payment option. Students must be free of all financial obligations to receive a parking permit. Once the permit has been purchased on-line, complete the "Parking Permit Application," available on the Sherwood High School web page, and return it to the security office (room 201) before and/or after school to pick up your parking permit. Please note that MCPS policy does not allow refunds on parking permits purchases. Failure to comply with the parking regulations will result in the following consequences: first offense- warning sticker, parent notification; second offense- warning sticker, parent notification, loss of parking privilege for five (5) school days; third offense- warning sticker, parent notification, loss of parking privilege for 10 school days and towing. If you park on the property without a permit, you will receive an automatic obligation for that semester.

### **Course –Related Fees**

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 Fees should be paid on-line using a VISA or Master Card, credit or debit card. From the Sherwood High School web page, click on the "*Sherwood High School Payments*" button. Select the appropriate payment option. First semester course fees must be paid in full no later than September 30, 2021. Second semester course fees must be paid in full no later than February 28, 2022. Financial obligations will be issued to students after those due dates.

**Maryland Diploma Requirements**

The state of Maryland authorizes one diploma for all high school graduates based upon successful fulfillment of the following 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:*

SUBJECT AREA	SPECIFIC CREDIT REQUIREMENTS			CREDITS (minimum)
➤ English				4
➤ Mathematics	Algebra, Geometry, and 2 additional math courses. Students must be enrolled in a math course each year in grades 9 through 12. This may result in students earning more than 4 credits in math for graduation.			4
➤ Social Studies	U.S. History, NSL Government., and World History			3
➤ Science	Biology, one physical science, and one additional science course			3
➤ Fine Arts				1
➤ Technology	Courses in career and technology education that satisfy the technology education requirement			1
➤ Physical Education				1
➤ Health				1
<u>Electives (must fulfill <b>one</b> of the following)</u>				
World Language	2 plus an additional 2.5 in elective courses	or	Career and Technology Education Career Pathway Program	4 in a state-approved program and an additional 0.5 elective credit

Student Service Learning (SSL): Students must meet established student service-learning requirements. The required number of hours is 75. 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.

State of Maryland High School Assessments:

These assessments vary by graduation year. The Counseling Department has detailed information.

### Promotion Policy

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 English, three in math, two in science, and two in social studies. Students must also successfully complete the courses with content included in required state assessments.

Entering Grade	Math	English	Science	Social Studies	Total credits (in agreement with MCPS Regulation JEB-RA)	HSA/PARCC Courses (not including passing related test)
10	1	1			5	
11	2	2	1	1	10	
12	3	3	2	2	15	4

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 the end of first semester through August of senior year. Adjustments may be made manually by the school's registrar during student's fourth year as appropriate.

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

### NCAA Freshman Eligibility Standards

## Divisions I and II Initial-Eligibility Requirements

### Core Courses

- **NCAA Division I and II currently requires 16 core courses.**
- **NCAA Division I will require 10 core courses** to be completed **prior to the seventh semester** (seven of the 10 must be a combination of English, math or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the seventh semester and cannot be retaken for grade improvement.
- *Beginning August 1, 2016, it will be possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10 course requirement, but would not be able to compete.*

### Test Scores

- **Division I** uses a sliding scale to match test scores and core grade-point averages (GPA). The sliding scale for those requirements is shown on Page No. 2 of this sheet.
- **Division II** requires a minimum SAT score 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 following four sections: English, mathematics, reading and science.
- **When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.**

### Grade-Point Average

- **Be sure** to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website ([www.eligibilitycenter.org](http://www.eligibilitycenter.org)). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Use the list as a guide.
- **Division I** GPA required to receive athletics aid and practice **on or after August 1, 2016**, is 2.000 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **Division I** GPA required to be eligible for competition **on or after August 1, 2016**, is 2.300 (corresponding test-score requirements are listed on Sliding Scale B on Page No. 2 of this sheet).
- **The Division II** core GPA requirement is a minimum of 2.000.
- Remember, the NCAA GPA is calculated using NCAA core courses only.

### Division I - 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 comparative religion/philosophy).

### Division II - 16 Core Courses (2013 and After)

- 3 years of English
- 2 years of mathematics (Algebra 1 or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 years 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 comparative religion/philosophy).



<b>Counseling Services</b>
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**Services offered by the Counseling Department:**

- Counseling and advising related to academics, social/emotional wellness, and college/career planning..
- Counseling/advising related to careers, which may include interest inventories and job information.
- Counseling for student groups (topics to be determined).
- Coordinating parent-teacher and/or student-teacher conferences.
- Notifying teachers of homework requests as a result of illness.
- Processing of report cards, school transcripts, recommendations, address changes.
- Processing of referrals for additional services.

**Sherwood Counseling Department Mission**

We are committed to ensuring a high quality and comprehensive school counseling program. Our goal is to help foster academic success, social/emotional wellness, and college and career preparation for all students. School counselors collaborate with students, parents, teachers, other school staff, and community stakeholders to remove barriers to learning and provide opportunities and supports for students as they fulfill their academic and personal aspirations.

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

<b>COUNSELOR</b>	<b>GRADES 9-11</b>	<b>GRADE 12</b>
Elizabeth Giffen – <a href="mailto:Elizabeth.Giffen@mcpsmd.org">Elizabeth.Giffen@mcpsmd.org</a>	<b>A</b>	<b>A-Ben</b>
Katlyn Kopnitsky – <a href="mailto:Katlyn.E.Kopnitsky@mcpsmd.org">Katlyn.E.Kopnitsky@mcpsmd.org</a>	<b>B</b>	<b>Beo-Cap</b>
Susanne Bray – <a href="mailto:Susanne.P.Bray@mcpsmd.org">Susanne.P.Bray@mcpsmd.org</a>	<b>C-FI</b>	<b>Car-Fe</b>
Kelly Singleton – <a href="mailto:Kelly.M.Singleton@mcpsmd.org">Kelly.M.Singleton@mcpsmd.org</a>	<b>Fo-Ja</b>	<b>FL-I</b>
Christina Newbill – <a href="mailto:Christina.M.Newbill@mcpsmd.org">Christina.M.Newbill@mcpsmd.org</a>	<b>Je-Mer</b>	<b>J-McG</b>
Kiana Thompson – <a href="mailto:Kiana.K.Thompson@mcpsmd.org">Kiana.K.Thompson@mcpsmd.org</a>	<b>Mes-Q</b>	<b>McH-Pin</b>
Bill Sartori – <a href="mailto:William.L.Sartori@mcpsmd.org">William.L.Sartori@mcpsmd.org</a>	<b>R-So</b>	<b>Pio-So</b>
Jamii Avery - <a href="mailto:Jamii.Avery@mcpsmd.org">Jamii.Avery@mcpsmd.org</a>	<b>Sp-Z</b>	<b>Sp-Z</b>
Myrta Molina – <a href="mailto:Myrta.I.Molina@mcpsmd.org">Myrta.I.Molina@mcpsmd.org</a>	<b>Support for ESOL</b>	<b>Support for ESOL</b>

Additional staff who support the Counseling Department in providing services to the students and their parents include:

- Ms. Jenny Davis, Counseling Secretary, (301) 924-3210  
 Ms. Jaime Fuller, Registrar, (301) 924-3286  
 Mr. Joe Hock, College/Career Advisor, (301) 924-3219

**Student Counselor Appointments**

1. Visit the Counseling Office before school, after school, during lunch or by appointment.
2. Set up an appointment with a secretary who will give you a pass.
3. 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. Use a 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 buses are available several days a week. See Academic Support Chart on page 36.

### **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, the student's counselor will make those arrangements.

Parent contact with teachers is preferred via email. Teachers should respond within one (1) school day. Parents are also invited to visit their student's classes. The school requests advance notice of at least one (1) school day so that teachers can accommodate class visitors.

### **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 school 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.

### **Withdrawal from Courses**

If a student chooses to withdraw from a course, the request to withdraw must be made by the 25<sup>th</sup> school day of the semester.

If a student withdraws from a course before the end of the fifth week (25 school days), no notation is made on the student's permanent record or report card or transcript.

If the student withdraws after the 25<sup>th</sup> school day of the semester in which the class begins, a notation of "W," or "Withdrew," the date of the withdrawal, and the average grade at the time of withdrawal will be entered on the permanent record, transcript, and report card. (Withdrawal grades are not used in computing GPA or WGPA. However, they are included to determine student academic eligibility for participation in extracurricular activities.)

## **College/Career Center**

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 from 7:30 a.m. to 3:30 p.m. and by appointment in the evening and summer. Mr. Joe Hock, the College/Career Advisor (CCA) assists students and families with post-secondary planning. The College/Career Center is a valuable resource for all grade levels. Students may sign up in the Career Center to meet with visiting college representatives and guest speakers. Information and assistance is available about career planning, post high school options, college selection, college majors, essay writing, completing college applications, financial aid and scholarships, resume writing, SAT, PSAT, ACT and much more.

Evening programs designed to provide information for parents about college and career resources are presented periodically at Sherwood High School. Information about these programs is available on the Sherwood website, and is communicated through the PTSA Listserv, Naviance, Connect-Ed, and the department Twitter page.

Students and parents may make appointments with Mr. Hock for assistance with college and career planning, and financial and scholarship information.

## College Admissions FAQs

### **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 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 Naviance, College Board, Petersons and Niche.

### **What is Naviance?**

A college and career database that also supports the college application process. Students may compare colleges, do college searching, take career assessments, view college/career statistics, and keep track of their applications once submitted. 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 a link to the major databases on the web at [www.mcps.k12.md.us/curriculum/careercenter](http://www.mcps.k12.md.us/curriculum/careercenter). Links to scholarship sites can also be found on the Career Center page of the Sherwood website. Students should also check with prospective colleges for additional scholarship money. Naviance also has an updated scholarship site.

### **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 multiple-choice tests that in English, Mathematics, reading, and science, which results in a Composite score (highest score 36). It is used for the college admissions process, and is accepted by all four year colleges and universities.

**AP-** Advanced Placement courses provide the opportunity for high school students to experience college level course rigor. A qualifying score on an AP exam may give the student college credit depending on the college's credit requirements.

**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 each U.S. high school with a code. The CEEB code for Sherwood High School 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 or university. Seniors who are student-athletes should register online at: [www.ncaaclearinghouse.net](http://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 grade 11 will be considered for the National Merit Scholarship Program.

**SAT** – The SAT is a college entrance exam accepted by all colleges across the United States as part of the admissions process. Scores on the Critical Reading and Mathematics sections range from 200–800.

**TOEFL-** The Test of English As a Foreign Language measures the ability of non-native speakers of English to use and understand English.

## Scholarship Information

### Introduction

Scholarships provide money that can help students pay for their college education. 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](http://www.montgomeryschoolsmd.org/curriculum/careercenter/financialaidinfo.shtm)

[www.naviance.com](http://www.naviance.com)

[www.fastweb.com](http://www.fastweb.com)

[www.mhec.state.md.us](http://www.mhec.state.md.us)

[www.finaid.org](http://www.finaid.org)

[www.fafsa.gov](http://www.fafsa.gov)

[www.Myscholly.com](http://www.Myscholly.com)

[www.Salliemae.com/college-planning](http://www.Salliemae.com/college-planning)

[www.Goingmerry.com](http://www.Goingmerry.com)

[www.Raise.me](http://www.Raise.me)

### 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. Scholarships can be 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. Students usually need to provide a copy of their transcript, an official document listing all of the courses and final grades a student has earned in high school. Students must request transcripts for scholarships from the registrar's office. Many scholarships also require a student written essay.

## **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), world language, science (for example, biology, chemistry and physics) and history or social studies. 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 and parent nights to meet your child's teachers and stay up-to-date on current information.
- Request parent-teacher conferences when you think they are needed.

### **Communicate with teachers**

- Teachers are available through e-mail; staff email addresses can be found on the Sherwood website.
- Monitor your Synergy Parent Vue account to access your child's grades. A teacher's classroom portal may list class notes, homework assignments, and links to class resources.

### **Know that counselors**

- Handle class registration and schedules.
- Can help if there are problems at home, such as family challenges or illness, which could affect your child's school work.
- Work with students on the college admissions process.
- Can provide you with college entrance exam information (SAT and 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, school psychologist, or other mental health professionals if you/your child need assistance.

### **Stay involved with the school**

- Be informed through your school's PTSA, school newsletter, automated phone calls, and/or website. Continue to be an advocate for your child and other students.

## **Library Media Program**

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 physical Library Media Center and with our digital presence.

The Library Media Center is open for student use from 7:15 AM – 3:15 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. Our *Research Databases* and our *eBooks* complement our physical print collection and they are the ideal and expected tool for students to use when completing assignments or projects, conducting research, or seeking general information. Home access information and passwords for these databases and *eBooks* are available through the Library website, and from within the virtual library located on MyMCPS Classroom. The Library Media Program web page and virtual library within MyMCPS Classroom offer appropriate information resources, research instruction and support, and resources tailored to specific assignments and or classes.

When invited, students are expected to accept the invitation to join the Library MyMCPS Classroom.

For more information about the Sherwood Library Media Program, please see our web page at <https://sites.google.com/mcpsmd.net/sherwoodhs-lmc/home>.

## 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:

Department	Office Location	Resource Teacher	Days Teachers Are Available During Lunch
Art	A110	Mr. Jason Daigle	Monday through Friday
Career & Technology Educ.	A110	Mr. Jason Daigle	Monday through Friday
Counseling	A293	Ms. Elizabeth Giffen	Monday through Friday
English	J272	Dr. Shelley Jackson	Mon, Tues, Wed, Fri
ESOL	F229	Ms. Laura Bernard-Sanchez	Monday through Friday
Math	C264	Mr. Jordan Bennett	Monday through Thursday
Music	J154	Mr. Marc Thomas	Monday through Friday
PE, Health	J154	Mr. Marc Thomas	Monday through Friday
Science	K286	Dr. Gina Martin	Tuesday through Friday
Social Studies	H250	Ms. Christine McKeldin	Monday through Thursday
Special Education	E256	Ms. Jennifer Griffin	Monday through Friday
SESES	G240	Mr. Kendel Goff	Monday through Friday

## National Honor Society

SPONSOR: Debbie Hiltner

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 September, juniors and seniors who meet the criteria for acceptance into the National Honor Society are encouraged to apply. In February, sophomores and juniors will be invited to apply to the society.

Juniors and seniors who plan to apply this fall may access the online application on Sherwood High School’s website during the week of September 13, 2021. ***It is important to read the application checklist before completing the online application.*** The online application and all required materials must be submitted by Tuesday, October 5, 2021 by 11:59pm. Students and parents will be informed of the final admission two weeks prior to the induction. The Fall Induction will be held on November 10, 2021 at 7:00pm. If your student is a sophomore, please check Sherwood’s website in February for information about the application process.

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 the minimum 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 which includes completing eight hours of tutoring and/or community service 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 the NHS and paid the NHS senior dues, will be awarded an honor cord and a stole and will be recognized in the written program as an NHS member.

### **Student Service Learning (SSL)**

Sherwood High School's Student Service Learning Coordinator is Mr. William Sartori. Mr. Sartori's office is located in the Counseling Office and he can be reached by telephone at 301-924-3210 or by email: [William.L.Sartori@mcpsmd.org](mailto:William.L.Sartori@mcpsmd.org).

#### **SSL Deadlines for 2021-2022 (Updated information can be found on the school website)**

- Documentation of service completed during the summer is due to the SSL Coordinator (no later than) **by Friday, September 24, 2021.**
- Documentation of service completed during the summer and first semester is due to the SSL coordinator (no later than) **by Friday, January 7, 2022.**
- **Seniors** –Documentation of service completed during the summer, first semester and second semester is due to the SSL coordinator (no later than) **by Friday, April 1, 2022.**
- **GRADES 9, 10, 11** – Documentation of service completed during the summer, first semester and second semester is due to the SSL coordinator (no later than) **by Friday, June 3, 2022.**

Student Service Learning is a graduation requirement for students in Maryland. The required number of hours is 75. 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:

- Students can find local pre-approved SSL hours here: <https://www.montgomerycountymd.gov/volunteercenter/>
- Successful completion of courses that have automatic SSL hours attached. These course 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](http://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 the Counseling office or scanned and emailed directly to Mr. Sartori. **\*\*PLEASE KEEP A COPY FOR YOUR RECORDS.\*\*** Blank SSL forms can be retrieved from the website, counseling office, and main office. Students who need assistance in obtaining hours should see Mr. Sartori or contact him by email. If there are any major errors concerning **high school hours**, please have your student see Mr. Sartori 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 Information

Athletic Director: Mr. Jason Woodward

Telephone Number: 301-924-3230

[www.sherwoodathletics.org](http://www.sherwoodathletics.org);

[Twitter Account @WarriorResults](#)

[Like SHS Athletics on Facebook "SherwoodWarriorAthletics"](#)

#### 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. When a student withdraws from a course after 25 days, the grade at the time of the withdrawal will be used when determining eligibility for the next marking period. A student may not withdraw from more than one course after the 25-day drop/add period for eligibility purposes.
4. 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. Students have the opportunity to replace only one fourth marking period grade in which they received a "D" or failing grade by repeating the course in summer school. If none of the fourth marking period courses in which the student received a "D" or failing grade are offered in summer school, the student will be allowed to take another course in the same subject area. If a course in the same subject area is not available, then the student and his/her counselor may decide on an appropriate alternative course. The summer session grade from the appropriate alternative course will replace the lowest course grade from the fourth marking period and will be applied to determine the student's eligibility status. This alternative course will replace the grade for eligibility purposes only; credit earned will be applied according to the course taken.

#### **Age**

Students who are 19 years old or older as of August 31<sup>st</sup> 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 the Coach and Athletic Director, [Jason D Woodward@mcpsmd.org](mailto:Jason_D_Woodward@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.

### **Medical Evaluation/Injuries, Illnesses, Surgery and Concussions**

All students who desire to participate in interscholastic athletics are required to have an annual medical evaluation performed by a licensed physician, certified physician assistant under the supervision of a licensed physician, or certified nurse practitioner. MCPS Form SRS-8: *Preparticipation Physical Evaluation*, is to be used to submit evidence of this examination. This examination is valid for one calendar year except when the student has had a significant injury, illness or major surgery. A student who has suffered a significant injury or significant illness, has had major surgery, or is suspected of having suffered a concussion is required to either submit a new medical evaluation or notification signed by a physician verifying that it is safe for the student to participate.

### **Preseason Requirement/Required Forms (located in "Forms" tab at [www.sherwoodathletics.org](http://www.sherwoodathletics.org))**

- 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, a complete medical emergency card, a baseline testing consent form and two concussion-related forms.
- b. All students and parents are required to review certain health and safety information provided on the MCPS Athletics web page, including material on baseline testing and concussions.
- c. A completed MCPS Form 560-31: *Application to Participate in an Activity Away From School for Which MCPS Transportation Is Not Provided* 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 Sherwood High School.

### **Residency**

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 provided is not the legal residence, the student is not eligible to participate unless the student has received a Change of School Assignment (COSA), based on accurate information, and has received an athletic waiver from the Director of System-wide Athletics. A COSA and an athletic waiver also are required when a student moves out of a school's boundary area and desires to continue to attend and participate at that school.

## **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.

### **Drugs and Alcohol Regulation**

Any MCPS 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, is prohibited from participating in athletic activities for a minimum of 10 consecutive school days (including any intervening non-school days). The student will be eligible for athletic activities on the eleventh school day.

### **Electronic Communications**

Parents and students are expected to utilize appropriate, positive use of social media, e-mail messages, blogs, websites and other electronic communications. Parents and students shall not make inflammatory or derogatory comments and/or post inappropriate descriptions or pictures regarding students, staff members, coaches, and/or other teams or schools.

### **Ejections from Contests**

Athletes who are ejected, suspended, or otherwise permanently removed from a contest for unsafe or unacceptable behavior, including red cards, two yellow cards, or their equivalent, are not eligible to participate in the next contest. Impacted players shall not be on the sidelines during the existing contest or during the next contest. This rule applies to regular season as well as postseason.

### **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.

### **Health and Safety**

Parents and students are required to review health and safety related information provided on the MCPS Athletics website, <http://www.montgomeryschoolsmd.org/departments/athletics> or Sherwood Athletics website, [www.sherwoodathletics.org](http://www.sherwoodathletics.org). These websites include information on sudden cardiac arrest, MRSA, hygiene, heat acclimatization, hydration, head injuries, and steroids.

### **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 Athletic website, [www.sherwoodathletics.org](http://www.sherwoodathletics.org), Twitter @WarriorResults, and Sherwood Warrior Athletics Facebook page. Sport specific coaching contact information is available through the Sherwood High School Athletics webpage, [www.sherwoodathletics.org](http://www.sherwoodathletics.org).

## Suspensions

Suspended or excluded students are ineligible for extracurricular activities until they are reinstated in classes. This includes in-school suspensions and in-school interventions. Students suspended on Friday may not participate until they are reinstated on the subsequent school day (Monday).

## 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

## Parent – Teacher - Student Association (PTSA) Information

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 2020-2021

President:	Khristy Kartsakalis
1st VP:	Linda Sickel
Student VP:	Pending
Staff VP:	Rebekah Byerly
Communications VP:	Jennifer Asbacher
Treasurer:	Audra Bray
Recording Secretary:	April Major
MCCPTA Delegates:	Linda Sickel
Diversity Chair:	Shanta Bryant Gyan
Membership Chair:	Beth Poston

## Membership and Direct Appeal

Membership is open to all students, parents, staff and community members. Each member is given access to the online PTSA student directory. Members are entitled to make motions, vote at general meetings, and are eligible to hold office on the board.

Although you can join at any point through the school year, our membership and direct appeal campaign runs August through October. The yearly membership dues remain unchanged from last year (\$5.50-students, \$10:00-staff, \$25.00-adult single, \$35.00-adult double; \$40.00-family). Membership dues are the main revenue for the PTSA, and support all our activities and programs.

Please join since dues and donations make up the major portion of the operating budget. Payment for memberships and donations can be made either in cash or check (payable to SHS PTSA) and forwarded to the PTSA mailbox at Sherwood High School, or online via MemberHub: <https://sherwood.memberhub.com/store>.

### **Election Process**

A nominating committee is appointed and convenes in March. Nominations are taken to the May general meeting at which time a vote is held. Any member can be nominated. Please contact the President or 1<sup>st</sup> VP if you are interested in filling any open positions.

### **Activities**

The PTSA hosts general meetings throughout the year, typically on the third Tuesday of most months at 7:15 p.m. in the Media Center. These are open to everyone in the school community, regardless of PTSA membership. In addition to PTSA business, speakers on topics of interest (college prep, mental well-being, substance abuse, social media, cybersecurity, teen driving, etc.) will usually present.

In addition to the general meetings, the PTSA runs or assists several programs throughout the school year, such as Scholarship Committee, Staff Appreciation, After Prom, etc. After Prom is a highly anticipated event for Seniors and their dates that provides them with food, music, entertainment and prizes all in a safe, drug and alcohol-free environment. After Prom is traditionally staffed by non-senior families, so senior parents are free to be part of this milestone with their students.

### **Volunteers**

PTSA is an all-volunteer organization. Our programs and activities do not happen without the commitment of our volunteers. The PTSA values and appreciates the time our parents, students, teachers, and community invest in Sherwood. Together, we make the school a richer environment. Please volunteer by contacting any PTSA officer. Contact information is available at [www.sherwoodptsa.org](http://www.sherwoodptsa.org).

## **Class Dues and Donations**

### **SHS CLASS DUES:**

***Class Sponsors:* Grade 9: Ms. Schlutz; Grade 10: Ms. Byerly; Grade 11: Ms. Bloom; Grade 12: Ms. Davis**

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 should be paid on-line using a VISA or Master Card, credit or debit card. From the Sherwood High School web page, click on the "*Sherwood High School Payments*" button. Select the appropriate payment option. Class Dues must be paid in full no later than September 30, 2020 or a financial obligation will be issued to students.

### **PTSA:**

[www.sherwoodptsa.org](http://www.sherwoodptsa.org)

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 supervised drug and alcohol-free environment.
- *Scholarship Fund:* This past year, the PTSA helped award scholarships to nearly 30 students, totaling over \$40,000. Contributions come from local scholarship sponsors, donations to the scholarship fund, and from the PTSA Rock and Roll Revival matinee performance for our cluster elementary and middle schools.
- *General Fund:* This fund covers most PTSA expenditures, including support for school clubs, staff appreciation, membership dues, and teacher requests for special activities.

The PTSA has started using an online communication tool called MemberHub. Sherwood uses MemberHub to bring you into our school community and keep you informed and engaged with what is happening. Within our

MemberHub site, you will find our e-store, newsletters, signup sheets, shared calendar events, files, photos, reminders, and much more all in one place!

With MemberHub you can:

- Join the PTSA by clicking on the following link: <https://sherwood.new.memberhub.store/store>
- When you join the PTSA your receipt will include a link to create your Memberhub account
- Donate to the Sherwood scholarship funds
- Sign up for volunteer time slots or needed items and receive reminders
- Receive emails and/or texts with communications from all levels of your school
- Share files and photos in a secure environment
- Utilize a school calendar and receive event reminders
- Access a private online school directory with PTSA membership
- Install the MemberHub app on your smartphone for info on the go
- Your information is stored securely and privately. Please click on the following link to add you and your family to our organization's MemberHub site: <https://sherwood.memberhub.com/join/2ybd3j>

### ***Volunteers:***

The PTSA is an all-volunteer organization. Our programs and activities do not happen without the commitment of our volunteers. The PTSA values and appreciates the time our parents, students, teachers, and community invest in Sherwood. Together, we make the school a richer environment. Please volunteer by contacting any PTSA officer. Contact information is available at [www.sherwoodptsa.org](http://www.sherwoodptsa.org).

### **WARRIOR CLUB:**

***Jason Eustace:*** [president@shswarriorclub.org](mailto:president@shswarriorclub.org)

The Sherwood Warrior Club is the official all-sports booster club at Sherwood High School which raises funds and rallies support for the 40+ teams that play across three sports seasons. The Warrior Club, a not-for-profit 501(c)3 organization, is comprised of parents and guardians of Sherwood athletes — and fans of Warrior athletics — who are committed to providing our students with the best possible high school athletic experience. The Warrior Club does this by raising money for equipment, field maintenance and other team needs. As you may imagine, the need for maintaining practice and playing fields, the gym, track, other athletic facilities, equipment, and technology to support these teams year-round can far exceed a county budget line item. The Warrior Club also organizes Campus Clean-Up Days, a Community Mulch Sale, sponsors the College Signing Day event, and sells spirit wear at various school events throughout the year. We rely on donations of money and time to accomplish our goals. Donations are tax deductible and we have several different levels of membership.

**Banner Sponsorship:** If your business wants to visibly demonstrate its support for the Sherwood Warriors, you are invited to display a 4' x 8' perforated plastic banner with your logo and contact information on a WHITE background at the Sherwood High School stadium complex. Your sponsorship of \$600 guarantees your place on the outside of the driveway/stadium fence for the current school year. To participate, contact our Fundraising Chair at [fundraising@shswarriorclub.org](mailto:fundraising@shswarriorclub.org).

Please support Sherwood athletics by joining the Warrior Club, purchasing a banner, or volunteering your time. Warrior Club meetings are held on the 1st Monday of every month @ 7:00 pm in the Media Center. The meetings are open to all Sherwood supporters and we would love to have you join us!

### **MUSIC BOOSTERS:**

***Mike Maddox***    ***Michael W Maddox@mcpsmd.org***

The Music Boosters support general, choral and instrumental music needs throughout the school year including, but not limited to, instrument repair, sheet music purchase, ensemble apparel, accompaniment at concerts and sponsorship of workshops by guest artists. Please support music students and the music department by writing a donation check to SHS Music Boosters and mailing it to SHS.

**WARRIOR NEWSPAPER:**

***Peter Huck***

***Peter J Huck @mcpsmd.org***

A 24-page student-run school newspaper published seven 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](http://www.thewarrioronline.net)**.

*This page does not include all events or expenses that will occur at Sherwood High School in the 2018-2019 school year. Information on other activities and related fees will be communicated to you during the school year.*



## HELPFUL TELEPHONE NUMBERS

### PHONE #

<b>General Information about MCPS (English &amp; Spanish)</b>	<b>(301) 309-6277</b>
Athletics	(301) 279-3144
Associate Superintendents for Elementary, Middle, and High Schools	(301) 315-7377
Board of Education	(301) 279-3617
Boundaries for School Attendance (9 a.m. to 12 p.m. weekdays)	(240) 314-4710
Bus Routes/Transportation	(301) 840-8130
Curriculum	(301) 279-3411
Developmental Screening for Preschoolers (Child Find)	(301) 230-5966
Emergency Announcements (recorded in English & Spanish)	(301) 279-3673
Employment Opportunities	(301) 279-3270
ESOL (English for Speakers of Other Languages)	(301) 279-0670
Free and Reduced-Price Meals (FARMS)	(301) 840-8170
Gifted and Talented/Magnet Programs	(301) 279-3163
Homework Hotline Live!	(301) 279-3234
Interpretation Services	(301) 517-5539
Parent Academy	(301) 279-3100
Parent Office	(301) 279-3100
Pre-K and Head Start	(301) 230-0676
Policies and Records	(301) 279-3211
School Counseling, Residency and International Admissions	(301) 230-0686
Safe Schools Hotline	(301) 517-5995
School Meals	(301) 840-8170
Special Education Services	(301) 279-3837
Student Services	(301) 279-3912
Student Service Learning	(301) 279-3454
Summer School Programs	(301) 279-3202
Superintendent of Schools	(301) 279-3381
Vaccination Information	(240) 777-1550
Volunteering Opportunities	(301) 279-3100

**For information on government resources in Montgomery County, call 311**



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## How to Receive MCPS Emergency Information

### **MCPS QuickNotes**

Receive emergency announcements, as well as other school news and information, via email through *MCPS QuickNotes*. Sign up at [www.mcpsquicknotes.org](http://www.mcpsquicknotes.org). Information is available in six languages.

### **Alert MCPS**

*Alert MCPS* provides information about major changes in school system operations via text messages or voice calls delivered to devices you register, such as cell phones, smartphones, emails, and pagers. Signing up for *Alert MCPS* is free, but check with your wireless provider about charges associated with text messages. Messages are provided in English and Spanish. Parents and staff also may sign up to receive messages for specific MCPS schools. This service would be used for situations that affect one or a small number of schools, such as a power outage. Sign up at <http://alert.montgomerycountymd.gov/>.

### **Twitter**

A Twitter account allows you to follow MCPS updates, including emergency messages, on your computer, cell phone, or mobile device. Go to <http://twitter.com/mcps> to follow MCPS or to create an account.

### **MCPS Website**

Changes in school operations due to weather conditions or other emergencies are posted on the MCPS website at [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org). Messages are posted in English and Spanish.

### **Recorded Information Line**

To hear a recorded message about changes in school operations in English and Spanish, call 301-279-3673.

### **MCPS TV**

Emergency messages, news about MCPS, coverage of Board of Education meetings, and more, are provided on Comcast Cable Ch. 34, Verizon Ch. 36, and RCN Ch. 89. For more information, visit [www.mcpstv.org](http://www.mcpstv.org).

### **TV and Radio: Local Stations**

Tune in to local TV and radio stations for news about changes in school operations due to weather conditions or other emergencies.

**Make sure that your school has your current contact information (email address and home, work, and cell phone numbers), so that you can be reached in an emergency.**



# HOMework HELP!

MCPS-TV supports students by offering **FREE homework help.**

Starting September 16, *Homework Hotline Live!* (HHL) is available  
Tuesdays, Wednesdays and  
Thursdays.

From 4 to 6 pm, watch MCPS teachers at **AskHHL.org** and on **cable TV**  
(Comcast 34, Verizon FIOS 36, RCN 89). Call them at 301-279-  
3234.

## EXTENDED HOURS. SEND AN ONLINE MESSAGE UNTIL 9 PM!

through AskHHL.org, text message, email, Facebook or  
Twitter

**From 4 to 6 pm call 301-279-3234**

**From 4 to 9 pm contact teachers online**

**Visit [www.AskHHL.org](http://www.AskHHL.org)**

**Send text to 724-427-5445 (7244 ASK HHL)**

**Email: [question@AskHHL.org](mailto:question@AskHHL.org)**

** [Facebook.com/AskHHL](https://www.facebook.com/AskHHL)**

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**Twitter  [@AskHHL](https://twitter.com/AskHHL)**

# STAY CONNECTED WITH MCPS



VISIT [www.montgomeryschoolsmd.org](http://www.montgomeryschoolsmd.org)



CALL **301-309-MCPS (6277)**



WATCH **MCPS TV** on Comcast 34, Verizon 36, RCN and visit [www.youtube.com/mcpstv](http://www.youtube.com/mcpstv)



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FOLLOW [www.twitter.com/mcps](http://www.twitter.com/mcps)



SIGN UP for e-mail and text alerts  
[www.montgomeryschoolsmd.org/alertmcps](http://www.montgomeryschoolsmd.org/alertmcps)

- For information on government resources in Montgomery County, call 311 or visit [www.montgomerycountymd.gov](http://www.montgomerycountymd.gov)

# TIPS/HOTLINES – RESOURCES

## **SAFELINE**

To report furnishing alcohol, selling alcohol, underage drinking or request assistance to organize an alcohol free activity, contact (301) 670-7266 (Safeline).

## **TEXT-A-TIP PROGRAM**

User types "MCPD" plus their tip on their cell phone or PDA and text the word **MCPD** to the number 274637 (CRIMES).

1. Create a new text message or send text or SMS text
2. When composing your message, enter the number 274637 (**CRIMES**) in the "to" line.
3. In the message body, type the word **MCPD** and then your crime tip information (MCPD is **NOT** case sensitive).
4. Press send to deliver the message.
5. You will receive a response from the Crime Stoppers shortly.

For your safety, you should always delete all text messages to and from 274637 (**CRIMES**) from your in and out boxes. The text message is encrypted and an alias is generated, masking the identity of the sender from the police. The police have no way of determining the user's identity. An anonymous two-way dialogue is possible with investigators.

## **WEB TIP PROGRAM**

Users can enter anonymous web tips at [www.montgomerycountymd.gov/police](http://www.montgomerycountymd.gov/police) or [www.tipsubmit.com](http://www.tipsubmit.com) and click on the web tab link. Web forms are in English, Spanish and French. Fill in as much information as possible on the web page. You can also attach photos to the web tip. An anonymous two-way dialogue is possible with investigators.

## **PHONE TIP PROGRAM**

Users can call 240-773-8477 (**TIPS**) or 866-411-8477 (**TIPS**) 24 hours a day, 7 days a week. A caller will take your crime tip information anonymously. Calls can be taken in English, Spanish and French.

## **PRIVACY**

No mobile phone information is collected by the Montgomery County Police Department (MCPD) as part of this program. Your Text-a-Tip is completely anonymous to the MCPD and is only identifiable via a four digit tip code that will be provided to you. Any information you submit is directed to the MCPD's crime tip program. Your tip will be disseminated to the appropriate MCPD investigative officers.

**Montgomery County Police Department Non-Emergency Line:**  
301-279-8000

**4<sup>th</sup> District Police Station (Wheaton):**  
240-775-5500

**Crisis Center:**  
240-777-4000

**Maryland Resource Information Line (Directory for Resources in the State of Maryland):**  
211